# CALL FOR TRAINERS
## Training on FINANCIAL SUPPORT FOR THIRD PARTIES (EuropeAid PROJECTS)

**ONLINE TRAINING**

### 1. About ENoP

The European Network of Political Foundations (ENoP) is a cooperation structure, serving as a communication and dialogue tool between the European political foundations and the Institutions of the European Union (EU), as well as civil society actors in the fields of democracy support and development cooperation. Furthermore, the network provides services to its members to facilitate their participation in the respective programmes of the EU.

ENoP brings together 55 member foundations from 22 European member-states and the UK. The members are affiliated to six political party families represented in the European Parliament (Renew Europe, EPP, S&D, ECR, Greens/EFA, GUE/NGL), but are independent in their decision-making and financing of international projects.

The activities of political foundations in the fields of democracy support and development cooperation include public campaigning and awareness raising, advocacy work vis-à-vis political institutions and decision makers in their respective home countries, as well as the EU level. The main focus, however, is on the implementation of democracy support and development projects with local partners in more than 100 developing and transition countries throughout the world.

Since March 2019 ENoP is implementing an EU co-funded action grant, called *"Strengthening ENoP as actor in support of democratic and pluralistic societies"*. The current capacity building training takes place in the fringes of this project.

### 2. Background of the training

Together with local partners, ENoP member foundations implement a variety of EU co-funded grant projects around the world (mainly in Asia, Africa, Latin America, Eastern Europe and the MENA region), thereby contributing to EU democracy support and sustainable development cooperation. To facilitate funding for smaller or grassroots organisations on site, member foundations implement activities related to Financial Support to Third Parties (FSTP). To effectively propose, manage, and report activities related to FSTP and to highlight its positive impact, ENoP is organising a practise-oriented training for its member foundations. The training is intended to provide an opportunity for staff from ENoP member foundations to improve their skills on setting up sound and robust activities related to FSTP, suitable monitoring and control systems, on how to support and handle weak partners, on how to mitigate risks and on how to report to the EU on activities related to FSTP. Crucially, the training is set up in a realistic way and uses good and bad examples from practice.

### 3. Objective of the training

The main objective of the training is to provide practical insights into the main requirements and expectations from the EU with regard to financial support of third parties in the frame of EuropeAid grant projects beyond information provided in the General Conditions. The training will support staff (incl. local staff) from ENoP member foundations who manage EU co-funded projects and

conceptualize new projects. After completion of the training, participants have learned good practices for proposing, managing, and reporting activities related to FSTP, have had the opportunities for peer-exchange and for finding solutions for concrete problems from practice and have received professional tips on the successful implementation of FSTP and reporting towards the EU.

### 4. Scope and methodology of the training (indicative, to be discussed with the trainer)

*Exploring the possibilities for designing third party financial support within EuropeAid projects <u>based on practical examples</u> (and <u>beyond</u> the information provided in the General Conditions), including:*

- Overview of *different forms of financial support*
  - (Activity-based support/core functions support; direct award/competitive award, and with the latter again the distinction between call for proposals/call for idea and prize) suitable for the different target groups (experienced/less experienced, vulnerable/more privileged, etc.)
  - Best practices of FSTP design at <u>proposal stage</u> in compliance with the call for proposals guidelines (level of detailed information to be included in the full application in terms of selection criteria, eligible activities, etc.)

*Managing FSTP within EuropeAid projects <u>based on practical examples</u> (and <u>beyond</u> the information provided in the General Conditions), including:*

- How to design sound und useful *selection criteria and methodology* for the selection procedure?
- What are *pitfalls when awarding FSTP* and how can we avoid them?
- How to set up a sound *written agreement* with the beneficiaries of FSTP?
- How to set up a *robust system of control*, to be able to provide data and information in the interim and final reports to the EU and to verify the eligibility of costs?
- How to *monitor* the third parties' implementation of activities, as we keep the responsibility for the correct use of funds?
- How to *support beneficiaries* receiving FSTP both in terms of managing the grant they are receiving and with regards to content-related questions?
  - In the application phase?
  - In the clarification of rules and procedures?
  - In the implementation of their activities funded by FSTP?
- How to deal with *partners*, who might have severe difficulties in implementing FSTP actions?
- Which *risks* are related to FSTP for both, the awarded beneficiaries and for the awarding organisations and *how to mitigate them*?
- What happens if there are some partners who have been award FSTP and who *fail to fulfil the contract?*
  - Is the EU accepting a certain percentage of non-executed contracts? In comparison, in some local development programs it is tolerated if a maximum of 5-6% of the contracts are not fulfilled, meaning that if 100 grants are awarded to third parties, it is taken into account that 5 or 6 of them may not be properly executed.
  - Is there a possibility for partners who cannot fulfil the contract to return the funding and to re-allocate the funding to other eligible candidates?

*Reporting FSTP to the European Union within EuropeAid projects <u>based on practical examples</u> (and <u>beyond</u> the information provided in the General Conditions), including:*

- What needs to be *reported to the EU* and how?

- How to set up the *narrative part*?
- How to set up the *financial part*, i.e., how to verify vis-à-vis the EU that eligibility criteria have been met and **which related supporting documents need to be provided** a) for funded activities b) for core funding?
- How to present the *results achieved by FSTP* for the project's objectives in the reports to the EU in a convincing and appealing manner?

*Exercise: Draft process of FSTP for exemplary project in groups (teams)*

*Peer-exchange on past experiences with FSTP, problems that occurred, solutions that have been found, open questions.*

### FORM
- Methodological mix: Combining input by the trainer with interactive elements such as group work, practical examples etc.;
- Leaving room for individual questions of participants and exchange of experience among participants;
- Providing Power Point Presentation & list of online resources that participants can use after the training.

### 5. Target group
- Participants: about 15 participants from ENoP member foundations, participants either currently work for EU co-funded projects around the world or are in charge of drafting applications for EuropeAid projects;
- Participants will have some prior knowledge on implementing EU projects and FSTP, however their level of experience will differ.

### 6. Required profile of the trainer
- Substantial expertise and experience in the management of EuropeAid grants, professional understanding the General Conditions, the PRAG and the INTPA Companion and advanced experience in setting up, managing and reporting FSTP;
- Experience of conducting trainings on EU funding in international contexts;
- Substantial experience in consulting for / writing / reviewing / conceptualizing / implementing successful EuropeAid grant projects and project reports;
- Fluency in English both written and oral;
- Experience in conducting online trainings.

### 7. Language
- The training will be held in English without translation.

### 8. Location
- Online via Zoom. Other online platforms can be used based on the Trainer's experience.

### 9. Date and estimated timeline

- The training is planned for January 2022;
- 5 days in total: 3 days for training preparation & 2 days for training delivery. The preparation includes compilation of seminar material, designing Powerpoint/ZOOM Presentation, conducting ZOOM call / email exchange with ENoP to verify whether proposed structure of the workshop meets expectations.

### 10. Deliverables

- Receipt of training offer and draft training plan by **13 December 2021**;
- Moderation and facilitation of a 2-day online training, 4hrs per day (in total 8 hours of training that should be divided among 2 days in one week).

### 11. Remuneration and other compensations

- Remuneration: offer-based (please indicate overall net fee in your offer)

### 12. Award criteria

- The evaluation team will place an average weight of 60% to the content component and 40% to price offer.

### 13. Procedure for expression of interest

Experts with the above mentioned profile are kindly invited to send their CV, outlining their relevant experience, draft programme and their expected overall fee for the preparation and the facilitation of the training. Applications shall be sent to Aleksandra Starčević (aleksandra.starcevic@enop.eu) by **13 December 2021**.