

**CPDE MODULE DEVELOPMENT: GUIDE TO DIALOGUE WITH DEVELOPMENT PARTNERS AND DONORS**  
**Content Development Consultant Terms of Reference**

## **1. Introduction**

The CSO Partnership for Development Effectiveness is an open platform that unites CSOs from around the world on the issue of effective development cooperation. It strives to make development more effective by reshaping the global aid architecture and providing technical support to CSOs working on the ground to engage with development partners. Through its advocacies and messages, CPDE brings together CSOs, as well as thematic groups and sectors, from different countries. At the moment, CPDE's membership covers six (6) geographic regions and eight (8) sectors. Its work is guided by five (5) advocacy priorities complemented by working groups to provide policy expertise and lead advocacy engagement.

The CPDE Guide for Dialogue with Development Partners and Donor is a guide for CSOs to plan, initiate and conduct national dialogues with country development partners. This is a follow-through of the activities in the previous program that aimed to ground effective development cooperation (EDC) advocacy at the country level. The Guide will complement the forthcoming advocacy toolkit and modules for Project and Network management.

The guide will contain three modules. The first module is a framework setting module which will discuss development partnerships, a summary of CPDE's global engagement of development partners, trends in donor policies on CSOs, donor and CPDE's positions on CPDE's priority themes. The second module will contain a chapter on engagement planning and a chapter on developing policy positions and engagement strategy. The third module will be on fund-raising.

The publication process is coordinated by the CPDE Global Secretariat in IBON International. Publication of the CPDE Research is expected as follows: Module 1- December 2020, Module 2: February 2021, Module 3: April 2021. Thus, CPDE is seeking a content development consultant who is knowledgeable and experienced in the subject of development partnerships and EDC who will develop the guide according to the concept and outline jointly developed by CPDE and the consultant.

## **2. Scope of Work**

The consultant is expected to submit three modules that will comprise the CPDE Dialogue Guide for Development Partners and Donors (hereinafter referred to as The Guide), which will entail the consultant to:

1. Submit a workplan that includes details on the various methods to gather data for The Guide
2. Identify key informants in collaboration with CPDE Global Secretariat
3. Conduct interviews with key informants as needed
4. Write the three modules according to the agreed upon outline of The Guide
5. Regularly update the Global Secretariat through the capacity development officer on the status of the data gathering and writing of The Guide
6. Submit the modules based on Part 4 of this Terms of Reference

7. Pre-test the draft modules to identified member CSOs in a particular country by sending advanced copies to selected individuals e.g. country focals for their inputs
8. Revise drafts, as necessary and as determined by the capacity development officer

### 3. Qualifications of the Consultant

The Consultant must have the following credentials:

- a. Academically trained in any relevant social sciences
- b. Minimum of five (5) years of experience in working with CSOs and cross-cultural working environments
- c. Experience in engaging with development partners and donors in relation to EDC work

### 4. Expected Outputs and Timeframe

Outlined below are the expected outputs and their corresponding timeframe.

ACTION	Timeline
Submission of design, workplan	10 November 2020
Submission of instruments (e.g. KII guide)	15 November 2020
Data gathering	25 November 2020
Submission of draft 1	20 December 2020
Completion of review of draft 1	15 January 2021
Submission of draft 2	10 February 2021
Completion of draft 2	5 February 2021
Pre-test of draft modules	15 February 2021
Revised drafts done	28 February 2021

### 5. Responsibilities of CPDE Global Secretariat

- The CPDE Global Secretariat through the Capacity Development Officer will oversee and coordinate the entire production process of the CPDE Guide for Dialogue with Development Partners
- The Capacity Development Officer will support the Content Development Consultant including through the following:
  - Providing contact details of key informants to the consultant
  - Introducing the consultant to key informants
  - Providing relevant materials as references to the consultant
  - Providing project background documents and other available sources of information
  - Ensuring proofreading of submitted modules
  - Liaison with the copy editor who will do a final check to eliminate spelling, grammar, punctuation and similar small errors.

### 6. Payment

The CPDE will pay the Content Development Consultant the amount of US\$15,000.00 for the tasks outlined in this document towards completion of the CPDE Research Study. The schedule of payment shall be as follows:

<b>Condition</b>	<b>Percent</b>	<b>Date</b>	<b>Amount</b>
1. Upon signing of the TOR and Service Agreement	40%	20 November 2020	US\$6,000.00
2. Upon completion of review of draft 1	30%	15 January 2021	US\$4,500.00
3. Upon completion of remaining outputs stipulated in Parts 2 and 4	30%	28 February 2021	US\$4,500.00
Total	100%		US\$15,000.00