**TERMS OF REFERENCE**

for the Research and Assessment report on Cooperative status

TO BE COOP

*Territorial Organizations Boosting EU-Turkish Cooperatives*

*Haliéus* has been awarded a grant by the CFCU, alongside with the “*Black Sea science technology and culture association”* as Co-Applicant, for the realization of the project **TO BE COOP,** *Territorial Organizations Boosting EU-Turkish Cooperatives* (here below “The Project”).

The objective of the Project is to *contribute to a sustainable dialogue between Turkish and European cooperatives, as Civil Society Organizations protagonist of the process of Turkish adhesion to the EU.* The project started on the 1stApril and it will last 15 months.

In this context, Haliéus needs to identify an external specialized company who will be mainly charged to carry out a research study by defining the interviews, conducing the survey, processing the data and creating the report.

Here below the details:

**Name of service:** Research and Assessment Report on the Cooperative Status

**Duty Station:** Rize (Turkey)

**Duration:** The service should be realized between July and September 2021.

**DUTIES AND RESPONSIBILITIES**

The company should carry out the external research and assessment report, operating on field for collecting and processing the data, conducing the survey and creating the Report. All steps will be done in coordination and under the supervision of the local and international cooperative experts.

The Research consultants should then operate on the basis of the indicators set in the Logical Framework, in collaboration with the Cooperative Expert of the Lead Applicant to elaborate the Report.

The Report will be then shared and discussed with the Associates of the Project in order to refine and validate it and facilitating the contacts with cooperatives and integrating data and information.

The Research Consultant should elaborate:

* A detailed Report with a particular focus on the gaps of skills, competences and capacities, in order to provide a solid ground for the Capacity;
* Relevant information about the current level of Cooperation among Cooperatives, both at the business level and at the policy level for common advocacy;
* Report will include a SWOT analysis defining the Strength, Weaknesses, Opportunities and Threats for the local cooperatives, and will provide recommendation for reviving the current cooperatives,

The expert of the company should collaborate with the Turkish Project Coordinator (Prof.Dr. Göktuğ Dalgıç) and the Italian Coordination Staff (Gabriele Verginelli) in designing the Report, carrying out the needed surveys and data collection from cooperatives, on the basis of the project documents or direct contact with the stakeholders.

A short methodology should be delivered at the beginning of the service, defining the timely collection of data and information to be elaborated and to collect on field the exact baseline data.

The Report should be delivered in Turkish and in English, then it will be public in both the languages, and the partnership will particularly share it with the provincial cooperative Union, Ministries and other key stakeholder.

**REQUIREMENTS FOR THE ORGANIZATION**

The company selected should have the following references:

* At least 2 previous experiences on research and studies in the area of cooperative enterprises;
* At least 2 previous experiences in the field of consultancy services for EU projects, cooperative or social enterprises;
* Previous experience in designing research Reports;

**REQUIREMENTS FOR THE EXPERTS**

The company should indicate the CV of at least main 1 expert who fulfil the following requirements:

* Bachelor’s degree in the field of economics, management, social science or similar fields;
* At least 3 years of working experience on socio-economic research, with particular reference to cooperatives and social economy;
* At least 3 years of working experience on consultancy for cooperatives and social enterprises;
* English language at working level;

**Time Schedule:**

The service should be carried from July to September 2021, respectively month 4th and 6th of the project, defining its steps and the field mission in coordination with the project partners and expert of cooperative.

**Value of the service:**

The maximum budget stated in the project for this service is 7.500€. The service is to be intended as exempted from VAT, in line with the rules of the Program of the project CSD-VI, Civil Society Dialogue VI.

The costs for travel and accommodation in Rize for the field visit must be covered by the contractor within this amount.

**Procedure:**

If interested, please send at the shortest delay an Expression of Interest with a short presentation of the Organization, the CV of the Experts proposed, and the quotation for the service to the Project Coordinator:  goktugdalgic@hotmail.com .