



Ref no	Project title		Support to social service providers and enhancement of the monitoring capacities in Bosnia and Herzegovina					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	BiH	1 758 000	100	19	EC	EU	07/2015 – 07/2017	EPRD, WUP, Bolt, Eptisa
Detailed description of project			Type of services provided					
<p>With respect to the social protection of vulnerable and socially disadvantaged categories, the project helps national and local authorities to enable greater social inclusion of vulnerable groups, with special focus on elderly, by broadening and strengthening community-based responses tailored to their specific needs. The legislative framework for reforming the social protection systems has already been adopted by the two Entities and Brcko District, but this framework does not correspond sufficiently to the development plans of social welfare system. Apart from legal shortcomings, the secondary legislation (bylaws and regulations) is incomplete or inappropriate. The project therefore assist the BiH authorities in revising the existing secondary legislation and drafting the missing bylaws and regulations, which will improve the provision of social services.</p> <p>The overall objective of this project is to improve social protection of the vulnerable and socially disadvantaged groups and to enhance monitoring, reporting and promotion of human rights.</p> <p>The purposes of this contract are as follows:</p> <ul style="list-style-type: none"> <li>Develop a generic model (best practice model) to assist elderly and disabled persons, and to support the establishment of two mobile teams that will be providing the assistance to the two categories of beneficiaries;</li> <li>Strengthen primarily the capacities of the Ministry of Human Rights and Refugees and other institutions responsible for collecting data on human rights protection in BiH;</li> </ul> <p>The production of the following results is considered essential to achieve the above mentioned purposes:</p> <ul style="list-style-type: none"> <li>Support to social welfare legislation reforms;</li> <li>Social welfare centres in at least 12 pilot areas strengthened to deliver effective social services, with special focus on assistance to elderly persons;</li> <li>System for monitoring the access to rights of vulnerable groups in BiH strengthened;</li> <li>Strengthened capacity of MHRR and other institutions involved in improving the protection of vulnerable groups and promotion of human rights in BiH.</li> </ul>			<p>The project provides capacity-building to local authorities in managing social inclusion policies, and to social services providers to design community-based social inclusion initiatives in line with the identified local needs through building local partnerships and stronger cross-sectorial networking. The uneven distribution of economic and social resources in BiH in the field of social protection policy negatively reflects on the ability of Social Welfare Centres to develop and deliver an integrated model for providing social protection services. The project therefore assists the Centres for Social Work to develop a generic model for assisting elderly and disabled persons through the establishment of two mobile teams that are providing assistance to elderly older than 65 years and respectively to persons under 65 years with some form of disability who are excluded from the existing schemes of social protection. The effective composition, role and responsibilities of the mobile teams will be decided in close cooperation between the project and the beneficiary institution from each entity.</p> <p>With respect to the monitoring and promotion of human rights, the project aim at strengthening the capacities of MHRR and other institutions in charge of collecting data on human rights protection. Under various international conventions ratified by BiH so far, the MHRR has the mandate and obligation to report on human rights conditions, but the existing capacities of the Ministry are insufficiently developed for ensuring an efficient coordination, monitoring and reporting according to international requirements. At the same time, MHRR – in line with the Law against Discrimination – has the obligation to compile a database on cases of discrimination. <b>The project therefore supports the five sectors of the IT department of MHRR to:</b></p> <ul style="list-style-type: none"> <li><b>improve the internal databases used for reporting on human rights of refugees and displaced persons;</b></li> <li><b>create various forms of tailor-made reports;</b></li> <li><b>create a web application for making the information available on the website of the Ministry;</b></li> <li><b>optimisation of data collection;</b></li> <li><b>IT support for improving the business processes.</b></li> </ul> <p>According to the component 2.3. Communication Strategy was drafted. It presumes the following visibility and communication tools:</p> <ul style="list-style-type: none"> <li>Flags,</li> <li>Logos,</li> <li>Display panels,</li> <li>Photos,</li> <li>Stationery (letter and fax headers, electronic identity, business cards, folders),</li> <li>Press releases,</li> <li>Press conferences,</li> <li>Leaflets,</li> <li>Newsletters,</li> <li>TV and radio programmes,</li> <li>Promotional items (stickers, pens, notebooks, etc.),</li> </ul>					

	<ul style="list-style-type: none"> <li>• Posters,</li> <li>• Handbooks,</li> <li>• Events (conferences, round tables, seminars, workshops, meetings, visits),</li> <li>• Face to face communication with stakeholders,</li> <li>• Radio,</li> <li>• Documentary.</li> </ul> <p>The assistance provided by the project covers the two main aspects foreseen by the Component II of the Project Fiche:</p> <ul style="list-style-type: none"> <li>- Technical assistance to responsible institutions coordinating the social welfare system;</li> <li>- Technical assistance to responsible institutions for monitoring and promotion of human rights.</li> </ul> <p>At national level, the project provides support in mainstreaming the most successful and innovative initiatives for adopting national minimum standards for social services delivery, including joint standards for cross-sectorial services. The project also supports the national authorities to manage the further decentralisation of social policies and services. At local level, the project will provide guidance and support to local governments in monitoring and evaluating the process of service provision, disseminate best practices and raise awareness on social inclusion policies.</p> <p><u>Main staff provided:</u></p> <ul style="list-style-type: none"> <li>- TL - 370 wd – free-lance contract;</li> <li>- KE2 - 100 wd – free-lance contract;</li> <li>- JNKEs – 510 wd – free-lance contract;</li> <li>- SNKEs - 500 wd – free-lance contract;</li> </ul>
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Ref. 4	Project title		Development Education and Awareness Raising (DEAR) Support team					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Multi-country	2,022,000	99,85 %	5	European Commission	EU	01/2015–01/2018	TCIC, CEIPAZ, Cideal, LDK
Detailed description of project				Type of services provided				
<p>The overall objective of the service contract is to assist the European Commission (EC) in the development and implementation of its activities devoted to Development Education and Awareness Raising (DEAR) mainly implemented by Civil Society Organisations (CSOs) and Local Authorities (LAs) in Europe.</p> <p><b>Component 1: Technical and logistical support</b> for capitalisation, capacity building, multi-stakeholder, DEAR Fairs, discussion forums and networking events. The overall purpose of this work component is to ensure that quality technical and logistical support is provided to the activities listed under Work Components 2 (Capitalisation), 3 (Capacity Building), and 4 (Networking) and to events/meetings to have become relevant during the project.</p> <p><b>Component 2: Capitalisation.</b> The overall purpose of this component is to ensure that a quality capitalisation process of past and ongoing EU supported DEAR projects is developed and implemented.</p> <p><b>Component 3: Capacity Building.</b> The overall purpose of this component is to ensure that New EU DEAR project organisations are aware of the organisational, financial and DEAR specific issues that will help them to run their</p>				<p>- Organisation and facilitation of multi-stakeholder group meetings, inception seminars, cluster meetings in Brussels and on-project site, as well as DEAR Fairs and discussion forums.</p> <ol style="list-style-type: none"> <li>1. Cluster meeting, Brussels, April 2015 (facilitation)</li> <li>2. Inception seminar, Brussels, April 2015 (facilitation)</li> <li>3. Assises de la Coordination Decentralisee, Brussels, June 2015 (organization &amp; facilitation)</li> <li>4. EU 28 government DEAR representatives meeting, Brussels, September 2015 (organization &amp; facilitation)</li> <li>5. Multi Stakeholder Group conference, Brussels, October 2015 (organization &amp; facilitation)</li> <li>6. Dear FAIR 2015, Brussels, October 2015 (organization &amp; facilitation)</li> <li>7. Cluster meeting on-site, Reading, October 2015 (organization &amp; facilitation)</li> <li>8. Cluster meeting on-site, Prague, December 2015 (organization &amp; facilitation)</li> <li>9. Cluster meeting on-site, Dublin, December 2015 (organization &amp; facilitation)</li> </ol>				

project effectively and efficiently, i.e. they are au fait with the administrative and financial requirements of the EU, have considered issues they may face in implementation, have the opportunity to identify relevant learning from previous projects and are aware of information and support that is available to help them implement their project successfully.

