

Governance Strategy for the Climate Bridges Network

Terms of reference

I. EXTERNAL EXPERTISE REQUIREMENTS

Assignment

An external expert or organization is required that supports the preparation of a governance strategy for the Climate Bridges Network with the goal to strengthen the network in the long term. The Climate Bridges Network is part of the EUKI funded project “Climate Bridges – Network in Action”. The project is implemented by 5 partner organizations from Albania, Austria, BiH, Croatia and North Macedonia and the network has currently about 60 members from the Balkans and neighboring countries, mainly CSOs. The goal of the network is to foster cooperation for climate action in the region. The network was founded in the last project and will be consolidated during this project’s duration (December 2024 - March 2025).

Expected outcome: a strategy outlining a clear plan of how to secure the future existence of the network (after the “Climate Bridges - Network in action” project ends) including an internal governance structure for the network that is based on the needs, expectations and circumstances of the network members and region of influence, providing guidance beyond existing knowledge.

Components of strategy:

Nr	Work package / activities	Hours/costs
WP1	Analysis of the present state of the Climate Bridges Network	
WP2	Collection of best practices 3-5 good practice network examples the contractor is part of/aware of with a focus on “how” not “what”	
WP3	Elaboration of network strategy draft	
	<ul style="list-style-type: none"> • Concrete steps of how to make the network self-sustainable (proposal of methods to use and actions to take) • Minimal requirements to meet (legal, structural, financial criteria to be met) • A timeline of main steps 	

	<ul style="list-style-type: none"> • Two options for an internal governance structure for the network (proposal of a structure that allows the network to govern itself efficiently, effectively and participatorily) • A proposal for membership structure and engagement models to ensure long-term and active participation of the members • Suggestion of a minimum of 3 funding opportunities to sustain the network financially • A transition plan outlining steps from project-based support to independent operation • Steps to be taken for a formalization of the network • Suggestions for strategic partnerships and synergies within and beyond the region • Recommendations for digital tools to support internal governance and coordination 	
WP4	Coordination, communication, participation	
4_1	<ul style="list-style-type: none"> • Concepts for the involvement of the network members in 2 workshops (offline and online) • Proposal for the involvement of the network members in the preparation and implementation phase of the strategy development • Three to five measures to be taken to ensure active participation of the network members in the long term 	
4_2	At least 6 coordination meetings with the client	
WP5	Finalising and implementing network strategy (EN)	

Expected outputs

- At least two workshops (one offline, one online) that harvest the needs, interests etc. of the network members and make sure that their input is incorporated in the strategy document, organized by the contractor (preparation, organization, moderation, summary of results, etc.) held in English
- At least 6 regular coordination meetings with the client during the strategy preparation (to discuss progress, adjustments, additional input, workshop formats, risks, etc.), implementation and monitoring & evaluation
- One comprehensive strategy document (prepared by the expert with input from the consortium, network and potentially externals, written in English, aligning the needs of the consortium and the network members with the regional as well as political circumstances and defining clear steps towards a self-sustainable and active network)
- Suggestion of three to five measures to be taken to ensure active participation of the network members in the long term

- One document (proposing at least two options for the most suitable internal governance structure for the network) – outlining membership categories, roles, and engagement mechanisms
- One document or paragraph in one of the other documents defining the steps to be taken for a formalization of the network

Timeframe: selection of expert in August 2025, preparation of strategy content by expert, client and network members until summer 2026, implementation of strategy with sporadic support of the expert until the end of the project in March 2027.

II. PROPOSAL DOCUMENTS

Please send us a proposal for the development of the network governance strategy which should include at least:

- detailed description of the services and activities to be covered in work packages according to the expectations of the tender
- description of the methodology to be used to ensure a participatory, inclusive and evidence-based process (including at least two workshops)
- work process and a provisional implementation timeline,
- service fee and payment terms (including daily rates, price per work package, costs for person hours, material costs)
- description of the person responsible including the expertise in the field
- reference projects related to the assignment

Please send your proposal no later than 17.08.2025 to paula.duske@cipra.org

III. SELECTION CRITERIA

Quality of the proposal

- Requested information was delivered
- Offer is precise and understandable
- Approach is clear

Expertise in network governance

- Track record in the field of sustainable development of networks
- Track record in the preparation of strategies for the internal governance of networks
- Track record in the preparation of strategies for the long-term sustainability of networks

Expertise in transnational cooperation processes and participation methods

- Expertise in cooperation processes and structures for CSOs
- Expertise in participation methods and workshop design



Supported by:



on the basis of a decision
by the German Bundestag

Availability and language skills

- Person has good English language skills
- Person is available on beforehand agreed dates from Summer 2025 until March 2027 and can **participate during the transnational event from October 7th - 9th 2025 in Sarajevo** (exact day TBD, all expenses are covered)

Costs

- Hours/price budgeted per work package (Daily rate)
- Total price including VAT

Experience in the Balkan region of advantage

- Person has preferably an understanding of the regional challenges and opportunities
- Person is preferably experienced in the regional political and legal situation for CSOs
- Person is preferably familiar with the climate politics in the Balkan region

All criteria need to be fulfilled to be qualified to enter the negotiation process!

