

**Facilitating access to EU social funds in the field of Poverty and homelessness sector  
(in particular ESF+ and ERDF)**

# Consultant for Facilitation Workshops and Templates

## Terms of Reference

Eurodiaconia is a European network of churches and Christian NGOs providing social and healthcare services and advocating social justice. Together its membership represents the needs and unique experiences of 58 national and regional organizations in 32 countries. The main mission of Eurodiaconia is to promote social justice and improve the lives of people experiencing poverty, exclusion, and marginalization. The organization works to achieve this mission by supporting and strengthening its member organizations, promoting best practices in social and healthcare services, and advocating for policy changes at the national and European levels. More information about Eurodiaconia can be found on our website: <https://www.eurodiaconia.org/>

**Eurodiaconia is issuing this call for tenders with a view to selecting a service provider, who shall perform the duties described in the terms of reference below.**

Should any problems of interpretation arise in the course of drawing up the tender documents, interested parties may submit via e-mail (see the address under point 7 below) a request for further information.

There is no commitment on the part of Eurodiaconia to accept any tender or part thereof that is received in response to the call for tenders. Eurodiaconia reserves the right to accept tenders with non-substantial defects and to reject tenders received after the deadline for receipt of tenders, without indemnity or justification.

Eurodiaconia reserves the right to modify or cancel all or part of the call for tenders, should the need arise, without having to justify its actions and without such action conferring any right to compensation on applicants. Eurodiaconia reserves the right to extend the deadline for receipt of the tenders. In that case, all the applicants and applications will be subject to this new deadline.

No reimbursement of expenses related to the preparation of any tender will be made by Eurodiaconia. The call for tenders and any further information communicated to the applicant, or which came to the applicant's knowledge in the course of the call for tenders and the performance of the work, are confidential and are strictly dedicated to the purpose of the call for tenders.

## 1. Background information

Helpdesk is a project funded by the European Commission and implemented by 16 organisations/networks, among them Eurodiaconia. Its aim is to make EU Funds (in particular ESF+ and ERDF) more accessible for social services, and thereby contribute to tackling social challenges across Europe. You can find out more here: [www.eufunds4social.eu](http://www.eufunds4social.eu)

Social services face complex procedures to access and use EU funds. Therefore, the project will develop templates and guidance on Simplification and Facilitation of EU Funds, such as a template simplified project application and budget form, standardised calls for proposals and simplified reporting procedures. These templates will be included in the toolkit with simplified tools and best practices for ESF+ and ERDF Managing Authorities to use for effective social services interventions.

Three workshops will be organised to feed into the development of templates and guidance and are foreseen to take place online between June and October 2023, as half-day events. Attendees to the workshops will include practitioners from Managing Authorities (operational staff, coordinators, programme managers, officers) and managers and practitioners from Social Services in public authorities and providers (project management including project monitoring, communications and reporting), willing to gain further knowledge and exchange experience on these topics.

## 2. Purpose of this call

Eurodiaconia is looking for experts to develop simplified templates and guidance and lead three workshops to facilitate and manage EU funding in the field of poverty and homelessness sector (in particular ESF+, ERDF) and adapt the facilitation toolkit developed in the framework of the "Social sErviceS helpdesk on EU Funds" project to the above-mentioned sector of poverty and homelessness sector.

The three foreseen workshops (with some flexibility possible depending on the findings and results of each workshop) will cover these three topics: 1) Project Application Form and Call for Proposals; 2) Project Budget (usage of SCOs); 3) Project Reporting.

**Workshop 1** – Needs in these three topics: This discussion will be the basis for developing the draft templates and guidance.

**Workshop 2** – Feedback on draft templates: Following this the templates and guidance can be finalised.

**Workshop 3** – Finalisation of templates and guidance with approval.

## 3. Objective of this consultancy and tasks

Eurodiaconia is now looking for a consultant with the required expertise to develop the templates and guidance and to co-lead (together with Eurodiaconia) the three workshops.

The consultant will:

- Prepare templates and guidance for the topics listed below:

Topic 1: Project Application Form and Call for Proposal

Topic 2: Project Budget (usage of SCOs)

Topic 3: Project Reporting

- Prepare and present these topics in the workshops. For this purpose, the consultant should have the ability to explain and provide an in-depth, yet simplified perspective.
- Co-moderate the workshops, having the ability to steer discussions and moderate Q&A sessions.

## 4. Required profile

Eurodiaconia is now looking for the above-described professional consultant with the following profile:

- The Consultant has solid – and evidence-based – experience in developing high quality outputs in the field of EU social funds;
- S/he masters a broad range of methodologies allowing for good dynamics in workshops;
- S/he has strong experience in the area of social services;
- S/he has strong experience in the area of families in poverty and/or child protection;
- S/he has an excellent command of English.

## 5. Expected deliverables and timeline

14 May 2023	Deadline for submission of offers for this Tender
30 May 2023	Notification of selected consultant, signing of contract
June 2023	1 <sup>st</sup> workshop to discuss the needs of the 3 topics (mentioned under 3.)
June–August 2023	Development of draft templates and guidance proposal on the 3 topics
September 2023	2 <sup>nd</sup> workshop to give feedback on the draft proposals
September–October 2023	Finalisation of templates and guidance
October 2023	3 <sup>rd</sup> workshop to present final deliverables and approval

## 6. Maximum budget

As approved by the Steering Committee of the project, each of the partners responsible for one of the sectors has **an allocated budget of EUR 10.000,00**– for external expert or experts.

## 7. Proposals

Interested parties can request more detailed information about the Helpdesk project per return to Giorgia Signoretto [giorgia.signoretto@eurodiaconia.org](mailto:giorgia.signoretto@eurodiaconia.org) (Projects and EU Funding Officer).

By the deadline of **14 May 2023 at 23:59 CET**, we will be expecting from interested parties:

- A brief technical note reflecting your understanding of the tasks and how to implement them;
- The justification of how your experience and profile match the above requirements;
- Your financial offer based on the number of person days that you intend to spend on this assignment;
- Any added value beyond the present Terms of Reference proposed by the consultant will be taken into consideration.

Applicants will be **notified latest by 30 May 2023** and the first online meeting with the Eurodiaconia Secretariat in Brussels will take place soon after.



*Co-funded by the European Union*