**Component 4: Networking and Exchange.** The purpose of work done in this Component is to ensure that networking between DEAR actors is facilitated; exchanges and discussions of information and experiences regarding the priorities and development of various DEAR programmes take place between EU based stakeholders in DEAR; EU DEAR projects and their results and impact are exhibited; discussions between different DEAR stakeholder groups are enabled and facilitated.

**Component 5: Communication.** The purpose of work done in this Component is to ensure that: The work of the EU DEAR Programme and the DST is made visible, is promoted and made accessible to interested parties; Stakeholders in EU DEAR are known and can be contacted by the Team and by others in DG DevCo/B2; Capitalisation, capacity building, networking events and outputs are widely available; Results of studies are made available; Opportunities for two-way communication between the DST and others is established.

**Component 6: Reporting framework.** The overall purpose of this Component is to ensure that an analytical and results based framework is developed and implemented for EU supported DEAR projects.

**Component 7: DEAR Studies.** The purpose of this work component is to ensure that studies are carried out whose findings, analyses and outcomes contribute to the achievement of other DST activities, outputs and results


10. Multi Stakeholder Group meeting, Brussels, March 2016 (organization & facilitation)


11. Civil Society Organisations Forum, Brussels, March 2016 (facilitation)


- Technical and logistical support to facilitate the capitalisation, capacity building of EU supported DEAR projects and networking and exchange between stakeholders in the field of Development Education and Awareness Raising in Europe.
- Development and implementation of a capitalisation process of past and ongoing EU-supported DEAR projects and to ensure the capacity building of ongoing EU supported DEAR projects to increase their visibility, impact and sustainability.
- Strengthening the networking between stakeholders in the field of DEAR in Europe
- Preparation, facilitation and reporting on Multi-stakeholder group meetings, inception seminars, cluster meetings in Brussels and on-project site, as well as DEAR Fairs and discussion forums.
- Carry out studies on selected topics, as specified in present Terms of Reference and on an ad hoc basis.
- Development and implementation of an analytical and reporting framework measuring the output, outcome and impact of DEAR supported initiatives based on the indicators.
- Identification of indicators by which project output and impact of DEAR supported initiatives as well as attitude change can be measured.
- Development of a template for an analytical factsheet for individual EU DEAR projects, provide the templates to projects for them to fill it in, and compile the fact sheets into a database as well as aggregate the data provided and make all information (individual fact sheets, database, as well as aggregated information) available on Capacity4dev.
- **Development of communication strategy and tools for EU DEAR Programme, including redacting, publishing and disseminating a semestrial EC-DEAR journal, containing relevant information about the supported projects and current activities in the sector. The strategy involved:**
  - Development and maintenance of DEAR content on the capacity4dev.eu site
  - Establishment and maintenance of an interactive forum on the capacity4dev site
  - Production and dissemination of a DST leaflet/brochure
  - Production and use of DST banners
  - Development and publication of a twice yearly DEAR Journal
  - Development and dissemination of a DEAR video

Main staff provided:

- Team Leader, KE1: 660 w/d (freelance contract, EPRD)
- KE2, Capitalisation, capacity building and networking: 540 w/d (freelance contract, EPRD)
- Senior Non-Key Experts: 100 w/d (freelance contracts, EPRD)
- Junior Non-Key Experts: 120 w/d (freelance contracts, EPRD)

Ref no	Project title		"Support Facility to EU Delegations in the update, implementation and monitoring of their Country Roadmaps for Engagement with Civil Society Organisations"					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Multinational	2 205 550	100%	3	DEVCO and EUDs	EC	1/2016-12/2018	DRI, CIDEAL, ECNL, Coalition Factory
Detailed description of project				Type of services provided				
<p>The objective of this project is to contribute to enhancing EU engagement with Civil Society in partner countries.</p> <p>The purpose is to provide strategic and operational support to DEVCO and EU Delegations (EUD) staff in the Roadmaps process, through the setting up of a dedicated Roadmaps support facility.</p> <p>More specifically, upon request, EUD worldwide are supported in the elaboration, implementation, monitoring and evaluation, reporting and possible update of their "Country Roadmap for engagement with Civil Society Organisations (CSOs)".</p> <p>Support is also provided to DEVCO and EUDs for communicating on Roadmaps (either at country level or more globally), facilitating communication and exchange of experiences between the main stakeholders of the Roadmaps process, and providing them with technical and methodological guidance.</p> <p>The facility also provides support to the EC headquarters in the capitalization of the first generation (2014-2017) and in the development of second generation Roadmaps (2018-2020).</p>				<p>The following types of services will be provided:</p> <p><b>The global support package:</b></p> <ul style="list-style-type: none"> <li>- the development of analytical studies, methodological tools, general information and communication material</li> <li>- the organization of training sessions / seminars / exchange of experiences on the Roadmaps process for EU/EUD staff, and possibly other stakeholders</li> <li>- the development of global/regional analytical studies and methodological tools</li> <li>- the production and update of capitalization reports.</li> <li>- March CSO Forum in Brussels</li> <li>- Honduras</li> <li>- East Timor</li> <li>- Somalia</li> <li>- Kenya consultations</li> <li>- RM Promosheet</li> </ul> <p><b>Tailored assistance for EUDs:</b></p> <p>Following EUDs requests, specific support (either remote or in-country) is provided in the elaboration, implementation/operationalization, monitoring and evaluation, reporting and possible update of their Civil Society Roadmap (RM). This support is either provided remotely, through a dedicated help desk, or through specific in-country interventions, if and when necessary.</p> <p><u>Main staff provided</u></p> <ul style="list-style-type: none"> <li>- Team Leader, Senior CS Expert: 660 working days (freelance contract, EPRD)</li> <li>- KE2, Monitoring &amp; Evaluation Expert: 390 working days (freelance contract, EPRD)</li> <li>- KE3, Communication Experts: 264 working days (freelance contract, EPRD)</li> <li>- Senior Non-Key Experts: 375 working days</li> <li>- Junior Non-Key Experts: 528 working days</li> </ul>				

