



INCLUSIVE DEVELOPMENT PROGRAMME  
PROGRAMI PËR ZHVILLIM GJITHËPËRFSHIRËS  
PROGRAM SVEOBUH VATNOG RAZVOJA

## ANNEX II: TERMS OF REFERENCE

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### INCLUSIVE DEVELOPMENT PROGRAMME

Ministries Building "Rilindja", 10<sup>th</sup> Floor, Prishtina, Kosovo, Tel: +381 38 200 32611, office@unhabitat-kosovo.org

A programme implemented by:



and financed by:

**SWEDISH  
DEVELOPMENT  
COOPERATION**





## BACKGROUND INFORMATION

### Beneficiary country

Kosovo

### Contracting Authority

Community Building Mitrovica (CBM), Confidence Area, 40000 Mitrovica, Kosovo

## OBJECTIVE, PURPOSE & EXPECTED RESULTS

### Overall objective

The overall objective of the project “**Fostering inclusive development and good governance in northern Kosovo**” of which this contract will be a part is as follows:

To foster inclusive development and good governance in northern Kosovo through planned and conflict-sensitive development of municipalities, with communities integrated at all stages of planning and implementation, and within a framework of effective inter-municipal cooperation and multi-level governance.

### Purpose

The purpose of this contract is to conduct training in a two-day format on Project Preparation and Fundraising.

### Results to be achieved by the Contractor

Under the supervision and in close co-operation with CBM, the Expert/trainer will implement the following tasks:

1. Creation of the methodology and training schedule based on the assessment document:
  - a. Based on the assessment, drafting the methodology, training schedule and submission to CBM for approval;
  - b. Finalizing the methodology and training schedule;
2. Conducting the trainings:
  - a. Selection of the training dates in coordination with the CBM;
  - b. Based on the adopted methodology and training schedule, conducting the training;
  - c. Report on the conducted actions

## ASSUMPTIONS & RISKS

### Assumptions underlying the project

Not applicable

### Risks

Not applicable



## SCOPE OF THE WORK

### 4.1 Description of the assignment and validation process

#### **Two-day training module for Mitrovica region Civil Society Organizations**

The **two days training module** outlined in this TOR will be conducted to improve capacities of civil society organizations towards better understanding of the Project Preparation and Fundraising process; the aim is to acquire skills needed to develop a practical project idea and write comprehensive project proposals taking into consideration also the call that will be launched in December under the Civil Society Catalytic Fund within the Inclusive Development Programme. The workshop will also equip participants to come up with possible project funding sources, liaise with stakeholders in project idea initiation and developing fundraising initiatives.

Place: To be determined.

### 4.2 Target groups

CSOs of Mitrovica Region (Mitrovica Region Monitoring Team)

#### Specific work

**Pre-assessment and follow-up evaluation:** Given the volume of training MRMT members have absorbed over the years, the trainer should be expected to circulate some kind of pre-assessment tool<sup>1</sup> in order to get a better sense of the previous trainings and skill sets participants will bring to the workshop. The trainer should also take into consideration that some of the participants already have knowledge and experience in this field as CSCF had the first call for project proposals in 2017, and majority of the aforementioned organizations have submitted project concepts. Furthermore, the trainer should design a follow-up evaluation and draft a report in order to get a clear sense of how the training has benefited participants.

**Two-day training module on Project Preparation and Fundraising.** The proposed structure and topics to be covered during the two-day module are:

An overview of project preparation activities: identification of project topics, funding sources, needs assessments, community and stakeholder consultations, socio-economic studies, development of project concepts, negotiations and agreements, participative planning, preliminary project drafting, estimates for operational costs and applications to funders or implementation partners.

An overview of project implementation: (i.e.):

**1. Project conceptualization and initiation** - process of examining the project idea in order to determine whether it benefits the organization/community. In addition, going over the process of identifying whether the project can realistically be completed and/or whether it fulfils donor requirements.

**2. Project definition and planning** – drafting a project plan, project charter and/or project scope, outlining the work to be performed, calculating a budget, determining what resources are needed.

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<sup>1</sup> this could be as simple as an online SurveyMonkey



**3. Project launch/execution** - Resources' tasks distribution, disseminating responsibilities to the project team. Overview of other important project related information.

**4. Project performance and control** – Explaining the process of comparing/monitoring the project status and progress to the actual plan, resources monitoring, adjusting the schedules and other activities required to keep the project on track.

**5. Project close** - Drafting evaluations, highlighting project success and/or working on visibility.

The aim of the Fundraising aspect of the workshop is to identify and outline best practices when it comes to resource mobilisation of local organizations. Taking into consideration extremely limited time and resources available, the aim is to maximize return on investment (ROI) of NGOs, whether that investment is staff time, volunteer time, or financial resources. Some of the proposed topics to be covered:

- Effective donor recruitment (transparency, identifying and attending donor events, working on outreach, updating NGO web pages to improve visibility etc.),
- Good practices of effective donor engagement (donor-centered approach),
- Donor retention methods,
- Drafting and reviewing the fundraising strategy.

## Project management

### 4.2.1 Responsible body

The Expert/trainer is responsible for all activities regarding implementation of this contract.

### 4.2.2 Management structure

The responsible person for implementation of the tasks related to this contract on behalf of the Contracting Authority is Mr. Stevan Vukadinović.

### 4.2.3 Facilities to be provided by the Contracting Authority and/or other parties

Not applicable.

## 5 LOGISTICS AND TIMING

### Location

To be determined.

### Start date & Period of implementation of tasks

The intended start date is date of the signature of this Contract by both parties and the period of implementation of the contract will be one month from this date.

## 6 REQUIREMENTS



Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### 6.1.1 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

#### **Key expert: Capacity building expert**

Qualifications and skills

- Minimum university degree in Social Science or other relevant field;
- Extensive experience (at least 5 years) in Monitoring Institutions and project management and/or skills and experience in completing trainings for organizations;
- Solid familiarity with civil society sector in Kosovo;
- Extensive experience on increasing capacities of the CSOs' employees by different trainings;
- Demonstrated high level of professionalism and ability to work independently and respecting tight deadlines;
- Excellent inter-personal communication skills including experience of facilitation of trainings and presentation;
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of project management;
- Previous training experience in the field will be considered as an advantage;
- Experience in work with international CSOs and/or donor organizations will be taken as advantage.

### 6.1.2 Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender. The tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderers financial offer.

#### **Office accommodation**

Not applicable.

#### **Facilities to be provided by the Contractor**

The Consultant shall provide training materials.

### Equipment

Sound and translation equipment, as well as computers and projectors are to be provided by the Contracting Authority from this contract. The contractor will provide all the equipment necessary for timely and quality implementation of the tasks described in these Terms of Reference.

## 7 REPORTS



## Reporting requirements

The Expert/Contractor will submit the following reports in English/Serbian and Albanian:

- Training schedule/Agenda
  - Training materials/presentations
  - Report on the conducted actions
  - Report on Evaluating the participants
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- **Final report** - The contractor will prepare the final report upon implementation of the tasks, at the end of this contract. The deadline for sending the final report is 15 days after the end of this contract. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment as indicated in the Special Conditions.

## Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

## 8 MONITORING AND EVALUATION

### Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference”.

### Special requirements

Not applicable.