

TERMS OF REFERENCE

EXPERTS, SENIOR RESEARCHERS, JUNIOR RESEARCHERS RESEARCH ROSTER

Location:	Nicosia, Cyprus
Languages Required:	English
Roster Duration:	3 Years
Roster Start Date:	May 2024

BACKGROUND

The Cyprus Dialogue Forum is a non-formal dialogue space that aims to support the peace process in Cyprus. It has been created by local stakeholders as an inclusive space for dialogue and knowledge-sharing among political, economic and social stakeholders in both communities in which issues and challenges of common concern can be addressed. In the Forum, the stakeholders work together to support change through the development of common understandings, shared knowledge and joint visions for the future. The Forum is supported by a Secretariat function that operates under two administrative partners, the Humanitarian Relief Mission-CDF and the Association for Historical Dialogue and Research-CDF and provides coordination, facilitation, research and technical/logistics support to the Forum dialogues. Any contractual arrangement is concluded by one or both of the administrative partners on behalf of the Secretariat of the Cyprus Dialogue Forum.

The work of the Cyprus Dialogue Forum is supported through the project “Strengthening collaborative spaces for dialogue and shared knowledge creation”, financed by the European Union and implemented by the Secretariat of the Cyprus Dialogue Forum. Towards this end, to support the work of the Forum and the stakeholders, the Secretariat of the CDF 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.

SCOPE OF WORK AND RESPONSIBILITIES

The research consultants and experts will be responsible for providing research services to support the shared knowledge development process within the CDF. Within the scope of the CDF, research is undertaken to support stakeholders in dialogue. Research is the first stage in the shared knowledge creation process, which is central to the work of the Cyprus Dialogue Forum. The service contractor will be part of a roster of researchers and experts and may be asked to provide research services for short-term assignments based on identified needs. The service contractor will ensure high quality, effective and efficient provision of services as well as confidentiality in all aspects of the assignment.

The general thematic areas on which research services will be required are the following.

- **Labour Market:** Research on labour market issues will be commissioned to support the work of the Labour Market Task Group. Research priorities include the following: (a) data collection of key statistics on labour and economic related indicators from across the island, (b) development of in-depth reports on the current state of the labour market across the island including issues relating to collective bargaining, social dialogue, working



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conditions and standards, social security and social protection, wages, wage setting and protection of wages, employment and employment development, social security and social protection, as well as (c) development of in-depth case studies of labour market cooperation and governance mechanisms and structures.

- **Education:** Research on education related issues will be commissioned to support the work of the Education Task Group. Research priorities include the following: (a) case studies of formal and non-formal cooperation and governance mechanisms and structures in education as well as (b) case studies of education in post-conflict societies and lessons learned.
- **Energy:** Research on energy will be commissioned and include the collection and compilation of data and relevant information relating to the Eastern Mediterranean region including (a) energy infrastructure, corridors and markets (b) exploration, exploitation and actors (state and commercial) (c) alternative energy sources including renewable (green) energy.
- **Human Rights:** Research on human rights issues will be commissioned to support the work of the organisations within the Forum. Research priorities include development of reports on the current state of affairs across the island on a specified Human Rights issue.

Successful service contractors under the roster will be assigned to one or more of the above areas based on their interests, qualifications and professional experience.

REQUIRED QUALIFICATION AND COMPETENCIES BY RESEARCHER BAND AND RATES

Qualifications: Researchers will be placed on the roster in one of these three bands: Expert, Senior Researcher, Junior Researcher. The required qualification and maximum daily rate for each band can be seen in the list below.

Band 1: Expert (maximum rate up to 250 Euros per day):

- Master Degree or above in relevant/related field
- Minimum 12 years of experience in relevant field with at least 3 years of international experience

Band 2: Senior Researcher (maximum rate up to 200 Euros per day):

- Master Degree or above in relevant/related field
- Minimum 7 years of experience in relevant field

Band 3: Junior Researcher (maximum rate up to 100 Euros per day)

- Master Degree in relevant field with minimum 3 years of relevant experience or
- Bachelor Degree in relevant field with minimum 5 years of relevant experience

Competencies:

- Experience in producing comprehensive analytical reports.
- Demonstrated substantive and technical expertise in relevant fields.
- Excellent research and analytical skills.
- Ability to write in a structured, lucid and concise manner without losing depth of substance.
- Knowledge of the Cyprus political situation and its challenges.
- Demonstrated ability to adapt plans, prioritise and deliver tasks on time.



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- Fluency is required in written and spoken English.
- Native speakers of Greek or Turkish will be considered an advantage.

RESEARCH ROSTER

Successful candidates will be part of the Research Roster under one of the identified bands. 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 Roster will consist of a maximum of 3 researchers per band per thematic area. The Research Roster will be maintained for a period of 3 years and may be reviewed and updated annually.

CONTRACTING FOR SPECIFIC ASSIGNMENTS

Once the need for a specific short-term research assignment arises, the CDF Secretariat shall directly engage pre-approved service contractors from the Research Roster to request a technical and financial proposal for the specified research assignment. This will be done in the following steps:

- Shortlisting from the Roster: The Evaluation Committee will select the best suited candidates from the roster of pre-approved researchers and experts based on a desk review of their qualifications against the minimum criteria required for the specific research assignment. The Evaluation Committee makes a recommendation on the service contractors to be approached to submit a proposal.
- Submission of Proposal: Selected service contractors will be approached to submit a technical and financial proposal for the specific research assignment. Service contractors will be provided with a Terms of Reference for the specific research assignment outlining the scope and details of the assignment.
- Evaluation of Proposals: The Evaluation Committee will review, evaluate and rank proposals against the evaluation criteria identified in the ToR. Proposals will be evaluated based on a Combined Scoring Method using 80% - 20% for the technical and financial assessment of the proposal respectively.
- Contracting: Based on the evaluation of the Evaluation Committee one successful candidate will be offered a Service Contract for the required services.