Ref no	Project title		Entrepreneurial learning in BiH education systems – Phase II					
Name of legal entity	Country	Overall contract value (EUR) <sup>16</sup>	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end) <sup>17</sup>	Name of consortium members, if any
	Bosnia and Herzegovina	697 162.00 (total value: 940 180,00)	84,54%	5	EU Delegation to BiH	EU	01/2014 – 07/2015 (total period: 01/2014 – 01/2016)	GOPA, ÖSB
Detailed description of project		Type and scope of services provided <sup>18</sup>						
<p>The overall objective of the assistance is to contribute to increased mobility of labour force through reducing a gap between systems of education and labour. Based on overall objective, the purpose is determined as "to further develop human resource and institutional capacities in entrepreneurial learning in order to increase overall competitiveness".</p> <p>The project strengthens cooperation between social partners in BiH creating and sustaining links between governments, education sector and the employers through provision of capacity building and human resource development activities to establish partnerships at the policy level.</p> <p>The following project results are to be achieved:</p> <ul style="list-style-type: none"> <li>- Result 1: Entrepreneurial learning integrated as one of a key competence in primary, general secondary and vocational education, including more specific entrepreneurship skills in secondary and vocational education (ISCED 2 and 3) in selected subject;</li> <li>- Result 2: Selected and agreed between beneficiaries strategic priorities from Action Plans of Strategy for entrepreneurial learning in education systems in BiH for 2012-2015 Action plan covering priorities identified for first two years of implementation implemented</li> <li>- Result 3: Recognition of in-formal and non-formal learning according to TNA (training needs analysis) and systems of certification and identification of institutions responsible for recognition in line for QF developed</li> </ul>		<p><b>RESULT 1:</b></p> <ul style="list-style-type: none"> <li>- Establishment of WG for curricula development; Revision of LOs for ISCED level 2 and develop LOs for general secondary and VET education;</li> <li>- Analysis of curricula policy framework and map the subjects which will provide LOs achievement; Design of basic integrated/cross-curricular curricula with EL competences for ISCED level 2, ISCED level 3 – general education and curricula for ISCED level 3 – VET and non-formal education</li> <li>- Elaboration of a plan for implementation of a system for lifelong entrepreneurial learning</li> <li>- Development of EL curricula for pre-service teachers' training; Development of EL curricula for in-service teachers' training and for training the trainers.</li> <li>- Establishment of sustainable system of EL in-service teachers' training</li> </ul> <p><b>RESULT 2:</b></p> <ul style="list-style-type: none"> <li>- Establishment of "Partnership for Entrepreneurial Learning"; Elaboration of a model of school-based and enterprise-based partnerships; Organization of consultation meetings with social partners (governments, employers, education sector); Capacity building and human resource development of social partners to establish partnerships at all levels.</li> <li>- Drafting of promotion and communications plan and conducting promotion campaign, which included i.a.: <ul style="list-style-type: none"> <li>i) Creating of two short TV spots and/or telops including all creative solutions (idea, slogan and messages, scenario, graphic solutions, production and postproduction).</li> <li>ii) Broadcasting spots at Federal Television 50 times in prime-time (before central news at 19.30) and at Republic of Srpska 50 times in prime-time (before central news at 19.30) during 6 months in accordance to media plan.</li> <li>iii) Agreement at least one TV show or report about entrepreneurial learning in the news to the both TV.</li> <li>iv) Production three different banners including all creative solutions (idea, slogan and messages, graphic solutions corresponding to TV spots.</li> <li>v) Publication the banners in 10 web portals: totally 5.134.000 hits</li> <li>vi) Google AdWords: production of different banners and/or messages about entrepreneurial learning – frequency 10.000.000 hits</li> <li>vii) Promotion of Project's Facebook page among profiles in Bosnia and Herzegovina – with the frequency of 18.000.000 hits.</li> </ul> </li> <li>- Conducting evaluation of the Strategy for EL, develop sustainable system of monitoring and update strategic priorities</li> </ul> <p><b>RESULT 3:</b></p> <ul style="list-style-type: none"> <li>- Development of TNA methodology and the system of collecting data, build capacities of relevant ministries, training providers and employers association members;</li> <li>- Coordination of exchange of information between entity governments and governments on other levels with the Forum for Development and Promotion of Entrepreneurship on BiH;</li> <li>- Capacity building and human resource development of social partners (governments, employers, education sector);</li> <li>- Establishing dialogue between training providers, employers and relevant government bodies;</li> <li>- Capacity building programme provided for Chamber of Commerce and Employment offices;</li> <li>- Creation of data-base and network of training providers</li> <li>- Development of TNA and training for employees supported by the entity ministries as a part of SME's subventions</li> <li>- Development of standards for certification of training providers</li> </ul> <p><b>Main staff provided:</b></p> <ul style="list-style-type: none"> <li>- Team Leader, KE for Entrepreneurial Learning: 328 w/d, freelance contract, EPRD, KE3, SMEs Development Expert: 195 w/d, freelance contract, EPRD</li> <li>- Senior Short-Term Experts: 82 w/d, freelance contracts, EPRD</li> <li>- Junior Short-Term Experts: 29 w/d, freelance contract, EPRD</li> <li>- Project Manager (permanent staff – full time)</li> </ul>						

Ref. no	Project title		Further integration of forecasting, monitoring and evaluation in the design and implementation of active labour market policies and adjustment of national classification of occupations to ISCO 08 standards					
Name of legal entity	Country	Overall contract value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Serbia	Contracted 1,386,250 Spent 1,252,540.09	31% (498 mandays contracted out of 1,611) 18% (value invoiced to the leader: 228,121.50)	2	EUD	EU	09/2012 – 10/2014	European Consulting Group (leader), Pôle Emploi, FREN
Detailed description of project			Type and scope of services provided					
<p>The objective of the project is to improve the impact of Serbian employment policy. The Purpose of the project is to embed forecasting, monitoring and evaluation in the design and implementation of active labour market policies.</p> <p>The project has three components:</p> <p><b>Component 1:</b> Forecasting, monitoring and evaluation – the tools for evidence based employment policy creation</p> <p>The overall objective of component 1 is twofold: 1) to assist the improvement of methodologies for forecasting, monitoring and evaluation and to assist the surveys conducted; 2) to obtain and use the evidence (results of the above mentioned surveys) needed for planning employment policies (for the NEAPs and for the sake of operational planning in the NES)</p> <p><b>Component 2:</b> Assisting preparation of the NEAP</p> <p>The overall objective of component 2 is to assist the development of the employment policy framework and preparation of the NEAP for 2014 and the NEAP for 2015 - on the basis of labour market and monitoring evidence, in line with the EU priorities for employment policies and on the basis of evaluation of effectiveness of the previous NEAPs.</p> <p><b>Component 3:</b> Adjustment of national classification of occupations to ISCO 08 standards</p> <p>The overall objective of component 3 is to produce about 2 400 descriptions of occupations in line with the ISCO 08 requirements.</p>			<p><b>Dissemination of methodologies for M&amp;E of ALMPs and forecasting labour market trends:</b></p> <ul style="list-style-type: none"> <li>- Refine existing procedures and methodologies for forecasting of labour trends as necessary</li> <li>- Refine existing procedures and methodologies for monitoring and evaluation as necessary</li> <li>- Organise workshops or other events for members of employers' associations, trade unions and other stakeholders to raise their awareness and encourage them to participate in labour market surveys;</li> <li>- Assist NES staff to conduct evaluations of all ALMPs in all NES Branch Offices (BOs) in line with the results of the IPA 2008 projects after necessary refinement of methodology</li> <li>- Assist NES staff to conduct employer survey on future staff needs and qualifications required on the territory covered by all NES BOs in line with the refined methodology adopted through IPA 2008</li> <li>- Assist NES staff to produce evaluation reports on ALMPs effect and forecasting reports on local and national levels</li> </ul> <p><b>Evidence based employment policy creation:</b></p> <ul style="list-style-type: none"> <li>- Plan, organise and conduct a series of trainings, seminars and workshops for MoERD staff, Employment Department, and NES on the use of the results of the M&amp;E system for feeding into next policy cycle</li> <li>- Train MoERD staff, Employment Department, and NES to use the reports on forecast of LM trends</li> <li>- Plan, organise and conduct trainings, seminars and workshops for MoERD staff, Employment Department, and NES on a) drafting specifications for outsourcing mid- and long-term forecasts, b) use of the results of the researches for evidence based policy creation</li> <li>- Train MoERD staff, Employment Department, and NES on a) drafting specifications for outsourcing net impact evaluation of ALMPs, b) use of the results of impact evaluations for evidence based policy creation</li> <li>- Assist r MoERD and NES staff draft specifications for outsourcing net impact evaluations and mid/long-term forecasts</li> <li>- Assist NES BOs to adjust and implement their annual plans of work in accordance with local labour market needs</li> <li>- Establish coordination mechanism with the twinning project to help local level translate NEAP into local employment action plans</li> <li>- Plan, organise and conduct a study tour to enable Serbian stakeholders exchange knowledge with their peers on evidence based policy making \ <ul style="list-style-type: none"> <li>- Study Tour to Poland</li> <li>- Study Tour to Denmark</li> <li>- Study Tour to Ireland</li> </ul> </li> </ul> <p><b>Annual NEAPs:</b></p> <ul style="list-style-type: none"> <li>- Provide support to the working group for drafting NEAP to steer the action plan design on the basis of the knowledge acquired during the trainings</li> <li>- Design and implement a training program for MoERD staff, Employment Department in methods of <i>ex ante</i> and <i>ex post</i> evaluation of NEAP</li> <li>- Assist MoERD staff, Employment Department carry out an <i>ex ante</i> evaluation of draft NEAP for the relevant year</li> <li>- Establish the indicators for monitoring NEAP on the basis of EU indicators</li> <li>- Assist MoERD staff, Employment Department to produce annual reports on the implementation of NEAP</li> <li>- Train and assist NES staff establish the quarterly level reporting system on the implementation of ALMPs</li> <li>- Assist MoERD staff, Employment Department to produce report on ex post evaluation of NEAP for the relevant year on the basis of NES quarterly reports</li> <li>- Establish coordination mechanism with the JAP preparation under the twinning project and align JAP process with NEAP preparation</li> </ul>					


