

TERMS OF REFERENCE & CALL FOR PEER COMMITTEE

ORGANISATIONAL STRENGTHENING - NATIONAL PLATFORMS PARTNERSHIPS - CYCLE 6

Forus' [National Platforms Partnerships \(NPP\)](#) are linked to Forus' global capacity development strategy, through a diverse range of tools going far beyond financial support. The goal of this partnership is to boost the capacity of national platforms to voice their constituencies' positions. This will also strengthen Forus' network, raising the ownership and impact of Forus and its members.

This activity is divided into cycles. **Up to 12 partnership agreements can be established in the next cycle, with a total contribution of maximum €30 000 euros per platform for a period of 13-14 months (end date: December 2025).**

The prioritisation of the projects per cycle will be decided by the Peer Committee, whose mandate is described below.

Cycle 6 NPP Peer Committee

The National Platforms Partnerships (NPP) Peer Committee will **steer the 6th cycle and guide Forus Capacity Strengthening organizational assessment.** More information in the [NPP cycle 6 guidelines](#).

The Committee will be composed of Forus members (staff or governance bodies) with organizational development and management expertise; Forus governance member(s) and Forus Secretariat staff. Members of the committee will be representative of the geographical diversity of the network, taking into consideration gender / age / language, and the different role members play within the network (governance, active working group members, smaller organizations that usually have less capacity to engage, etc.)

The Peer Committee will shape the application form for NPP cycle 6, the selection criteria, indicators of success and take final decisions on the number of projects receiving support, as well as on the exact amount granted per project.

Volunteers composing the Peer Committee of cycle 6 will have a unique opportunity to:

- Get to better know the national NGO platforms within the Forus network; understand their priorities and struggles, and strengths.
- Exchange good practices and resources to strengthen peer platforms structures.
- Reinforce capacity in strategies, approaches and models for civil society organisations Capacity Strengthening efforts by interacting, collaborating and learning with and from fellow Peer Committee members.
- Contribute to shaping Forus Capacity Strengthening strategy by co-creating the network's baseline and providing feedback to the National Platforms Partnerships call for applications for cycle 6 and areas of focus.

We value your engagement in the Forus network and strongly encourage you to volunteer to be part of the **Peer Committee of cycle 6**. Your involvement in this strategic activity for Forus will be crucial to shaping the path of future cycles and kicking off a member-led organisational assessment study. Please read below the modalities to work with the Peer Committee, to apply before **25 July 2024**.

Committee Eligibility Criteria

- Individuals must be part of the staff or governance body of a Forus member (national or regional).
- Individuals must be willing and able to fully analyse the projects submitted and respond promptly to emails and meeting requests.
- Individuals must be available to participate in the different phases of the process, including 3 online meetings. Approximately a total engagement of 15 hours in the course of 14 weeks.

Committee Responsibilities

TENTATIVE TIME COMMITMENT	ACTIVITY
Tuesday 30 July 2024 or Friday 2 nd August 2024 - 2 hours	Review and participate in Peer Committee feedback meeting to shape the NPP cycle 6 application form (which includes the questions and elements to define 'organisational development'), the Scorecard, and the selection criteria.
20 August 2024 - 2 hours	Support in leading the "Q&A for Submission of Proposals" to respond to all the questions sent by Forus National Members' on the proposals (the questions will be submitted by 14 August 2024).
9-20 September 2024 - (minimum of 20 minutes per project)	Individually analyse the relevance, feasibility, and cost-effectiveness of received projects and rank projects through a scoring grid for the evaluation of proposals
20 September 2024 - 2 hours	Participate in a webinar with all Peer Committee members to share your assessments and agree as a group on the projects to be selected for the 2024 NPP cycle 6.
September 2024 - 2 hours	Contribute to the written assessment that will be sent to each project applicant as feedback.

Additional Information:

- All proposals will be saved in a protected and shared account folder for easy and safe access by committee members.
- A tiered approach will be used to categorize proposals, ensuring a balance of themes/ priority areas, geography, and other factors.
- As a reminder, the cycles are not a competitive process since the aim of this activity is to forge partnerships with and among Forus members.

Expectations of the Selection Committee:

The Peer Committee is expected to be **accountable and transparent vis à vis** the entire Forus membership with regards to its own decision-making process; **respect the confidential nature** of the projects submitted; have a **constructive approach** of supporting the national platforms; **be flexible and reactive** when communicating with other members of the Peer Committee or Forus Secretariat; contribute to the operational decisions to be taken collectively.

Detailed commitments

Volunteers to form the Peer Committee must take into account the workload this responsibility will involve. Please note that the months of **August and September 2024 will concentrate the majority of the workload for the Peer Committee.**

Please read thoroughly the Peer Committee timeline below before volunteering to be part of the Committee for the sixth cycle of NPP (2024-2025):

The estimated time for each activity is indicative.

- **Individual responsibilities:**
 - Read the proposed cycle 6 guidelines, process, goals and provide feedback to the call for application, selection criteria and scorecard (last week of July 2024 - 2h)
 - Individually analyse and rank approximately 5 projects per member (September 2024 - minimum of 30 minutes per received project).

Each national project submitted will be analysed by at least 2 members of the Peer Committee. The members of the Peer Committee will rank each project submitted and compare their assessment afterwards. Each pair of evaluators will then agree on the projects they select and produce a written assessment per project, which will be translated and shared with the entire Committee.

 - Sharing your assessment with your peers in the same group and agreeing as a group on the projects to be prioritized in the sixth cycle (September 2024 - 2h). The use of A.I will be crucial to translate and communicate across Peer Committee members.
- **Responsibilities within the small group:**
 - Each group writes one assessment per project, explaining why the project was chosen or not (September 2024).
 - Each group reads the translated assessments written by the other groups (September 2024).
 - After the selection is made, each group adapts their written assessment as feedback to non-selected national platforms, with strong and weak points as well as recommendations for improvement (September 2024).
- **Collective responsibilities:**
 - One online co-creation meeting of the Peer Support Committee to shape the application process, language, focus and criteria.

- **One decision-making conference call (with simultaneous interpreters) to agree upon the final projects to be prioritized in this sixth cycle. This final selection will aim to be diverse with regards to proposed activities, languages and regions (September 2024 - 1,5h-2h)**

Since members of the Peer Committee will not be able to assess a project proposed by their own organization, we will seek to have one alternate member per language when needed. The alternate member analyses projects only in case a national platform submits a project and has a volunteer in the Peer Committee on the same cycle.

- **At the end of this process, one final (non-mandatory) phase would be the evaluation of the Peer Support Committee's functioning as a means to improve its organization. As an appreciation towards the Peer Committee, members will select the indicate their preferred reward.**

If you wish to participate in the Peer Committee for the sixth cycle, please send an e-mail to elisa.novoa@forus-international.org by 25 July, 2024 with a few sentences on the reason why you would like to be part of it, as well as your language level in English, French and/or Spanish and any requirements we should cater to facilitate your participation.

Regional coalitions are strongly encouraged to be part of this Committee. Members of the Peer Committee from previous cycles are also welcome to join.

For more information, please contact Elisa Novoa (elisa.novoa@forus-international.org) who will be the person in Forus' Secretariat in charge of supporting the Peer Committee and facilitating the overall Forus Capacity Strengthening strategy.