



DELIVERY OF NON-FORMAL TRAINING PROGRAMS FOR CIVIL SOCIETY ORGANIZATIONS

TERMS OF REFERENCES

1. ABOUT THE SOCIETIES 2 PROJECT

Project "SOCIETIES 2" is implemented by an **alliance for social inclusion composed by 12 CSOs** who have worked together on different projects, sharing common values, joint mission and strategies. The project is continuation of the SOCIETIES 1 with certain modification. Aim of the project is to strengthen the CSOs' participation in public dialogue with the Public Authorities and influence in the decision-making processes, by increasing their expertise and capacities in the fields of social inclusion for PWDs and de-institutionalization policies.

One of the activity cluster of the project is capacity building program aimed to build and develop capacities for CSO's working with persons with disabilities.

2. TRAINING INFORMATION

In order to strengthen associations, organizations and social enterprises and to raise the competencies of their leaders, the project intend to implement ten non-formal trainings. All trainings are defined in the curricula, which contain specific information, such as title, objective, learning outcome, duration, contents etc. Two modules compose capacity-building program of the SOCIETIES 2 project:

Module 1: Social management

This module is composed by 6 trainings. Participants are representatives from the same organization for each training, leaders of associations of persons with disabilities in SE Europe.

Module 2: Social economy

This module is composed by 4 trainings. Participants are managers of social enterprises or leaders for CSOs willing to start with social enterprise in SE Europe, same organization for each training.

Implementation of the trainings: Each topic/training will be implemented for two groups of participants according to language: One group for persons speaking Serbian/Bosnian/Croatian/Montenegrin language and second group for persons speaking Albanian language. Project team already organized trainings for both modules.

3. OBJECTIVE, RESULTS AND TASKS OF THE SERVICE UNDER THIS CALL

The result of the engagement under this Call is preparation and implementation of the trainings under Module 1, titled: **Training 4 ADVOCACY AND COALITION BUILDING** and **Training 5: CONDUCTING PUBLIC CAMPAIGNS**. Trainings will be implemented in Kosova during the December 2022 (training 4) and in 2023 (training 5) for the group of 12-15 persons.

General tasks of selected service providers:

- ✓ To create detailed implementation plan according to curricula (possibility to modify 20% of the curricula).
- ✓ To create all presentation and other material for the training (exercises, examples etc.).
- ✓ To implement training.
- ✓ To create final report of the trainings.

Language: Application document must be created in English. Trainings will be delivered in Albanian language. Service providers must work in pair (two persons per each training).

4. INFORMATION FOR APPLICANTS

Training details	Trainings titles: Training 4: ADVOCACY AND COALITION BUILDING and Training 5: CONDUCTING PUBLIC CAMPAIGNS (under the Module 1: Social management). Details of the training can be found in the curriculum - M1: Social management and ToR (please download documents from https://projectsocieties.org).
Service providers:	At least two (2) persons for each training – applications in pairs.
Type of contract:	For individuals: service contract based on legal regulations. For legal entities: business cooperation agreement.
Short description of service:	Preparation of training methodology based on the developed curriculum, correction of the curriculum as needed, preparation of presentations, exercises and other materials; realization of training according to the agreed schedule, writing report.
Location and language:	Training will be implemented in Kosova, at December 2022. Specific location and date will be decided later. Training should be implemented in Albanian language. Application must be submitted in English.
Estimated budget:	The total amount that project SOCIETIES 2 has available for this activity is 220,00 Euro per day per person. Each training is composed by 3 days = 660,00 Euro per persons; 2 persons = 1.320,00 per training, gross amount.
General conditions:	Candidates should have relevant experience and references in the preparation of similar programs, relevant knowledge of the topics for which the training is planned (acquired during the studies or in separate trainings). Preference will be given to candidates with previous experience in working with organizations of people with disabilities.

5. APPLICATION PROCESS

All interested candidates should send their applications to the email address: info@caritaskosova.org and orhan.miftari@caritaskosova.org no later than **02/12/2022 at 15.00 h**. The application should be submitted in English (all documents) and should contain:

- ✓ Application form
- ✓ Candidate's CV, which clearly indicates experience, references in performing similar tasks and knowledge of the required topic. Legal entities should also submit the CV of the person (s) who will work on the training implementation.
- ✓ Implementation plan for at least two training units, chosen by the applicant (maximum 2 pages).

Candidates wishing to apply for this call are required to download **the application form and curriculum** from the website of the SOCIETIES project (<https://projectsocieties.org>). Applications received after the deadline and incomplete applications will not be considered.

6. CRITERIA FOR SELECTION OF CANDIDATES

The project commission will consider all applications and will decide on the selection of candidates. All candidates who apply for the competition will be informed about the result of the Call. During the analysis



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of applications, the Commission will take into account the relationship between all the above criteria. The basic criteria for selection are:

- ✓ Administration (eliminary criteria): application sent in time, in English, electronically and all documents submitted.
- ✓ Quality of proposed implementation plan: 40% of the total points
- ✓ Knowledge relevant to the topic: 20% of the total points
- ✓ Price for service: 20% of the total points
- ✓ Experience in trainings delivery and/working with people with disabilities: 20% of the total points

Conflict of interest: This Call is not open to natural or legal persons who are in a potential conflict of interest, or persons who may in any way affect the process of objective decision-making. The Commission and the project team reserve the right to reject an application that is found to be in a potential conflict of interest in accordance with domestic legislation and EU rules.

7. CONTACT

You can request additional information from Orhan Miftari, Local Coordinator for project Societies 2 for Kosova , only in written to the email address: orhan.miftari@caritaskosova.org