- Plan, organise and conduct a study tour to enable Serbian stakeholders exchange knowledge with their peers on employment action plans in other countries and enable exchange of experience on ISCO

**National Classification of Occupations:**


- On the basis of gaps identified when using the new 600 descriptions of occupations adjust the questionnaires for conducting the research (survey) for the remaining more than 2400 occupations
- Create the sample of employers to be surveyed
- Train NES staff to perform this type of survey
- Assist NES staff while conducting the research on occupations on a sample of employers
- Process and analyse the results of the survey
- Produce the descriptions of around 2400 occupations and classify them in line with ISCO 08
- Coordinate and steer the work of the working group during the process


Staff provided:


- Key expert 2: Expert in Monitoring, Evaluation and Forecasting, 448 w/d (freelance contract, EPRD)
- Senior Non-Key Experts: 50 w/d (freelance contract, EPRD)
- Backstopper: Paulina Ziętał, full time (permanent staff, EPRD)


Ref no. 2013-091	Project title		Assistance for Maximizing the Effectiveness of the Policy Forum on Development					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Brussels/Multiple	212 960 EUR	100%	3	EU	EU	02/2014 – 02/2015	EPRD Ltd.
<b>Detailed description of project</b>						<b>Type of services provided</b>		
<p>The overall objectives of this assignment were: (i) to assist the EC, specifically the unit DEVCO B2, in the preparation, facilitation and reporting of the PFD sessions in 2014 and (ii) to provide global and regional networks of CSOs and LAs, members of the PFD, with support for maximizing the effectiveness of their participation in the Forum.</p> <p>The specific objectives were:</p> <p>(i) to assist in the preparation of the meetings in 2014, by contributing to the agenda setting, assisting in the preparation of background documents and liaising with and assisting participants with their contributions,</p> <p>(ii) to facilitate session(s) or group discussions during the PFD sessions;</p> <p>(iii) to draft the reports of the meeting in English, French and Spanish;</p> <p>(iv) to develop new communication tools</p> <p>(1) on the PFD</p> <p>(2) in order to facilitate communication among the members of the PFD</p> <p>(3) in order to facilitate communication within the networks themselves, between the regional/global levels, on one hand, and their constituencies, on the other hand;</p> <p>(v) to deliver (and up-date/adjust, if necessary), upon request from the members of the PFD, the existing training on the EU.</p>						<p>The results achieved:</p> <ul style="list-style-type: none"> <li>• Background documents and material (including power point presentations) produced for the PFD</li> <li>• Sessions of the PFD adequately facilitated and moderated.</li> <li>• Final reports of the meeting produced in English, French and Spanish.</li> <li>• Leaflet with information on the PFD objectives and results to be achieved.</li> <li>• Newsletters on the work of the PFD, with input from the participants of the various regions produced in English, French and Spanish and disseminated on-line.</li> <li>• A PFD working group/interactive forum were regularly up-dated and moderated.</li> <li>• Existing training on EU was regularly updated and delivered to the members of the PFD and their constituencies upon request.</li> <li>• Lists of participants in the events within the PFD were compiled, the database for the newsletters and other types of communications were prepared and kept up to date.</li> </ul>		



Ref no. 2014-088	Project title		Roadmaps support facility 2015					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Brussels	489 903 EUR	100%	3	EU	EU	01-12/2015	EPRD Ltd.
Detailed description of project						Type of services provided		
<p>Global objective: The global objective of the action was to contribute to enhancing EU engagement with civil society in partner countries.</p> <p>Specific objective(s): The specific objective of the action was to provide strategic support and guidance to EUD staff in the process of developing, monitoring and updating of their "EU country roadmaps for engagement with civil society organisations". Based on the requests for support clearly expressed by EUDs, this facility will provide technical and methodological guidance to EUDs. These delegations are however expected to remain in the driving seat and to retain full responsibility for the process.</p> <p>Activities: I. SUPPORT IN THE ELABORATION / UPDATING OF ROADMAPS: The facility provided support to the requesting EUDs in the building-up and updating of the following components of the Roadmaps: - (i) Analysis of the state of Civil Society. - (ii) Definition of priorities. - (iii) Formulation of strategic actions and indicators. II. SUPPORT IN THE MONITORING / EVALUATION OF ROADMAPS: Support was provided to the requesting EU Delegations in the monitoring of their Roadmaps, through the analysis of the priorities and indicators defined in Section 4 of the Roadmaps: "Actions", and of the Dashboard. III. CAPITALIZATION: In order to constantly improve the support that the European Commission headquarters can give to the EU Delegations in the elaboration, monitoring and evaluation of their Roadmaps, a capitalisation report was produced. This capitalisation report should build on the first generation Roadmaps, and on their analysis, coordinated by DEVCO B2. IV. COMMUNICATION AND KNOWLEDGE SHARING: In order to ensure visibility and knowledge-sharing, further information and communication material was produced and updated. Constant feeding of the two "Civil Society" (open and restricted) groups on "Capacity4dev" was ensured. In the first semester of 2015, a regional training seminar on the Roadmap process was organised in order to allow further capacity-building, and exchange of experiences between EUD staff.</p>						<p>Actions: The experts provided methodological guidance and support to the requesting EUDs in the translation of the long-term vision into concrete actions. These actions involved all measures at the disposal of the EUD and Member States, including (i) Analysis and the generation of knowledge, (ii) Policy and political dialogue, consultation and facilitation and (iii) Funding using geographic and thematic instruments. Methodological guidance and support was provided to EUDs in the organisation of consultations with CSOs and other stakeholders, for the identification and formulation of concrete actions to achieve the policy priorities and strategic objectives.</p>		


