

Annex 1

Terms of reference

for support of the Interreg Baltic Sea Region Project *Baltic Sea Region Cultural Pearls*

for

Project Management Support

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1. Overview

The Council of the Baltic Sea States (CBSS) serves as an overall regional forum for intergovernmental cooperation and coordination among the 10 CBSS Member States – Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland and Sweden, as well as the European Union. A Permanent International Secretariat was established in Stockholm in October 1998. The budget of the Secretariat is financed by annual contributions from the CBSS Member States as well as through project funds. Additional information about the CBSS is available on www.cbss.org

The project “*Baltic Sea Region Cultural Pearls for more resilient cities and regions*” (BSR Cultural Pearls) has been approved for co-funding by Interreg Baltic Sea Region and was launched in January of 2023. The project aims to make smaller cities and regions increase their social resilience with local assets in an innovative way. The project tackles challenges from authorities (responsible departments e.g. for social services, economy, tourism, culture) in places which are more vulnerable, non-central and prone to decreasing quality of life. While their role should be to halt a downward spiral, they often lack capacity, innovative solutions and instruments to do so. These tools would be used e.g. to increase engagement of civil society and build social cohesion through connectedness and shared values, to spur creative processes with different actors of the local ecosystem, or to link them to national and international channels for inspiration and visibility. To overcome these barriers, the partnership develops a Cultural and social resilience uptake programme with three key elements: 1st, to make authorities develop a “culture and resilience action plan”. 2nd, to support authorities in the implementation of these action plans with a “peer-mentoring /co-learning programme”. 3rd, to showcase selected cities and regions as “BSR Cultural Pearls”

with BSR-wide communication activities. This leads to places in which citizens and stakeholders have a stronger sense of belonging to society, feel engaged and act for the common good. This way, the community is more attractive and stronger prepared to respond to external disturbances and can be defined as more resilient.

The project consortium consists of 12 partners, including international organizations, cultural institutions, local and regional authorities.

Additional information is available at <https://interreg-baltic.eu/project/bsr-cultural-pearls/>

2. Objective of the service

The purpose of the assignment is to provide strategic and operational support to (a) the lead partner (CBSS Secretariat) in the execution of its role as project lead partner, and (b) to a limited extent, strategic and administrative support to the project partners, ensuring quality and compliance with programme rules and requirements.

3. Scope of the service

The period covers up to the full remainder of the project at least until 31st January 2025. The project management support should cover the following needs (detailed in section 4.): To A) provide general support to the lead partner in fulfilling its role as lead partner, in particular supporting the project coordinator in strategic matters, including but not limited to developing internal coordination, planning and monitoring systems, as well as quality control of project internal work as well as project outputs, B) provide limited operational project management support in the form of planning or facilitating internal project processes when needed, and C) to support the project lead partner in monitoring progress, compliance and quality. In addition, supporting both the lead partner and project partners with reporting. The exact distribution of time across the tasks shall be continuously agreed upon with the lead partner.

4. Tasks of the service

A. Strategic project coordination support to Lead Partner

- Monthly strategic planning meeting with Lead Partner
- Supporting development and quality control of project working procedures and working documents, activity plans.

B. Operational project management support to partners

- Operational project management support
- Supporting and facilitating working groups (e.g. for the individual groups of activities or overall topics)

C. Monitoring and reporting support to partners

- Supporting monitoring project progress, adapting work plan whenever necessary

- Supporting monitoring compliance with Interreg programme manual and other applicable rules
- Supporting partners in quality control of project output
- Supporting Communications Manager in mandatory communication activities (mid-term and final report)
- Pre-Check of partner reports, including financial reports
- Compiling Project Progress Reports based on Partner Reports
- Supporting final report (incl. survey and annex) and project termination.

5. Timeframe estimate

Based on our initial analysis, we expect the scope of this service to be around 100 working days in total.

6. Requirements

- Proven track-record in a project management support function of projects.
- Thorough knowledge of Interreg- Baltic Sea Region rules and requirements
- Thorough knowledge and experience of project management in a multi-stakeholder setting of large consortia with more than 8 partner organizations.
- Excellent command of English (additional regional (BSR) languages considered an advantage)
- Experience and knowledge about social resilience, community development, revitalization, social innovation and the Cultural and Creative Sector (CCS) is an advantage.

7. Process

Interested candidates must submit their proposal, no later than 20 April 2023 (date of sending) to the CBSS secretariat at the following addresses: tender@cbss.org

Proposals sent after this deadline will not be taken into account.

The Secretariat will choose the successful candidate within two weeks of the deadline. Project Management Support activities are to be started at the earliest possible date in May 2023.

For further queries please contact project coordinator Felix Schartner Giertta at felix.schartner.giertta@cbss.org no later than 15 April 2023.

In the interests of transparency and non-discrimination, all questions received will be anonymized and publicly answered on the website as soon as possible. Inquiries by phone will not be answered.

The tender should contain the following information:

- Letter of confirmation of interest and availability, outlining why your organization is suited for the contract
- Tentative activity and time plan for the service

- CVs of consultants
- Financial proposal

END