

## Terms of Reference – Selection committee CONNECT

<p><b>General background</b></p>	<p>CONNECT is a mechanism developed by PLATFORMA and VNG International. The mechanism facilitates <b>short-term, demand-driven</b> knowledge transfers between local and regional governments in EU partner countries and local and regional governments in Europe. The CONNECT mechanism works complementary to other existing forms of cooperation between municipalities.</p> <p>CONNECT brings supply and demand together and acts as a <b>catalyst for change</b>. One of the mechanism's main strengths is its colleague-to-colleague approach: by bringing colleagues from different municipalities together, a sphere of trust and understanding is created instantly, deriving great results.</p> <p>Within the pilot of CONNECT (which took place in Spring 2016), the mechanism was tested in Ghana, Cambodia and Colombia and topics of exchange included Human Resources Management and Sanitation. The pilot showed that the short term interventions did indeed lead to change at the individual and organisational level. The former participants confirm that it might also lead to follow-up partnerships or activities.</p> <p>The CONNECT mechanism is financed under the Strategic Partnership Agreement between PLATFORMA and the European Commission. Additional exchanges can be facilitated by the CONNECT team on demand of national governments or the international donor community.</p> <p>For more information about the mechanism, please watch the video about the CONNECT mechanism <a href="#">here</a> and read the flyer <a href="#">here</a>. You can also always contact the CONNECT team by sending an email to <a href="mailto:connect@ccre-cemr.org">connect@ccre-cemr.org</a>.</p>
<p><b>Background of this ToR</b></p>	<p>During the pilot phase mentioned above, the CONNECT team was responsible for the selection of the participating municipalities, on both the demand and the supply side. In the next phase (2017-2018), we would like to test the set-up of a selection committee which reviews the applications which we receive. This will make the selection process even more objective.</p>
<p><b>Activities of the selection committee</b></p>	<ol style="list-style-type: none"> <li>1. Check of current selection criteria and review where necessary (in first conference call with selection committee and CONNECT team)</li> <li>2. Review and scoring of the applications coming in from local/regional</li> </ol>

	<p>governments in the EU partner countries selected for this phase (Uganda, Burkina Faso, Moldova, Sri Lanka and perhaps others)</p> <ol style="list-style-type: none"> <li>3. Review and scoring of the applications coming in from European local/regional governments, in response to the request for expertise in the EU partner countries.</li> <li>4. Proposing matches for the different exchanges to the CONNECT team</li> </ol>										
<p><b>Planning of the activities/required time</b></p>	<table border="1"> <tr> <td data-bbox="810 528 1098 618">Mid-January</td> <td data-bbox="1098 528 1385 618">Introductory call with members of selection committee (1 hr*)</td> </tr> <tr> <td data-bbox="810 618 1098 864">End of January 2018</td> <td data-bbox="1098 618 1385 864">Review applications from Uganda and Burkina Faso and select best applicant (2h, including call with other members of the selection committee)</td> </tr> <tr> <td data-bbox="810 864 1098 1447">End of February 2018</td> <td data-bbox="1098 864 1385 1447"> <p>Review applications from Europe (replying to requests for assistance from Burkina Faso and Uganda) and select most suitable applicants (2h, including call with other members of the selection committee)</p> <p>Review applications from Sri Lanka and Moldova and select best applicants (3h, including call with other members of the selection committee)</p> </td> </tr> <tr> <td data-bbox="810 1447 1098 1760">Mid-April 2018</td> <td data-bbox="1098 1447 1385 1760">Review applications from Europe (replying to requests from Sri Lanka and Moldova) and select most suitable applicants (2h, including call with other members of the selection committee)</td> </tr> <tr> <td data-bbox="810 1760 1098 2027">May-June 2018</td> <td data-bbox="1098 1760 1385 2027">Reflect on functioning of the selection committee and on the interaction with the CONNECT team – discuss lessons learnt, recommendations etc. (1h)</td> </tr> </table>	Mid-January	Introductory call with members of selection committee (1 hr*)	End of January 2018	Review applications from Uganda and Burkina Faso and select best applicant (2h, including call with other members of the selection committee)	End of February 2018	<p>Review applications from Europe (replying to requests for assistance from Burkina Faso and Uganda) and select most suitable applicants (2h, including call with other members of the selection committee)</p> <p>Review applications from Sri Lanka and Moldova and select best applicants (3h, including call with other members of the selection committee)</p>	Mid-April 2018	Review applications from Europe (replying to requests from Sri Lanka and Moldova) and select most suitable applicants (2h, including call with other members of the selection committee)	May-June 2018	Reflect on functioning of the selection committee and on the interaction with the CONNECT team – discuss lessons learnt, recommendations etc. (1h)
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	<p>*Time indications are estimates</p> <p>It is possible that we execute 1-2 other knowledge exchanges before October 2018. In this case, some more time to review applications and exchange with the other members of the selection committee will be required.</p> <p>A lot of the work can be done individually, without the need to meet online or off line. The CONNECT team will make sure that not all members of the selection committee will need to check all applications – only the best applications will be discussed in the calls.</p>
<p><b>Required competences/skills</b></p>	<ul style="list-style-type: none"> <li>• Representative of a member organization of PLATFORMA or</li> <li>• of a participating municipality in pilot phase of CONNECT</li> <li>• Able to verify English (and preferably also French) applications</li> <li>• Flexibility – since we are testing this set-up, we will learn a lot by doing. It would be great if the selection committee members provide feedback on the functioning of the committee (and the interaction with the CONNECT team) throughout the process</li> </ul>
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