Ref no. 2012-125	Project title		External Thematic Expertise on Migration 2013						
	Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Brussels	217 800	100%	8	EU	EU	01/2013-12/2013	EPRD	
Detailed description of project						Type of services provided			
<p><b>Overall objective</b> The overall objective of this contract is to <b>enhance aid effectiveness within the area of migration &amp; asylum</b> by strengthening the capacity of EC and EEAS personnel and supporting DG DEVCO in reflecting on future orientations for migration and development policy.</p> <p><b>Specific Objectives</b> The specific objectives/outputs of this contract are as follows:</p> <ul style="list-style-type: none"> <li>• Supporting policy reflection for future DG DEVCO initiatives on development and migration</li> <li>• Supporting the organisation of guidance activities such as trainings and other initiatives to strengthen capacities of EC staff and improve contacts between EU Delegations and HQ on migration.</li> <li>• Supporting activities related to the implementation of DEVCO D3's communication strategy on migration, notably providing input to newsletters and Capacity4dev website</li> </ul>						<p><b>Required Outputs</b></p> <p><b>Output 1: Support policy reflection on development and migration</b> Activities:</p> <ul style="list-style-type: none"> <li>• Drafting and research support on migration and development by various experts, notably in view of the</li> <li>• preparation of a Staff Working Paper on Migration in EU Development Cooperation</li> <li>• seminars in Brussels</li> </ul> <p><b>Output 2: Support to concrete guidance activities sessions carried out</b> Activities:</p> <ul style="list-style-type: none"> <li>• training seminars on migration and asylum for EU Delegations on a regional basis.</li> <li>• bilateral training seminars for selected EU Delegations, which can be joined by neighbouring EU Delegations</li> <li>• workshops on migration for staff in HQ, especially in view of needs of the DG DEVCO and the European External Action Service (EEAS)</li> </ul> <p><b>Output 3: Support to DEVCO in developing internal communication material on migration</b> Activities:</p> <ul style="list-style-type: none"> <li>• Providing technical support to DEVCO D3 for the preparation of an email newsletter for EU Delegations, DEVCO and the EEAS on migration to be published every 2 months</li> <li>• Providing support to DEVCO D3 in feeding DEVCO's Capacity4dev Migration webpage with relevant information</li> </ul>			

Ref no. 2012-023	Project title		Stock taking study on the EC cooperation on Energy						
	Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Brussels	125 500	100	6	EC	EU	02/2012 – 11/2012	-	
Detailed description of project						Type of services provided			
<p>General objectives, specific objectives and purpose of the assignment</p> <p>The overall objective of the study was to make a review of past 10 year cooperation under the EUEI in order to communicate on the impact of EU energy cooperation on development and generate useful information in order to support the further design of our cooperation.</p> <p>Specific objective were:</p> <ol style="list-style-type: none"> <li>1. To make a stock tacking of EC activities in the field of Energy cooperation;</li> <li>2. To communicate on EUEI +10 achievements.</li> </ol> <p>This study was supportive to the celebration of the EUEI 10th anniversary and provided useful inputs for our activities in the context of the SE4ALL initiative.</p> <p>It was also useful in the definition of possible global amounts to be mobilised on Energy from the side of the EC and for the preparation of our next financing cycles.</p>						<p>The service was organised around two main activities:</p> <p>Activity 1: Stock taking of EC international development cooperation in the field of energy during the last 7 years;  → Output 1.1: A working methodology with a set of indicators and typologies clearly defined;  → Output 1.2: A completed database on excel file;  → Output 1.3: Graphs, charts and 4 maps extracted from the database.</p> <p>Activity 2: Communication on the results of the study;  → Outputs 2.1: a 40 pages final report  → Outputs 2.2: a 16 pages text for a brochure</p>			

Ref no. 2014-091	Project title		The renewal of the ACP-EU partnership agreement: Issues for the EU in consultation phase 1					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	ACP	299 944 EUR	100%	8	EU	EU	05/01/2015 - 31/05/2015	EPRD Ltd.
Detailed description of project						Type of services provided		
<p><b>Overall objective:</b> The overall objective of the project was to gather a critical mass of expertise to stimulate a wider discussion on post-Cotonou issues, and define issues at stake notably for the time horizon 2020-2030. This was done in the form of expert roundtables around a set of clusters as below.</p> <p><b>Cluster 1: What kind of partnership do we want?</b> The EU and the ACP countries have built a strong relationship over the past 50 years. 2020 is an opportunity to reflect on what the EU wants to achieve with its partner countries. The aspiration is to combine a thorough understanding of the EU's strategic partnerships, the historic relationship with the ACP countries and the "Cotonou acquis".</p> <p><b>Cluster 2: Future framework for international cooperation and development policy</b> The post-2015 international development agenda, a framework that is intended to be universal, will obviously impact on the post-2020 EU-ACP relationship. Taking into account international commitments and objectives, what is the scope for a revised CPA to provide added value?</p> <p><b>Cluster 3: Means of implementation</b> What resources are required for a revised Cotonou agreement, for what purpose and what could be their source? What would be the implications of a "budgetisation" of the EDF? How can the predictability of funds continue to be secured? The international debate on financing for development should also be kept in mind.</p> <p><b>Cluster 4: Stakeholders and institutions</b> Building on a thorough understanding of the current stakeholders and institutional framework, its strengths and weaknesses, the cluster will assess the political economy of the partnership. What lessons are to be learned from the performance of current arrangements? What might be the best institutional architecture for a revised partnership with a specific group of developing countries?</p> <p><b>Cluster 5: Regional integration and trade</b> Trade relations between the EU and ACP countries now fall within the remit of the EPAs and are dealt with by regional groupings. Regional integration is indeed prolific among the ACP countries, with several regional fora and an overarching ACP group. The EU also has distinct relationships (based in two cases on strategies) with each of the three geographical regions (Africa, the Caribbean and the Pacific). Choices need to be made to streamline the sets of relations the EU has with all these interlocutors.</p> <p><b>Cluster 6: Global challenges</b> What are the global challenges that affect both the ACP countries and the EU? Is there a role for the partnership to act together on a number of selected global issues, both locally and/or at global level?</p> <p><b>Cluster 7: Demographic developments</b> Demographic developments in ACP countries and in the EU are leading to massively different age structures and population dynamics. Forecasts predict that urbanisation and people's mobility will remain long-lasting phenomena. Innovative provisions should be sought to tackle these issues effectively and ensure that the new cooperation framework between the EU and ACP countries addresses the real drivers of development.</p>						<p>This specific contract consisted of the six following assignments: I) Identification and selection of the participants/speakers for the thematic roundtables II) Drafting of the scoping papers III) Organisation of the targeted consultation IV) Drafting of the roundtable reports V) Organisation of the concluding roundtable VI) Drafting of the final report</p> <p>The seven cluster leaders were tasked with coordinating thematic Round Tables under the guidance and coordination of the team leader and under the responsibility of the Commission's Task Manager The Round Table process was designed to bring together experts from the public, private and third sectors, as well as from academia, allowing them to freely exchange their views on a series of thematic issues of high relevance for the ACP-EU relationship. The respective cluster leaders were expected to identify experts outside the institutions as participants on the basis of their professional experience as well as of their written and oral contributions in the relevant fields: the EU, for its part, took care of the selection of institutional participants, i.e. from the EEAS, the Commission, and EU Member States. The latter were invited to propose sponsored participants.</p> <p>All seven thematic Round Tables, chaired by their respective cluster leaders, who were also tasked with preparing a scoping paper setting out the key issues for discussion, and co-chaired by the Team Leader as specified in the ToR of the assignment, were held in March 2015. The first one was organised in Brussels while the subsequent six were co-hosted by European Union Member States in The Hague, Bonn, Paris, Luxembourg, London and Riga. Finally, a concluding Round Table chaired by the team leader was organised with the participation of all cluster leaders and European Union representatives (Commission and EEAS) in order to discuss the findings of the expert Round Tables including suggestions for the questions for the public consultation and areas for further analysis to underpin the post-Cotonou negotiations. EPRD provided all the logistic support for the round tables (venue</p>		

rental, translations, etc.) and the support of the event coordinator who organized everything in place.


