

CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE “POLICY FORUM ON DEVELOPMENT” (PFD)

1. Background

Enhancing regular dialogue and consultations with Civil Society is enshrined in the Lisbon Treaty. The European Union has promoted the comprehensive and progressive participation of Civil Society Organisations (CSOs) and Local Authorities (LAs) in countries' development processes and in broader political, social and economic dialogues.

In this context, a consultation was launched in 2011 with a broad range of participants defining ways to improve the effectiveness of all actors involved in EU development cooperation. Its final statement recommended enhancing and structuring dialogue by establishing a regular forum with CSOs, LAs and EU institutions. This gave way to the establishment in 2014 of the Policy Forum on Development (PFD).

The PFD's objectives are:

- Facilitating dialogue on cross-cutting issues directly related to the role of CSOs and LAs as relevant development actors;
- Promoting policy debate, consultation and exchange of information and experiences on EU main policies and initiatives in the development field; and
- Providing a space for regular update and peer review by all actors.

Further information on the PFD, its objectives and latest forum documents can be found here:

<https://europa.eu/capacity4dev/policy-forum-development/documents>.

The Commission is calling for applications with a view to selecting certain categories of members to fill existing vacancies (see below for details).

2. Features of the PFD

2.1. COMPOSITION

In accordance with the PFD charter,¹ the PFD shall consist of 88 members of networks and associations.

2.2. APPOINTMENT

Members shall be appointed by the Directorate General for International Cooperation and Development of the European Commission (DG DEVCO) from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed for two years. They shall remain in office until replaced. Their term of office may be renewed. Registration in the EU Transparency Register is required in order for individuals representing an organisation to be appointed.

¹ <https://europa.eu/capacity4dev/policy-forum-development/documents/revised-pfd-charter-2019>

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE PFD

The PFD is chaired by the Director General of DG DEVCO and co-chaired by one elected representative from Civil Society Organisations (CSOs) and one from the Local Authorities (LAs).

In principle, the PFD shall meet once per year in Brussels for a global meeting. Regional meetings will also be organised annually in the various regions represented. The DG DEVCO shall provide secretarial services.

Members should be prepared to attend meetings systematically, to contribute actively to discussions in the PFD, to be involved in preparatory work ahead of meetings, to regularly consult with constituents, to examine and provide comments on documents under discussion and to act, as appropriate, as facilitators and 'rapporteurs' on an ad hoc basis. Members will support the knowledge management strategy of the PFD, which entails engaging in information sharing, documentation and dissemination. They will make all efforts to work as a collaborative network and encourage a PFD identity.

As a general rule, working documents will be drafted in English, French and Spanish. Meetings will be also conducted in the same three languages.

The PFD shall adopt its conclusions, recommendations or reports by consensus.

Participants in the activities of the PFD shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by participants in the activities of the PFD shall be reimbursed by DG DEVCO. Reimbursement shall be made in accordance with the provisions in force within the European Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

Specialists can be invited with specific expertise with respect to a subject matter on the agenda to take part in the work of the PFD on an ad hoc basis.

2.4. TRANSPARENCY

Members of the PFD should be registered in the EU Transparency Register².

All relevant documents, including the agendas, minutes and participants' submissions are available on the Capacity4Dev website. In particular, publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes should be ensured. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/200139. Personal data shall be collected, processed and published in accordance with the Internal Data Protection Regulation (Regulation (EU) 2018/1725).

3. Application procedure

Interested organisations are invited to submit their application to the European Commission, Directorate General for International Cooperation and Development. Applications must be completed in English, French or Spanish. However, applications in English would facilitate the evaluation procedure. Organisations shall indicate the name of their representative(s) in the PFD. An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

² <http://ec.europa.eu/transparencyregister/public/homePage.do>

The table below summarises the existing vacancies per PFD and region:

Category	Region	No. vacancies
Non Governmental Organisations	Asia	2
	Africa	2
	Latin America	2
	Neighbourhood ³	2
	Europe	2
	Global	8
Cooperatives	Neighbourhood	1
Local Authorities	Asia	2
	Africa	1
	Latin America	2
	Neighbourhood	1
	Global	1
Professional and business associations	Africa	1
	Neighbourhood	1
	Europe	1
	Global	1
Diaspora organisations	Europe	2
Foundations	Global	1

Supporting documents:

Each application shall include the following documents:

- a cover letter explaining the applicant's motivation for answering this call and stating what contribution the applicant could make to the PFD, indicating the category for which they are applying and how they fulfil the requirements and commitments;
- a classification form duly filled in, specifying the member category for which the application is made (Annex I) and supporting documents in scanned format.
- a selection criteria form duly filled in, documenting how the applicant fulfils the selection criteria listed in chapter 4 of this call (Annex II) and supporting documents in scanned format.

Deadline for application:

The duly signed applications must be sent by the **11 June 2019** at the latest to the following e-mail address: EUROPEAID-A5@ec.europa.eu.

4. Selection criteria

The Directorate General for International Cooperation and Development will take the following criteria into account when assessing applications:

³ https://ec.europa.eu/europeaid/countries/neighbourhood-countries_en

Organisations in each category should:

- Represent a network in the region or at global level that works in and has a history of working in the area of international cooperation and development for at least 5 years
- Have adequate regional contacts to reach a wide membership; presence via members in the majority of the countries of a given region
- Have proven capacity to disseminate information/communications on PFD issues via an existing database or dissemination tool and feedback mechanisms already in place
- Have proven and relevant competence and experience, including at European and/or international level, in relevant areas; specifically, have knowledge and experience working with current EU policy implementation
- Ensure the competence, experience and hierarchical level of the proposed representatives
- Have good knowledge of English, French or Spanish

Organisational representatives are required to:

- Be living and working in a country within the region they represent (with the exception of global level)
- Have at least five years of relevant experience and expertise around PFD issues⁴
- Have the proven capacity to represent and express the views of their constituencies, including past representational experience and specifically experience gathering and synthesizing multiple inputs,
- Have demonstrated capacity to provide their constituencies with regular feed-back on the discussions and conclusions reached within the PFD;
- Have the ability to communicate effectively in one of the PFD working languages (English, French or Spanish),
- Have strong interpersonal skills and an ability to collaborate well with a diverse group of people from different cultures from around the world; and
- Have the facility to work strategically in a group.

Commitments:

To support the work of the PFD, organisations commit to:

- Participate in PFD events and communications related to events
- Ensure that, if the representative is unable to attend PFD events, an equally qualified replacement will attend

Organisational representatives commit to:

- Take part in the PFD in the short and medium terms, and have the availability to fulfil this commitment;
- Undertake outreach and gather feedback around PFD issues before and after PFD events to maintain a continual flow of information;
- Share information with constituents regularly to feed into PFD discussions and decisions;
- Represent the views of their constituencies to the best of their capacity in PFD meetings and events; and
- Participate in PFD-related activities and communications (including emails, phone calls, requests for interviews, etc.) during and in between PFD events.

⁴ Check our website for details: <https://europa.eu/capacity4dev/policy-forum-development/>

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by the Directorate General for International Cooperation and Development, Civil Society, Foundations Unit and Cities, Local Authorities, Digitalisation, Infrastructures Unit, against the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the PFD. The Task Team (steering committee) of the PFD will be consulted in the process.

When defining the composition of the PFD, the aim is ensuring a high level of expertise, as well as a balanced representation of relevant know how and areas of interest while taking into account the specific tasks of the PFD, the type of expertise required, as well as the relevance of the applications received.

For any further information please contact:

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ANNEXES:

- I Classification form
- II Selection criteria form
- III Privacy statement