



FOR AN ACTIVE  
CIVIL SOCIETY  
TOGETHER

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## Call for Expression of Interest for the Position of In-field Assessor

The Programme “For an Active Civil Society Together – ACT” is seeking 10 candidates experienced in the civil society sector (especially with an in-depth understanding of the local civil society sector in the Republic of Serbia) for the position of **In-field Assessor** that would serve as the Local Advisor to the ACT Team in charge of the programme implementation.

The In-field Assessor will be responsible for conducting field visits with the purpose of an in-depth assessment of the organisational and programmatic capacities of the shortlisted CSOs as well as of the submitted applications under Calls for proposals (explained further below in the text).

The In-field Assessor will be responsible for organising and conducting interviews with the shortlisted CSOs and making assessments in order to prepare the final recommendations for their potential selection. In-field Assessor will be travelling around the Republic of Serbia to get the complete and objective picture of the shortlisted CSOs as potential grantees in regards to their capacities and potentials to implement the proposed initiative. In-field Assessor need to be available for the whole period of the project duration (until 2023) based upon the calendar of different public Calls for Proposals (listed below). Each task would assume the engagement of up to 10 working days.

Calls for Proposals for CSOs under this Programme (related to this job advertisement) will be published as follows:

Year/Qr.	YEAR I (2020)				YEAR II (2021)				YEAR III (2022)			
Call for proposals	I	II	III	IV	I	II	III	IV	I	II	III	IV
Institutional Grant												
Local Activity Grant												
Community Boost												
Partnership (CSO-LG) Grant												

Therefore, from the table above, it is expected to have:

1. One Call for proposals for Institutional Grants published in 2<sup>nd</sup> quarter of 2020;
2. Two Calls for proposals for Local Activity Grants to be published in:
  - a. first in 2<sup>nd</sup> – 3<sup>rd</sup> quarter in 2020
  - b. second in 3<sup>rd</sup> – 4<sup>th</sup> quarter in 2021
3. One Call for proposals for Community Boost grants published in 2<sup>nd</sup> – 3<sup>rd</sup> quarter in 2020. It will remain open until 2023 with bi-yearly assessment cut-off dates;
4. One Call for the Partnership Grants (local CSOs-LGs) published in the last quarter of the 2020 or the first quarter of the 2021 depending on the results of the local elections.



## 1. About ACT Programme

The “For an Active Civil Society Together - ACT” Programme is designed as four-year support to CSOs in the Republic of Serbia (2019-2023), aimed to address the challenges pertaining to civil society activism in Serbia. Donor of the Programme is Swiss Agency for Development and Cooperation (SDC), and the implementing partners are HELVETAS Swiss Intercooperation and Civic Initiatives from Belgrade.

The envisaged purpose of the Programme is focused on achieving the following overall goal: *To contribute to an active civil society for the benefit of all people and higher citizens’ engagement in decision-making, particularly at the local level.* The Programme is focused on three outcomes, first of which is related to this Call:

Outcome 1: Effective and financially sustainable CSOs are responsive and accountable to the citizens, they mobilise citizens’ support and voice their interests in decision-making processes;

Outcome 2: CSOs increase participation in networks and alliances to enhance influence on decision-making processes for the benefit of their constituencies;

Outcome 3: CSOs and local authorities apply joint initiatives on decision-making and the provision of services to citizens.

The ACT Programme components are supported through the various kinds of grants and capacity building program support to CSOs in the Republic of Serbia.

## 2. Selection criteria

All candidates should possess long and extensive working experience in the field of civil society sector.

### Qualifications and experience:

- Extensive knowledge of the civil society sector in the Republic of Serbia;
- More than 10 years of experience of working with or working for CSOs in the Republic of Serbia;
- Previous experience in tasks related to selection, monitoring, evaluation of grants/projects or organisational development (capacity building programmes); services funded by national or international donors will be considered an advantage.
- Good understanding of local civil society context and local specificities;
- Previous engagement as an assessor (or similar positions) will be considered an advantage.

### Skills:

- Strong ability in judging the qualities of services and people in terms of assessing the values, priorities, importance and quality of CSOs’ organisational capacities and project proposals;
- Good understanding of the specific context and features related to small, grassroots and community-based organisations’ work;
- Excellent drafting and reporting skills (both in Serbian and English);
- Strong communication and interpersonal skills;
- Valid driver’s license will be considered an advantage;
- Willingness to travel to locations throughout the Republic of Serbia.

## 3. Key Responsibilities

- Give inputs on the final assessment formats/questionnaires for the interviews with the shortlisted CSOs;



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- Undergo induction training with ACT for carrying-out the assessment;
- Carry out assessments based on predefined assessment formats;
- Conduct interviews and focus group discussions and follow-up meetings with shortlisted CSOs;
- Ensure the verification of shortlisted CSOs lists through phone calls, community visits and meetings with local authorities;
- Collect and systematise information gathered from interviews, focus group discussions, follow up meetings and other sources of information;
- Gather information from the community members and collect feedback;
- Ensure good communication with both grant beneficiaries and non-beneficiaries to explain the project and CSO selection criteria;
- Ensure good local connectivity with the representatives of the LSGs and other local social and political representatives;
- Represent ACT Program standards in conduct and in carrying out tasks in a respectful and dignified manner towards CSOs;
- Respect the privacy of information about the findings.

#### 4. How to apply?

If you would like to apply for a job, please upload Your CV (in the requested EU format) and Motivation letter in Serbian through the link..... Please ensure that your CV clearly shows how your qualifications and experience meet the requirements for this post defined in the Selection criteria. Deadline for submission is May 20<sup>th</sup>, 2020. CVs and Motivation letter received after this date will not be considered. When submitting their CVs, candidates are requested to use the following format available at: *Europass CV (format given through Catalyst application)*

At this stage, there is no need to submit evidence documents for the above selection criteria. Please note that at the later stage candidates may be requested to provide evidence attesting the qualifications, skills and experience stated in the CVs.

ACT Team will draw up a list of experts who meet the selection criteria. Where a particular task is to be performed by an expert, the ACT Team will assign experts to the task on the basis of the skills, experience and knowledge necessary and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

**NOTE:** In a case the selected candidates are members of the CSOs which applied under any of the published Calls for proposals within ACT programme, these candidates will not be engaged as an In-field assessor under that particular Call for proposals, but potentially could be under other Calls for proposals.

Only shortlisted candidates will be invited for the interview. The final list is expected to be published latest June 5<sup>st</sup> 2020 on the [www.act.org.rs](http://www.act.org.rs).

**NOTE:** Civil servants and other staff of the public administration of the Republic of Serbia are not eligible to apply for this position.