One hundred and three (103) experts from academia, think-tanks, the private sector, Civil Society organisations, EU Institutions and EU Member States were consulted through a process of Round Table discussions.

Ref no. 2014-076	Project title		Support to the EU Development Partners in joint programming and strengthening development effectiveness in Myanmar					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Myanmar	263 784 EUR	100%	1	EU	EU	10/2014 – 10/2016	EPRD Ltd.
Detailed description of project						Type of services provided		
<p>The overall objective of the assignment was to continue enhancing overall effectiveness of aid to Myanmar in order to support maximum possible achievement of Millennium Development Goals and more equitable and sustainable growth and poverty reduction.</p> <p>The specific objective was to support the EU Delegation and EU development partners with coordination, in particular the joint programming process and Government of Myanmar and wider development community in implementing the Naypyitaw Accord for Effective Development Cooperation.</p>						<p>Requested outputs</p> <p>The mission resulted in enhanced EU harmonisation and co-ordination in Myanmar. The mission further resulted in more effective coordination among donors and with the Myanmar Government.</p> <p>The Expert regularly updated the EU Delegation, EU MS and through existing coordination structures other development partners on progress achieved and produced monthly flash reports, a mid-term and a final report</p> <p>The support provided also concerned communication:</p> <ul style="list-style-type: none"> <li>• Help establish and manage an EU cooperation intranet and internet. The EU Resources Dropbox established by the Consultant (see above) has served as a de facto intranet for EU HoCs in the meantime.</li> <li>• Produce a brochure on EU development cooperation A brochure has been produced (Annex 6) and, at the time of Report writing, is being printed. A translation into Myanmar language is also underway.</li> </ul> <p>The Consultant assisted with the preparation and delivery of the January 2015 Myanmar Development Cooperation Forum. Tasks included:</p> <ul style="list-style-type: none"> <li>• Support to agenda compilation and agreement between DPs and GoM.</li> <li>• Support to drafting of EU statement.</li> <li>• Drafting of common DP messaging.</li> <li>• Organisation of DP speakers and inputs to speeches.</li> <li>• Organisation of panellists and inputs to panel guidance plus specific support to EU colleagues on their panel roles,</li> </ul>		

including the EUD for the rural development panel and Denmark for the aid effectiveness panel.

- Input to GoM-DP joint statement.
- Response to DP queries in the run-up to the Forum.
- Extensive liaison with GoM on logistics.
- Liaison with INGO Forum.
- Assistance to running of Forum during the event itself.
- Compilation of materials post-Forum and circulation.
- Compilation of DP feedback on Forum experiences.

In addition, the expert contributed to the organisation of an EU seminar/workshop on joint programming for EU Delegations and Members States from the region held in early 2015, as well as annual EU retreats and other ad hoc workshops.

Ref no. 2014-064	Project title		Support to the preparation of Terms of Reference for a technical assistance project in the vocational education sector in Belarus (AAP 2014)					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Belarus	135 358 EUR	100%	2	EU	EU	09/2014 – 07/2015	EPRD Ltd.
Detailed description of project						Type of services provided		
<p><b>Global objectives</b> The global objective of this contract was to provide tailored support to the EU Delegation to Belarus in clarifying and elaborating the roles of national partners in developing occupational standards and qualifications and in modernising quality assurance in VET in line with the needs and format of the 2014 AP and make recommendations on Terms of Reference for the Technical Assistance component under the AP 2014 accordingly.</p> <p><b>Specific objectives</b> The specific objectives of this contract were as follows: SO 1 - To clarify the institutional roles and required capacities for developing occupational standards and defining qualifications and curricula for VET SO 2 - To clarify the institutional roles and required capacities for the quality assurance of Vocational Education and Training at system and provider level SO 3 - To identify the developmental needs for stakeholders at national, sectoral and provider levels SO 4 - To make recommendations for Terms of Reference of the AP 2014 technical assistance (TA) component</p>						<p><b>Required outputs.</b> Output 1: Recommendations for Terms of Reference for a TA project in the VET sector to be financed under AP 2014 Output 2: Support, guidance and advice to the EU Delegation in carrying out key activities necessary to clarify further the roles and responsibilities of national stakeholders in implementing the EU project in the form of written recommendations; Workshop on linkages between Occupational standards, Qualifications, Curricula Assessment and Quality assurance The workshop was held during the second expert's mission in the country, as agreed in the first Interim report. It was organised on the 12 December 2014 for representatives of wider auditory of key stakeholders in VET system in Belarus – the ministry of education and their subordinated structures, the ministry of labour and their subordinated structures, and employers' organisations' representatives. Altogether 52 participants took part of this half-day event. The workshop served as a platform for exchange and discussions among the key VET stakeholders on further development of the Belorussian qualification system. Additional result was the development of a culture for mutual understanding and empathy towards the different standpoints of stakeholders, while building on the cross-points of interests for establishing of a ground for effective dialogue and consultation process among stakeholders in long-term perspective. Deliverables: 006_Workshop_12 Dec 2014 – a set of workshop materials: invitation, workshop agenda, presentations and case studies in both, English and Russian, and List of participants.</p> <p>The workshop on validation of Recommendations on the ToR for the EU AAP 2014 project was held at the end of the fourth training session on the 2d July 2015. The workshop was organised complimentary to the activities originally stipulated by the project ToR. Altogether 49 participants took part of the closure validation workshop, among which the two deputy ministers of education and economy, head of leading</p>		





institutions in education and employment sectors, social partners' organisations, organisations of civil society, NGOs, key professionals and experts. The workshop covered the following topics:

The training sessions were organised as a part of the coherent capacity building programme for Belarussian stakeholders as participative and results-oriented process. The training process covered plenary sessions, workshops, individual and group consultation meetings, working groups' discussions, focus groups' considerations, use of self-assessment questionnaires, analysis of findings, group validation and assessment of feed-back aiming at continuing improvement during the implementation process. In this way, the training was delivered to build a platform for continuing exchange and cooperation to assure the effective communication with the participants for sharing of knowledge and transfer of ownership. Additional result from the training approach was development of a culture for mutual understanding and empathy towards the different standpoints of stakeholders, while building on the cross-points of interests for establishing of a ground for effective dialogue and consultation process among stakeholders in long-term perspective.

Output 5: Following a consultation process with all stakeholders, two draft handbooks tackling respectively National Qualifications System and Quality Assurance.

Each training series of four training sessions on QA and on OSs was completed in 16 training days with a total duration of 80 training hours. Training certificates with relevant duration have been issued to the participants.


