

Terms of Reference

for

Capacity Building Trainings

I. Objective and Scope

Balkan Green Foundation (BGF) in cooperation with Institute for Development Policy (INDEP), are implementing the project ‘Empower – Engage – Build Ownership’ supported by the EU Office in Kosovo. The project will provide two module trainings for more than 100 CSO representatives in all regions of Kosovo. The project will cover 7 (seven) administrative districts of Kosovo: Ferizaj, Gjakova, Gjilan, Mitrovica, Peja, Prishtina and Prizren.

The **overall** objective of this action is to enable Kosovo’s civil society sector to fulfil its role in the democratic environment by acting as independent interlocutors, monitoring public institutions, increasing accountability and transparency in policy development and decision-making processes regarding concerns of communities and civil society groups in the area of environment preservation, green energy and sustainable economic growth.

Specific objectives of the project:

- Improve the skills and information-sharing capability of CSOs on policy monitoring, advocacy and campaigning on the targeted thematic priorities.
- Increase the incentive to improve participation of CSO’s in policy making and policy implementation, advocacy and grassroots activities through funding organizations in the whole Kosovo.
- Increase citizens’awareness on sustainable development in Kosovo through supporting activities that especially promote environment preservation, green energy and sustainable economic growth.

Capacity Building Training for civil society activists seeks to enhance their know-how on three thematic priorities:

- a) Environment,
- b) Energy (Energy Efficiency and Renewable Energy), and
- c) Green Economic Growth/Circular Economy.

Capacity Building Training will also help in strengthening their knowledge and skills by combining theoretical and practical methods to facilitate their engagement with public authorities as required. The



program of the Training will also provide knowledge about comprehensive project management, i.e.: How to start an idea, how to express it, how to design a timetable/workplan, how to implement it, how to monitor it, and how to report and measure on the outcomes.

The capacity building of more than 100 CSO activists is a complex process comprised of 2 separate and lengthy modules. The modules incorporate various formats and methodologies that are both attractive and informative. Modules, amongst others, will stimulate proactive discussion, forum talks, working groups, etc.

Modules will be structured as provided below:

Module 1 – Day 1: Support topics

This module will be specifically designed to introduce civil society activists with advocacy skills. Starting from a basic explanation of what advocacy is and how it works by taking concrete examples of successful cases of civil society advocacy in Kosovo. This module will point out the forms and methods that CSOs can use in order to advocate with public institutions for sustainable development issues in improving the situation in their community/municipality/region or even nationally.

More specifically, the module will cover: interactive and participatory methods for implementing consultations and debates with citizens for three thematic priorities of this action; research writing for a specific cause, then plan and implement advocacy work; communication and work with public authorities, innovative outreach, work with media; and possible small-scale investments that can be done as a stimulation to encourage innovation for business ideas that address transition business models.

Module 2 – Day 2: Organizational topics

The second module involves organizational topics amongst which: internal governance and management, transparent functioning, strategic planning, dissemination and promotion, campaigning, communication, sustainable funding strategies, searching for funders, planning long-term projects. Development of these skills for CSO activists is directly linked with future performance of their organizations and completion of their day to day tasks. Moreover, the module will increase the number of civil society activists who will insert three thematic priorities of this action into their work plan and agenda.

The module will be highly interactive, where discussion will also address needs of represented organizations which potentially will be beneficiaries of a grant from the sub-granting scheme of BGF and INDEPs action.



Modules will be delivered throughout a full month (April 2018). One expert will be hired for 7 days of work to deliver trainings in 7 municipalities of this action. In addition, the expert shall be responsible to write the concept of the training module which counts for 2 days of work.

We therefore invite you/your company to submit proposals in accordance with the specifics of the project's needs as specified in the tasks and expected outputs section provided below.

II. Required Profile of the Expert: Qualifications and Skills, General and Specific Professional Experience

The profiles of the experts for this contract are as follows:

- Must have a minimum of 3 (three) years of experience with organizing and delivering trainings
- Must be familiar with issues of sustainable development (specifically advocacy work on environmental preservation, renewable energy and circular economy) as well as be able to comprehend relevant legislations and project important documentation
- Must have extensive experience in working with civil society organizations and public institutions
- Must prove experience in research, advocacy and project writing/implementation

III. Tasks and expected output.

The expert/company will be responsible for designing and holding one of the trainings. The expert/company will be required to address/provide the following:

- Write the concept of the module which needs to be approved by the Project Coordinator
- Prepare the training material (based upon the TOR) in consultation with Project Coordinator
- Prepare a timetable of activities to assure a proper coordination and flow of activities in accordance with the specifics of the project
- Deliver the training material to more than 100 CSO representatives in 7 different municipalities of Kosovo

IV. BGF Responsibilities

The organization is responsible for:

- Selecting about 100 CSO representatives who will attend the two module training
- Organizing and managing logistically the trainings
- Providing assistance to the expert/company as the need arises

V. Intellectual Property



All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, who the expert/company may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the Client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable.

VI. Timeframe

The duration of the agreement will be from March 2018 until the termination of training modules (April 2018).

VII. How to apply

The interested expert/company should submit the offer (per day of work) and the CV of the expert to Balkan Green Foundation through one of the following means:

1. Send the offer to the address: info@balkangreenfoundation.org, specifying in the subject line 'Offer for Training Modules'.
- or,
2. Submit a hard copy offer in a sealed envelope at our office in the address: Street Edith Durham, Avalla Building 1, No. 24, Prishtinë, 10000, Kosovë.

The deadline for submitting the documents is on **08 March 2018, COB**.

