



Terms of Reference

Assignment title: Consultancy for strengthening of internal structure of the organizations

Location: Bosnia and Herzegovina

Duration: Short-term contract; September - December 2020.

1. Background

MyRight is the Swedish disability rights movement's umbrella organisation for international development work. MyRight is a politically and religiously independent aid organisation that works to ensure the fulfilment of the rights of persons with disabilities.

The goal for MyRight's work is to strengthen Organisations of Persons with Disabilities (OPDs) and their capacity to effectively advocate for the rights of persons with disabilities (PwD), as well as, and empower their target groups. In Bosnia and Herzegovina (BiH) MyRight supports joint advocacy initiatives.

2. Specific purpose and objectives

MyRight assists OPDs in their institutional strengthening in order to enable them to meet the members' requirements the best way possible but also to harmonize their work with the international standards. Strengthening of OPDs means strengthening of their membership and eventually of the whole movement of persons with disabilities.

International standards, among other things, mean strengthening of internal structure of the organizations in a way that a clear division of authorities and jurisdiction between governing and executive bodies is established, quality strengthening of governing and executive bodies and that the rules of work and relations between responsible bodies are clearly established through the written system of policies and procedures.

Thus, the purpose of the consultancy should focus on the following details:

- Analysis of the current organizational structure of Fenix, the assessment of the quality of work of the governing and executive bodies of the organization and the documents that regulate their work and the relations between them. Special attention will be given to the analysis of conformability of documents with the international standards of the work of civil society organizations.
- Together with Fenix governing bodies and staff, review the existing documents and propose concrete improvements related to the harmonization with international work standards.

- Prepare and submit a well-structured Assessment Report related to the work of governing and executive bodies.
- Through the visits to the organization and online coaching and mentoring assist the staff in the process of updating the old documents and creation of new documents that regulate the internal structure of the organization and the work of governing and executive bodies and all of this in accordance with international standards.

3. Methodology that will be applied in consultancy process

- Desk review of the existing documentation related to the organizational structure and the rules and procedures that regulate the work of governing and executive bodies and their mutual relations
- Visits to the organization and interviews (individual and collective) with the members of governing and executive bodies if the epidemiological situation allows. Otherwise, organize the online meetings.
- Online coaching and mentoring with the aim to update the old documents and create new documents that regulate the structure of the organization, responsibilities and authorities of the governing and executive bodies and their relations.

4. Accessibility

The Consultant must respect needs for accessibility when involving respondents with impairments and pay attention to provide accessibility of communication.

5. Deliverables and timeframe

- Assessment Report written in local and English language which will provide a detailed description of the existing practice and work processes related to the governing and executive bodies of Feniks, and the written rules and procedures that regulate this area. This report will also point to the room for additional improvement of the quality of work of the governing and executive bodies and their relations in a way that division of responsibilities and authorities is clearly defined.
- Detailed Report about the consultation process and the results related to the changes in the documents that regulate the work of governing and executive bodies and their application in practice

The consultant should submit an Assessment Report no later than **30 October 2020** to MyRight and a final Detailed Report no later than **30 November 2020**.

The implementation of this consultancy process will be largely affected by the on-going pandemic of Covid-19. The consultant/s should demonstrate due consideration to this situation in the tender and provide alternative (online) research methods in case the pandemic will prevent face to face interviews and meetings throughout the implementation of the study. The Consultant and MyRight will collaborate to identify innovative solutions to potential challenges faced in the design and implementation of

the consultancy.

6. Qualifications

Required skills, competences, and experiences

- Academic degree in relevant field (e.g. development studies or social sciences, or similar).
- 10+ years' consultancy experience and list of references of working with civil society and CSO capacity building related issues; and good understanding of the context in which CSOs operate in BiH.
- Professional work experience in strengthening of internal structure of the organizations and CSOs in Bosnia and Herzegovina.
- Very good facilitation, communication and presentation skills.
- Demonstrated ability to multi-task under pressure and to meet strict deadlines.
- Experience in working with international donors.

7. Roles and Responsibilities.

7.1. The Consultant

- Conducts the consultancy with utmost professional diligence in accordance with the timeframe and this Terms of Reference.
- Carries out the consultancy in a manner and standards that best realize the objectives of the consultancy as stated in this Terms of Reference.

7.2. MyRight staff

- Makes available the required documents and the relevant information requested by the Consultant.
- Instructs and supports the Consultant throughout the implementation of the consultancy
- Facilitates communication and contact with the Fenix.
- Assists the Consultant with accessibility aspects of the consultancy.

7. Budget

The potential amount for consultancy should have a maximum value of (not to exceed) **5 000 BAM** (consultancy fee), including all applicable taxes and fees and travel costs. The consultant/s is invited to present a more detailed work plan and daily consultant fee in the tender. The consultant should also specify estimated travelling costs within BiH and all other foreseen costs for undertaking the consultancy in the tender.

8. Payment Schedule

Payment to the Consultant will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the MyRight.

The payment is divided into two transfers. The amounts and dates of transfers will be agreed in the start-up meeting upon the contract between Consultant and MyRight is signed.

9. Assurance of confidentiality

All deliberations relating to this assignment, including all information collected from various meetings/documents shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form.

10. Property Rights

MyRight shall hold all property rights, such as copyright on materials directly related to, or derived from the work carried out through this Project.

11. Resolving Disputes

In the event of any dispute arising between the MyRight partner and the Consultant a maximum and genuine effort should be made by both parties to resolve such dispute through discussion. If they fail to resolve it in this manner, an arbitrator agreed upon by both parties should be appointed. If an arbitrator cannot be decided upon, the dispute should be resolved through the law courts in the country.

12. How to apply

Qualified candidates (individual or consultancy firm) are invited to submit a tender, which should include:

- Letter of intent and availability.
- A technical proposal: The technical proposal should briefly and clearly describe the following aspects; understanding of the task, and a preliminary methodology and approach for implementing the consultancy, preliminary work plan and timeframe.
- Financial proposal: Specifying daily consultant fee and all other estimated costs for implementing the study.
- A curriculum vitae (CV): CV of the lead consultant and all other team members.
- A work sample of a similar assignment and three references (names and contact details) would be appreciated.

The Tender should be submitted no later than **10 September 2020** to Binasa Goralija (binasa.goralija@myright.se).

Only short-listed consultant(s) or consulting firm(s) will be contacted.