

**International project**  
**Belarus Beehive 2.0 Supporting civil society as a key driver of democratic transformation of Belarus”**

**announces additional call for services**

**Position Title:** Organisational Capacity Assessment and Organisational development Consultants

**Location:** remote

**Duration:** up to 24 months

**Type of contract:** framework, service

**Deadline for submissions:** 30 June 2024

**Description of the position:**

Providing tailored capacity-building and organisational development support to civil society organisations.

The importance of this work is reinforced by the fact that approximately half of the civil society organizations and initiatives that emerged in the wake of 2020 are now experiencing difficulties growing pains, conflicts, and are unable to move to the next level of development.

The consultants will help CSOs to make Organisational Capacity Assessments (OCA) and to improve their institutional and operational capacities (organisational and financial sustainability, transparency, internal democracy, and quality of organizational processes and procedures), as well as capacities to serve their target groups successfully.

Only on the basis of the OCA and development plans, the CSOs will be qualified for participation in call for proposals for organisational capacity building and institutional support within the Belarus Beehive project.

**Key responsibilities**

- Organisational Capacity Assessments and tailored organisational development support for CSO that have applied for such service via learn4belarus.online platform
- Assistance to CSO to develop their organisational development plans and strategies (including improvements of certain departments or functions), educational/coaching plan for the staff, to find tailored organisational solutions or advice for challenges they face, and define the needs for the further support.
- Assistance to Belarus Beehive staff in monitoring the OD and Institutional support projects' implementation, and evaluation their progress against the OD plans.
- Participation in reflections and peer learning sessions of OD experts.

**Required Skills and Experience**

The OCA&OD consultants must be middle or senior-level experts, experienced in organisational development and management in the non-profit sector and civil society, to have experience in Organisational Capacity Assessments, in project Planning, Monitoring and Evaluation (PME).

We also strongly encourage to apply experts - specialists in certain areas of CSO activity (financial management, PR and communications, etc.).

They must know the specifics of working with Belarus or similar complex countries, and speak the language in which their potential CSO clients communicate. Experts may be of Belarusian, EU, or EaP origin.

Proposed countries of work: Lithuania, Poland, Georgia, Belarus (possibly remotely), but also Germany, Estonia and other countries where Belarusian CSOs are registered.

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

OCA&OD consultants will be recruited for framework contracts.

The planned workload for each CSO application (on average) shall include: 3 days OCA + 3 days OD planning support + 2 days monitoring/evaluation of changes, in total 8 days per CSO application.

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

Organisational Capacity Assessment and Organisational development Consultants will work with CSOs in their home country (preferably), they may travel to the CSO place of activity, or work remotely if other option is impossible.

We expect and encourage consultants to work as a team with the opportunity to learn from each other and engage in joint reflection and exchange of experience.

### **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". The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

After receiving expressions of interest in the call, the Selection Committee will conduct interviews-negotiations with short-listed candidates and approve of the final list of pre-selected consultants for concluding framework contracts with them.

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