

Specification for Consultancy Services: Governance and Resources Review

1. Introduction

The European Geoparks Network (EGN) seeks to engage a consultant to provide expertise in addressing its governance and resource challenges. This document outlines the requirements for the consultancy services needed to support EGN in its transformation towards enhanced autonomy, good governance, and sustainability.

The European Geoparks Network is the regional network of the Global Geoparks Network (GGN), incorporated as a French association. The EGN is the regional network of all the UNESCO Global Geoparks (UGGp) in Europe. These are known as the institutional members of the EGN. Individual and honorary members of GGN based in Europe are also members of EGN.

The EGN is currently run on an entirely voluntary basis and in 2025 brings together about 250 people. Only EGN institutional members pay an annual promotional fee to the network. The organisation holds 2 meetings per year (1 in person, 1 by videoconference), as well as a biannual conference which is also open to non members.

More information :

EGN website (*not recently updated*) : <https://www.europeangeoparks.org/>

- *Rules of operation* https://www.europeangeoparks.org/?page_id=4499

- *Charter* : https://www.europeangeoparks.org/?page_id=357

EGN is also active on FaceBook and Instagram

EGN Operational Strategy (Approved 2023) : Attachment 1

UNESCO Global Geoparks : <https://www.unesco.org/en/iggp/geoparks/about>

- *Statutes* <https://unesdoc.unesco.org/ark:/48223/pf0000260675>

Global Geoparks Network :

- *Statutes and Internal Rules and Regulations*

<https://www.globalgeoparksnetwork.org/about/statutes-bylaws>

2. Objectives

The primary objectives for this consultancy are to:

- Explore legal structures and frameworks to enhance EGN's operational perennity and autonomy.
- Identify the minimum staffing and resourcing requirements to the recommended governance structure and allow the EGN to function effectively.
- Review and comment on EGN governance processes, including decision-making, transparency, and term limits.
- Identify potential EGN liabilities related to GDPR compliance, financial obligations, and risk registers and propose management solutions.
- Provide a procedure for financial control mechanisms.

3. Scope of Work

The consultant will be required to:

a. Legal Structures and Frameworks

- Recommend options for the legal structures that provide operational autonomy and the ability to deliver EGN objectives.

b. Human Resources

- Identify the minimum staffing resources required to support the governance structure and the successful administration of the EGN, drawing on examples from other similar structures.
- Develop a roadmap for transitioning to the preferred structure.

c. Governance Improvements

- Review and recommend improvements to governance processes, including decision-making structures, transparency measures.
- Propose changes to ensure the governance model supports EGN’s strategic goals effectively.

d. Managing Liabilities

- Provide a draft EGN dynamic risk register and propose a mechanism for the EGN to enable regular and comprehensive updates.

e. Financial Control

- Provide a procedure for financial control mechanisms.

4. Deliverables

Please note that this project, the meetings and the deliverables are all to be prepared in English.

1. Detailed options paper on legal structures and frameworks, with recommendations.
2. Proposals for the resourcing requirements, including staff complement and roles, to support the governance structure and ensure the smooth running of the EGN.
3. Recommendations for governance process improvements.
4. A suggested process for financial controls and their application.
5. A brief summary report of the process and findings, for the EGN Advisory Committee.

5. Timeline

The consultant is invited to propose a project timeline with key meetings, data delivery and milestones.

Final deliverable with a report and online presentation to the EGN Advisory Committee on **Tuesday 2nd September 2025**.

April 18th to 30th	Evaluation and appointment
May 1st	Contract delivery period commences
<i>Mid-contract milestones to be agreed at inception</i>	

July 25th	Report to EGN Governance Working Group
<i>Preparation for the presentation to the EGN AC</i>	
Tuesday 2nd September 2025	Presentation of the final report to EGN Advisory Committee

6. Budget and Pricing

Please note that this project does not require any travel or in person meetings.

The consultant is invited to state the following information in their bid:

- The proposed pricing based on a day rate structure and overall project cap,
- CV stating relevant experience of the person(s) who will complete this project.

Maximum budget: € 20 000.

7. Bid Assessment Criteria

A bid assessment matrix will be applied to each proposal received. Assessments will be made on the following criteria:

- Evidence of relevant experience (pan-European networks) and ability to undertake the brief and approach: **35%**
- Capacity and flexibility to meet the brief's needs (allocated resources, timelines, Gantt chart, hours allocated by team members, etc.): **35%**
- Value for money as indicated by the budget: **30%**

7. Required Experience

Proposals are welcome from consultants located within the European continent, with proven experience of working on jurisdictional and governance matters for European non-governmental organisations and associations. Experience of working in the heritage and conservation sectors.

Please send proposals to the attention of Sophie Justice,

by Wednesday 16th April 2025 at the address CoordinatorsEGN@gmail.com