

# CALL FOR EXPRESSION OF INTEREST (EOI)

PROCUREMENT NO: PR2024/04

**EXPERTS, SENIOR RESEARCHERS, JUNIOR RESEARCHERS  
RESEARCH ROSTER**

## CYPRUS DIALOGUE FORUM

The Secretariat of the Cyprus Dialogue Forum (CDF Secretariat) invites interested applicants to submit an Expression of interest to become part of the research roster. The Cyprus Dialogue Forum Secretariat is the administrative structure of the Cyprus Dialogue Forum that provides coordination, facilitation, research and technical/logistics support to the Cyprus Dialogue Forum dialogues.

To support the work of the Forum and the stakeholders, the Secretariat of the Cyprus Dialogue Forum requires the services of research consultants and experts to complete short-term research assignments dedicated to the advancement of shared knowledge in the Forum's Task Groups to support the needs of the dialogue. This expression of interest takes place within the framework of the project "Strengthening collaborative spaces for dialogue and shared knowledge creation" funded by the European Union and implemented by the Cyprus Dialogue Forum.

### EXPRESSION OF INTEREST FOR RESEARCH ROSTER

The overall objective of this expression of interest is to create a roster of researchers and experts in specific thematic areas that the CDF Secretariat can draw up for short term research assignments. In order to expedite procurement procedures for such services, qualified applicants will be placed on the roster for the next 3 years. As part of the Research Roster, the successful candidates as pre-approved service contractors may be approached by the CDF Secretariat to deliver specific short-term research assignments throughout the duration of the next 3 years. The inclusion of a service contractor in the Research Roster does not guarantee a contract, nor does it entail any commitment on the part of the CDF Secretariat, financial or otherwise. The Research Roster establishes a list of pre-approved service contractors that the CDF Secretariat can draw upon for services when needed. Contractual obligations and financial commitments will only be established each time services are requested.

### TERMS OF REFERENCE

This expression of interest is for three bands of researchers: (a) **Experts**, (b) **Senior Researchers** and (c) **Junior Researchers** in the following thematic areas: Labour Market, Education, Energy, Human Rights. Please refer to the TOR attached to this call for information on the research bands, the required services and thematic areas, the scope of work, as well as the required qualifications for researchers and experts.



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## **SUBMISSION DETAILS:**

Interested applicants need to submit the following **documents**:

1. Curriculum Vitae.
2. Letter of expression of interest outlining (a) the relevant experience in the field, and (b) the thematic areas which they are expressing an interest for as outlined in the Terms of Reference to this Call.
3. Any further information indicating that they are qualified to perform the services.

Submission method via email to [info@cydialogue.org](mailto:info@cydialogue.org) with the following email subject line: **PR2024/04 - EoI Research Roster - [Applicant's Name]**

Submission deadline: Tuesday, **30 April 2024; 17:00 (GST +2)**

Interested applicants may obtain further information by sending any requests to [info@cydialogue.org](mailto:info@cydialogue.org)

## **EVALUATION CRITERIA AND CREATION OF THE RESEARCH ROSTER**

The first assessment of the applications under this call for expression of interest will be made after the submission deadline indicated above. All applicants that apply within this timeframe will be evaluated in accordance with their qualifications and demonstrated level of experience. The CDF Secretariat may on an annual basis update the Research Roster based on arising needs.

### Establishing the Research Roster

For the evaluation of submissions, an evaluation committee will review the submissions received and will shortlist the successful candidates to create the Research Roster. The Roster will consist of a maximum of 3 researchers per band per thematic area.

The evaluation committee will first divide the submissions into the relevant bands and will assess the submissions through a desk review against the following criteria:

- Demonstrated experience in working and/or consulting on issues related to the relevant topic as per the requirements of each band – 30 points
- Demonstrated experience in writing reports and analytical papers – 30 points
- Demonstrated experience in research and/or data analysis – 20 points
- Demonstrable educational qualifications in the relevant field as per the requirements of each band – 20 points

Successful candidates will be included in the Research Roster for a period of 3 years under one of the identified researcher bands. The Research Roster establishes a list of pre-approved service contractors that the CDF Secretariat can draw upon for services when needed. Contractual obligations and financial commitments will only be established each time services are requested. For more information of how successful applicants on the Research Roster may be contracted for specific research assignments see the attached ToR.



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