Ref no. 2013-091	Project title		Assistance for Maximizing the Effectiveness of the Policy Forum on Development					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Brussels/Multiple	212 960 EUR	100%	3	EU	EU	02/2014 – 02/2015	EPRD Ltd.
<b>Detailed description of project</b>						<b>Type of services provided</b>		
<p>The overall objectives of this assignment were: (i) to assist the EC, specifically the unit DEVCO B2, in the preparation, facilitation and reporting of the PFD sessions in 2014 and (ii) to provide global and regional networks of CSOs and LAs, members of the PFD, with support for maximizing the effectiveness of their participation in the Forum.</p> <p>The specific objectives were:</p> <p>(i) to assist in the preparation of the meetings in 2014, by contributing to the agenda setting, assisting in the preparation of background documents and liaising with and assisting participants with their contributions,</p> <p>(ii) to facilitate session(s) or group discussions during the PFD sessions;</p> <p>(iii) to draft the reports of the meeting in English, French and Spanish;</p> <p>(iv) to develop new communication tools</p> <p>(1) on the PFD</p> <p>(2) in order to facilitate communication among the members of the PFD</p> <p>(3) in order to facilitate communication within the networks themselves, between the regional/global levels, on one hand, and their constituencies, on the other hand;</p> <p>(v) to deliver (and up-date/adjust, if necessary), upon request from the members of the PFD, the existing training on the EU.</p>						<p>The results achieved:</p> <ul style="list-style-type: none"> <li>• Background documents and material (including power point presentations) produced for the PFD</li> <li>• Sessions of the PFD adequately facilitated and moderated.</li> <li>• Final reports of the meeting produced in English, French and Spanish.</li> <li>• Leaflet with information on the PFD objectives and results to be achieved.</li> <li>• Newsletters on the work of the PFD, with input from the participants of the various regions produced in English, French and Spanish and disseminated on-line.</li> <li>• A PFD working group/interactive forum were regularly up-dated and moderated.</li> <li>• Existing training on EU was regularly updated and delivered to the members of the PFD and their constituencies upon request.</li> <li>• Lists of participants in the events within the PFD were compiled, the database for the newsletters and other types of communications were prepared and kept up to date.</li> <li>• Seminar in Lima (25-26.06.2014) facilitated and moderated - 140 representatives of civil society organisations (CSOs) and local authorities (LAs) from 11 Latin American and Caribbean countries</li> </ul>		


Ref no 2013-008	Project title		Support to participation of BiH in specific EU Programmes: Media, Creative Europe, LLL, Youth in Action and Progress programmes					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	BiH	151 510	73% (110w/d out of 150w/d) 75% (budget implemented)	4/5	BiH Institutions	The EC	01/2013 – 09/2014	Femconsult
Detailed description of project						Type of services provided		
<p>The purpose of the assignment was to <b>provide support to institutions and potential applicants</b> from BiH to enable their participation in specific EU Programmes: Media and Creative Europe, LLL, Youth in Action and Progress, and to <b>strengthen their capacities</b> in this respect.</p> <p>Required outputs:</p> <ul style="list-style-type: none"> <li>- Tailor-made <b>trainings/workshops</b> on participation in particular programmes and project proposal preparation for representatives of BiH institutions and applicants;</li> <li>- <b>Support to applicants to develop high quality proposals</b> and to link up with successful partners in other countries;</li> <li>- <b>Improved capacity</b> for participation in specific programmes of responsible institutions/ in-country structures and of potential applicants (based on trainings and technical advice support);</li> <li>- <b>Briefing papers on future 2014-2020 cycle for specific programmes</b>, with recommendations as far as BiH participation;</li> <li>- <b>Information materials and guidelines</b> for selected programmes.</li> </ul>						<p>Requested services:</p> <ol style="list-style-type: none"> <li>1. To <b>strengthen the capacities of relevant institutions in BiH</b> with respect to participation in specific programmes;</li> <li>2. To <b>strengthen the capacities of potential applicants in BiH</b> with respect to <b>preparation of project proposals</b> and participation in specific EU programmes;</li> <li>3. To support the potential applicants in preparation and submission of quality proposals/ applications for specific EU programmes.</li> </ol> <p>Youth in Action Programme</p> <ul style="list-style-type: none"> <li>• four tailor-made trainings/ workshops on the project proposal preparation for selected group of future trainers and for applicants (to include topics such as application preparation and reporting);</li> <li>• targeted support to selected applicants to develop certain number of high quality proposals;</li> <li>• guidelines on project proposal/ application, preparation, reporting, and most frequently asked questions and answers;</li> <li>• briefing paper on youth strand of the Erasmus+ Programme.</li> </ul> <p>LLP/Erasmus+ European Education Network Eurydice</p> <ul style="list-style-type: none"> <li>• two tailor-made workshops on European education network Eurydice for institutions in BiH;</li> <li>• targeted support to BiH institutions to establish Eurydice in-country structure and participation;</li> <li>• targeted support to BiH institutions to prepare and submit annual WP and application for operational grant for Eurydice Network;</li> <li>• information leaflet on European education networks (in three official languages in use in BiH);</li> <li>• increased capacity of responsible institutions in BiH at various levels and their designated persons for participation in the Eurydice education networks.</li> </ul> <p>MEDIA 2007 and Creative Europe Programmes</p> <ul style="list-style-type: none"> <li>• five tailor-made trainings/ workshops on participation in the MEDIA programme, the new Creative Europe Programme, and project proposal preparations, for relevant institutions and for applicants in BiH;</li> <li>• targeted support to develop certain number of high quality proposals;</li> <li>• guidelines on Creative Europe programme (the whole programme) project proposal/ application preparation;</li> <li>• briefing paper on Creative Europe programme (the whole programme);</li> <li>• increased capacity for the participation in the MEDIA and Creative Europe programme of responsible institutions in BiH and their</li> </ul>		

designated persons and of potential applicants.


Lifelong Learning Programme/Erasmus+

- three tailor-made workshops on participation of relevant institutions in BiH in the new EU Programme for 2014-2020, "Erasmus+", as well as possibilities of BiH participation in centralised measures;
- targeted support to institutions in BiH to establish partial participation in the LLP as of 2014;
- briefing paper on the new EU Programme for 2014-2020, "Erasmus+", with focus on activities as far as BiH participation (in three official languages in use in BiH);
- information leaflet on the new EU Programme for 2014-2020, "Erasmus+", with focus on centralised measures and possibilities for BiH participation (in three official languages in use in BiH);
- increased capacity of responsible institutions in BiH at various levels and their designated persons for participation in the new EU Programme for 2014-2020, "Erasmus+", Summary of the Erasmus+ Programme Guide.

