

GUIDE FOR NETWORK MANAGEMENT TO ADVANCE EFFECTIVE DEVELOPMENT COOPERATION **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.

The CPDE Guide for Network Management to Advance Effective Development Cooperation, hereinafter referred to as the Network Management Guide, will serve as one of the training modules for the CPDE Training on Project and Network Management (the companion module to the Project Management Guide). The platform recognizes that a concrete translation of CSO effectiveness is CSO capacity to: 1) deliver project results and impact and 2) consolidate its CSO network that is based on the commitment to the Istanbul Principles of CSO effectiveness. The Network Management Guide will be specifically developed to guide country focal points to support policy positions, engage in policy dialogue with development partners and other stakeholder, and reach out to private sector actors with common interests (i.e., social enterprises).

The Network Management Guide seeks to reflect principles and practices that are useful for advocacy platforms like CPDE. It will discuss key principles, strategies and key competencies in managing networks built in nearly a decade of committing to development effectiveness as reflected in the Istanbul Principles while advancing core advocacies and thrusts as reflected in the CPDE Manifesto and Key Asks. It will focus on the specific concept and components of networking for advocacy, good practices and key lessons of CPDE and specific strategies on network management.

This Network and Management Guide will contain the following topics: 1) Introduction to CPDE's EDC work, 2) Networking for advocacy, 3) Good practices and key lessons of CPDE and 4) Network Management for Advocacy Networks.

2. Scope of Work

The content development consultant is expected to submit the Network Management Guide, which will entail the consultant to:

1. Submit a design that includes the following sections: a) Background, b) Problem, c) General Objective, d) Specific Objectives, e) Data needs, variables, f) Methods and Procedures, g) Instruments (proposed) e.g. interview guide, survey questionnaire, h) Respondents and key informants, i) Outline of the module and j) Workplan
2. Conduct a needs assessment survey among country focals, process and interpret responses and incorporate results in the development of the Network Management Guide

3. Identify key informants in collaboration with the CPDE Global Secretariat
4. Conduct interviews with key informants
5. Write the Guide according to the agreed upon outline of the Network Management Guide
6. Regularly update the Global Secretariat through the capacity development officer on the status of the data gathering and writing of the Network Management Guide
7. Submit the Guide based on Part 4 of this Terms of Reference
8. Pre-test the draft Guide to country
9. 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 proposal and design	15 February 2021
Submission of instruments (e.g. KII guide and survey questionnaire)	17 February 2021
Conduct of needs assessment survey including pre-test, processing and interpretation	25 February-20 March 2021
Desk research	25 February-20 March 2021
Key informant interviews done	31 March 2021
Submission of first draft	20 April 2021
Comments on first draft	25 April 2021
Conduct of pre-test of module	25-30 April 2021
Processing and interpretation of results of pre-test of module	10 May 2021
Submission of revised draft	15 May 2021
Finalisation of manuscript upon final comments on content	25 May 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 Network Management Guide
- 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
- Liaison with the copy editor who will do a final check to eliminate spelling, grammar, punctuation and similar small errors.
- Ensuring proofreading of submitted manuscript

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 Network Management Guide. The schedule of payment shall be as follows:

Condition	Percent	Date	Amount
1. Upon signing of the TOR and Service Agreement	40%	21 February	US\$6,000.00
2. Upon completion of draft 1	30%	20 April 2021	US\$4,500.00
3. Upon completion of remaining outputs stipulated in Parts 2 and 4	30%	25 May 2021	US\$4,500.00
Total	100%		US\$15,000.00