



Activity carried out within the project "**Engaging Citizens, Empowering Communities 2021-2025**", implemented by the East Europe Foundation with resources provided by Sweden.

## Terms of Reference

### **Selection of consultant/s or legal entity to train the East Europe Foundation's Team in Results-Based Management (RBM)**

#### **I. General Context**

The **East Europe Foundation** has been implementing the project "**Active Citizens, Prosperous Communities**", funded by Sweden. The action seeks to empower and support vulnerable men and women, including persons with disabilities, Roma, older people, NEET (not in employment, education or training) Youth, to benefit from responsive policy-making and fulfilment of their human rights.

The project has **two inter-related objectives**:

- Promote civil and political rights for democratic governance.
- Promote social and economic rights and sustainable local development.

East Europe Foundation (EEF) operates in a dynamic and impact-oriented development environment, where accountability, effectiveness, and measurable results are critical. Implementing **Results-Based Management (RBM)** will allow EEF to: **strengthen strategic planning, Improve Monitoring and Evaluation (M&E) systems, increase Donor Confidence and Accountability.**

#### **II. Objective of the Assignment**

To provide a comprehensive two-day RBM training session for EEF staff, focusing on practical tools and techniques to strengthen results-oriented planning and reporting. The training should be interactive, using real-world examples aligned with the Foundation's work.

#### **III. Scope of Work**

The selected consultant/legal company will be responsible for:

- Developing customized training content, considering EEF's operating context.
- Delivering a 2-day RBM training (6 hours per day, excluding breaks) for 15 EEF employees.
- Integrating the results-based budgeting into the training, pursuant to consultations with relevant EEF staff.
- Preparing training materials (agenda, slides, handouts, exercises).
- Preparing and applying pre- and post- training tests to measure knowledge and skills gained by the team.



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#### IV. Deliverables

Deliverables	Description	Deadline
Training Agenda & Materials	Draft agenda, slides, handouts, exercises	31 August 2025
Delivery of Training	2 days, in-person training, 8 sessions in total, 90 minutes per training session.	October-November 2025
Training report	The report should include analysis of pre- and post test results along with suggestions for further capacity building efforts.	Within 5 days after training

#### V. Timeframe

The training is expected to take place **during October–November 2025, being agreed in advance with the Foundation.**

#### VI. Language

The training will be conducted in Romanian or in English.

#### VII. Eligibility

Candidates must meet the following requirements:

- Candidates may be either natural persons (individuals) or legal entities (companies or organizations).
- The competition is open to both national and international entities.

#### VIII. Qualifications of the Consultant/company

- Proven expertise in results-based management (at least 5 years)
- Experience designing and facilitating adult training programs, ideally in Eastern Europe or with civil society organizations
- Strong understanding of monitoring, evaluation, and donor reporting requirements
- Excellent facilitation and communication skills
- Fluency in Romanian or English

#### IX. Application Process

Interested consultants are invited to submit:

- A brief technical proposal outlining training approach and methodology (max 2 pages)
- A CV highlighting relevant experience
- Financial proposal (the services provided will be subject to a zero VAT rate.)



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## **X. Evaluation Criteria for Proposals**

The selected expert/company will be evaluated based on the following criteria:

- **Experience (30%)** – previous experience in training delivery
- **Technical proposal (30%)** – a clear and detailed technical proposal outlining training approach and methodology.
- **Quality-Price Ratio (40%)** – cost-effectiveness of the proposed budget in relation to the services offered.

## **XI. Financial offer and Contract**

The requested offer must be presented in euros. The contract will be signed with the East Europe Foundation (EEF), and payments will be made in instalments according to a payment schedule agreed upon by both parties.

Proposals must be sent to the email address [conkurs@eef.md](mailto:conkurs@eef.md) by **August 31<sup>st</sup>, 2025**, with the subject line: "RBM Training".

For more information about the activities of the East Europe Foundation, please visit [www.eef.md](http://www.eef.md).