**2nd Coordinating Webinar Meeting, Sunday, 19th April 2020**

**Agenda Items relating to Terms of reference (Small Sized Projects):**

Agenda Item (1): **“Terms of reference for hiring Consultants for preparing study of proposed project proposals”**

During the Meeting, the matters relating to drafting the Terms of reference to hire Consultants to prepare studies of proposed projects in line with the decisions reflected in paragraphs 27-28 of the Report of the 24th Council of Ministers (COM) Meeting have been discussed.

As background materials for the discussion, the following documents have been prepared for consideration of the 2nd Webynar Meeting.

* List of potential Consultants compiled by project-involved Directorates/Sections.
* List of project concept proposals initially submitted to the 24th COM as excerpted from the Report.
* ToR profile as drafted following internationally practiced standards/norms.
* Brief on practices applied in other international organizations, including affiliated organizations and specialized agencies of the UN, in regard of drafting Terms of reference and recruiting consultants for Small Sized Projects.

**DECISIONS OF THE MEETING:**

1. A term “Consultant” has been agreed to follow the ECO accepted definition, that is, “Specialist/Consultant”.
2. Because of the small size of subject projects for which Specialists/Consultants will be hired, the suggested candidatures have to be identified by relevant Directorates/Sections from out of the pool of those Experts that have essentially contributed to the work of the Directorates/Sections in the core cooperation activity areas of ECO.
3. The typical form of the ToR, most suitable to specificities of ECO, is to be developed.