



**International project**  
**Belarus Beehive “Supporting civil society as a key driver of democratic transformation of Belarus”**

**announces call for services**

**Position Title:** Organisational Capacity Assessment and Organisational Development Consultants for CSO coalitions, sectoral policy institutions, and networks

**Location:** remote

**Duration:** up to 30 months

**Type of contract:** framework, service

**Indicative starting date:** April-May 2024

**Deadline for submissions:** 31 March 2024

**Description of the position:**

Provide tailor-made capacity building to strengthen the operational and institutional capacities of CSO coalitions, sectoral policy institutions and networks (hereafter referred to as "coalitions").

The consultant will work with coalitions, networks and large civil society associations that aim to become trendsetters and policymakers in specific areas of civil society activity.

The capacity building services will be crucial for the coalitions. The possibility for coalitions to receive additional funding from the Beehive Project will depend on the results of the capacity building services provided by the consultant.

Key responsibilities

- Organisational Capacity Assessment (OCA) and tailor-made Organisational Development (OD) support for CSO coalitions, sectoral policy institutions and networks that have applied for this service through the learn4belarus.online platform.
- Support to CSO coalitions, sectoral policy institutions and networks to develop good performance, efficient communication with all stakeholders (CSOs and initiatives of their sector, democratic politicians, sponsors, experts of different sectors, international partners), better organisational sustainability, apply measures to maintain bridges with their target groups and constituencies in Belarus, reinvention of working tools, improvement public relations and relations with their members, internal democratic, financial and administrative procedures.
- Assist to CSO coalitions, sectoral policy institutions and networks to develop their strategies (including improvements in specific departments or functions), training/coaching plan for

staff, find tailor-made organisational solutions or advice to the challenges they face, and define needs for further support.

- Support Belarus Beehive staff in monitoring the implementation of OD/institutional support projects and evaluating their progress against OD plans.
- Participate in reflection and peer learning sessions of OD experts.

#### Required Skills and Experience

- The OCA&OD consultants for CSO coalitions, sectoral policy institutions and networks must be middle- or senior-level experts with experience in organisational development and management in the non-profit sector and civil society, with experience in Organisational Capacity Assessment, project Planning, Monitoring and Evaluation (PME).
- We also strongly encourage applications from experts - specialists in specific areas of CSO activity and coalition building (networking, PR and communications, government relations, accountability, etc.).
- Consultants must understand the specifics of working with Belarus or similarly complex countries and speak the language in which their potential CSO clients communicate. Experts may be of Belarusian, EU or Eastern Partnership origin.
- Anticipated working countries: Lithuania, Poland, Georgia, Belarus (possibly remotely) and other countries where the coalitions' headquarters are located.

#### **Offered remuneration and other conditions:**

OCA&OD consultants for CSO coalitions, sectoral policy institutions and networks will be recruited under framework contracts.

The planned workload for each application is (on average) 3 days OCA + 5 days project planning support + 2 days monitoring/evaluation of changes, for a total of 10 days per coalition application. A maximum of 5-6 such coalitions will be supported with the services of consultants.

The daily rate proposed by the consultant must include taxes (up to 25%), local travel expenses within the region or country related to the contractual obligations. International flights and travel are not included (to be reimbursed separately).

The consultancy will be organised on a coalition-recipient basis, with follow-up online and/or offline coaching and advice on OD issues. If it is necessary to conduct a strategy session for a geographically dispersed team, the Coalition will have the opportunity to apply for a small grant to cover the necessary costs.

We expect and encourage consultants to work as a team, with the opportunity to learn from each other and engage in shared reflection and learning.

#### **Application procedure:**

If you are interested in the role, please send your expression of interest, CV (in English), location (country of providing services), and daily rate to [hr.beehive@proton.me](mailto:hr.beehive@proton.me) with the reference: "OCA&OD consultant for Coalitions". Please include the contact details of two referees who can provide information about your professional experience should you be shortlisted for an interview. Only candidates selected for interview will be contacted.

Following the receipt of expressions of interest in response to the call, the selection committee will interview and negotiate with the short-listed candidates and approve the final list of pre-selected consultants with a view to concluding framework contracts with them.

Contracts for the provision of services by each CSO will be awarded to the pre-selected consultants upon receipt of the applications from the coalitions (starting April-May 2024).