Ref no. 2012-067	Project title		Formulation mission for the EU-Nepal Trade Support and Private Sector Development Programme					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Nepal	107 324,00	100%	4	EU	EU	07/2012 – 04/2013	EPRD
Detailed description of project						Type of services provided		
<p>The global objective of the Mission was to appraise the EU-Nepal Trade and Private Sector Development.</p> <p>The specific objectives are to:</p> <ul style="list-style-type: none"> <li>· Review relevance, scope and focus of the programme proposed and of each of its components; <ul style="list-style-type: none"> <li>• Assess institutional capacity of agencies involved, particularly MoCS</li> <li>• Discuss and define a programme governance structure with stakeholders</li> <li>• Discuss and define a programme of trade statistics in particular and statistics in general with stakeholders</li> <li>• Clarify implications for Nepalese budgetary system of the application of the centralised management system</li> <li>• Contribute to the mobilisation and participation of the agencies involved</li> <li>• Produce Action Fiche, Financing Agreement, Technical and Administrative Provisions, Logical Framework, guidelines for the call for proposals and detailed budget 1 for the Programme, and where necessary draft TORs</li> <li>• Produce additional documentation: Analysis and documentation supporting the contents of the Action Fiche, Description of equipment and IT supplies required for the programme, Profiles of main experts to be included in the future programme, etc.</li> </ul> </li> </ul>						<p>Requested services, included:</p> <ol style="list-style-type: none"> <li>a) WP1: Support to MOCS and associates</li> <li>b) WP2 : Support to Quality Infrastructure</li> <li>c) WP3: Support to value chain development</li> <li>d) Define overall programme, including log-frame, indicators and monitoring</li> <li>e) WP5: Prepare draft AF, draft tender dossier including TORs for TA , Outline of call for proposals, defining all key parameters of the call, and analyses (reports) reflecting a sound understanding of the wider environment encompassing trade and economy in Nepal</li> <li>f) WP6: Prepare a strategic document highlighting activities that needs to be carried out in order to develop the capacity of the government of Nepal in the trade statistics sector in particular and the statistics sector in general</li> <li>g) WP7: Critical to the whole mission is the organisation of a workshop where key international speakers and experts will be invited to have a broad and strategic discussion with local stakeholders and members of the formulation team</li> </ol> <p>A stakeholder consultation workshop was held with key government institutions, private sector groups, invited experts and like-minded donors, in addition to several interviews, focus group discussions and site visits in Kathmandu and selected districts. The stakeholder consultation workshop was organised in a way to allow the key beneficiaries and targeted institutions to make presentations not only to confirm their interest in TPSD but also to discuss about their problems and weaknesses, needs and priorities and challenges they were facing in fulfilling their mandates and responsibilities for trade-related capacity building and private sector development. Among the participants in the workshop there were presenters from MoCS, DFTQC, NBSM, NTCDB and NTB. The invited experts from Cambodia and India also shared their experiences and lessons learned with the participants in the workshop. EU officials in Kathmandu and in Brussels were also consulted via video conference.</p>		

Ref no. 2011-099	Project title		Identification mission of ASEAN-EU higher education programme						
	Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Indonesia	81 750	100	2	EC	EU	12/2011-03/2012	-	
Detailed description of project						Type of services provided			
<p>The overall objective of the identification mission is to provide decision makers In the EU and ASEC with sufficient information to justify proposed EU and ASEAN cooperation Programme in the field of higher education.</p> <ul style="list-style-type: none"> <li>• Provide an overview of the current situation, assessment on overall performance of higher education institutions in AMS, their main challenges and reforms which took place.</li> <li>• Undertake review of key stakeholders and target groups' analysis which is relevant for the proposed programme.</li> <li>• Map relevant on-going and planned donors' cooperation in the field of higher education in the ASEAN context.</li> <li>• Facilitate discussions and consensus among members of the Joint Programme Design Team (JPDT), through two JPDT workshops, in reviewing challenges and identifying and prioritising options available, with the aim to select a few options for consideration by the EU and to recommend one best option for EU support, including implementation modalities.</li> <li>• Determine the scope of follow-up planning works (project formulation stage).</li> </ul>						<p>The consultants organised the first workshops in Jakarta with members of the JPDT. The main purpose of the first workshop was to exchange information on the current status and conditions of HEIs in AMS, review challenges faced by ASEAN HEIs, discuss interventions and support that have been provided by various donors in the context of ASEAN regional cooperation, identify needs and the gaps and review possible options for an EU support to Higher Education development in ASEAN. The second workshop will be fundamental for the consultants and JPDT members to agree on a limited number of options and one best option. In this workshop the consultants will present to members of JPDT an analysis of possible fields of intervention, prioritised action(s), rationale for EU support for the improvement of higher education institutions in the context of ASEAN region. Discuss the pro's and con's/risks linked with each option, justification for the choice of focus, and whether the proposed action provides the best response strategy, discuss the aid modalities options and the use of the proposed approach.</p> <p>The consultants visited also relevant ASEAN institution in charge of Higher Education located in Thailand.</p> <p>The mission included two workshops in conjunction with the Joint Programme Design Team (JPDT). The first JPDT workshop took place on the 19th December 2011. Members included representatives from ministries in Brunei Darussalam, Indonesia and Vietnam. Also in attendance were officials from the ASEAN Secretariat and the EU, two representatives of the ASEAN University Network and a short visit from a representative of the Indonesian Board of Higher Education. The meeting discussed a number of project options, which were put forward by the AUN and the Board of Higher Education. An ASEAN Credit Transfer System, a QA system and a programme of training for the senior management of universities were proposed by the AUN. A new regional business school and a programme to strengthen ICT in the region were</p>			

	<p>proposed by the representative of the Indonesian Higher Education Board. The second meeting of the JPDT took place on 30th January 2012 again in Jakarta.</p>
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Ref no 2010-049	Project title		"Improving the visibility of the EC Liaison Office to Kosovo Project"					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Kosovo	170,352.00	52%	1	ECLo Kosovo	EC	05.2010 - 04.2011	Agriconsulting Consortium Hydea
Detailed description of project						Type of services provided		
<p>The global objective of the project was to increase the overall visibility of the projects managed by the EC Liaison Office (ECLo) to Kosovo, and in particular by its Operations Section.</p> <p>The specific objectives of the project were to draft the visibility and communication strategy for the Operation Section of the ECLo, to produce the visibility and communication materials/ items and to <b>strengthen the capacity of the ECLo staff (task managers) and contractors (project teams) in promoting the EC projects in Kosovo.</b></p> <p>The experts' tasks were to:</p> <ul style="list-style-type: none"> <li>- <b>Conduct the Needs Assessment;</b></li> <li>- <b>Contribute to the preparation of the Visibility and Communication strategy</b> with a concrete action plan to implement it;</li> <li>- <b>Produce and Print the promotional materials;</b> The experts developed four brochures promoting activities of the EC and projects realised under the EC funds in the following fields: economy, human rights, education and environment; four posters on the mentioned subjects were also prepared; In addition, the project developed case studies on nine individual projects and new factsheet templates;</li> <li>- <b>Conduct 4 training sessions</b> – enhancing the participants' skills in writing of press releases and speeches; The training gave the participants an opportunity to apply the tips directly in the context of their own projects; A training manual was also prepared to provide the participants with guidelines and to give them examples of good press releases, talking points etc.</li> </ul>						<p>The requested services were:</p> <ol style="list-style-type: none"> <li>1. <b>Assessment of the current situation</b> – including collection of information from <b>the ECLo task managers and project teams</b> and assessment of the visibility and communication needs of the EC projects in Kosovo.</li> <li>2. <b>Drafting of the visibility and communication strategy</b> - based on the needs assessment carried out, the experts gave recommendations on the visibility and communication strategy, which set forth the plans and actions in regard to promotion and visibility of EC projects managed by ECLo in Kosovo.</li> <li>3. <b>Capacity Building on communication</b> – several training sessions were prepared for ECLo staff and implementing partners on communication and visibility. The aim of the training sessions was to strengthen and improve communication and drafting/writing skills in order to construct effective and appealing messages and to deliver them to different target audience. The trainings were based on examples and practical exercise.</li> <li>4. <b>Production/Printing of the promotional materials</b> - design and printing of the visibility materials as per the outcomes of the needs assessment and communication strategy for visibility and communication materials and services (cf. translation &amp; interpretation services). The activity included design and production of visibility materials and items such as posters, leaflets, fact sheets, booklets with success stories, stickers, folders and other. The promotion materials were adapted according to the variety of the public targeted: general public, youth (schoolchildren and students), public sector, business community, media, civil society, academic circles.</li> </ol>		