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## **Tool 3 -Terms of reference and selection criteria for external technical assistance**

### **Defining the tasks for external technical assistance missions**

If after considering the different options you have decided that you want to use external technical assistance you now need to select an external expert to carry out the job.

This outside expert does not necessarily have to be a professional consultant. Rural areas often have local actors who can provide the necessary outside view. This kind of person would normally already have a good knowledge of the local area, its local actors, challenges and opportunities. Such local knowledge may make the facilitation tasks easier and smoother.

Choosing an outside expert involves preparing a list of specifications, drawn up in accordance with the project's various partners. This list may include the following:

- **The mission's general context**
  - o What is the purpose of this mission?
  - o What is the area-based context of the various partners?
  - o What is the project and what stage are we at in defining it?
- **The mission's aims**
- **The recommended approach**
  - o What methodology is considered essential by the mission's sleeping partners (e.g. participatory methods)?
  - o What organisation?
- **The mission's objective and field**
  - o What are the mission's limits?
  - o What are the most important factors that should be given priority?
- **The mission's timetable and report**
  - o The mission's duration and budget
  - o Starting and finishing date
  - o Type of report expected
  - o etc.

### **Select external technical assistance**

It may be useful to identify potential experts by consulting other LEADER groups who either have good operators capable of carrying out the mission defined in the specific actions or know

consultants specialised in these matters. The following grid will help in choosing a paid consultant.

<i>List of criteria</i>	<i>Evaluation, ranking from &amp; (weak) to 5 (good)</i>					<i>Comments</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
<p><b>1/ Evaluating the consultant(s)</b></p> <ul style="list-style-type: none"> <li>- <i>References</i></li> <li>- <i>Consultant(s)</i></li> <li>- <i>Ability to communicate</i></li> <li>- <i>Professional knowledge</i></li> <li>- <i>Specific knowledge of the theme</i></li> <li>- <i>Knowledge of language of the partners</i></li> <li>- <i>Experience in transnational cooperation</i></li> </ul>						
<p><b>2/ Evaluating the proposal</b></p> <p><i>a) methodology</i></p> <ul style="list-style-type: none"> <li>- <i>monitoring of project</i></li> <li>- <i>Assistance during project</i></li> <li>- <i>Resources allocated to project</i></li> <li>- <i>Ability to solve problems</i></li> <li>- <i>Foreseen presentation of the results</i></li> </ul> <p><i>b) organisation</i></p> <ul style="list-style-type: none"> <li>- <i>plan on how project will process</i></li> <li>- <i>Resources allocated to project</i></li> </ul>						

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<i>- Calendar</i>						
<i>c) Price</i>						