ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 3

1.1. Beneficiary country 3

1.2. Contracting Authority 3

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS 3

2.1. Overall objective 3

2.2. Purpose 3

2.3. Results to be achieved by the Contractor 3

3. ASSUMPTIONS & RISKS 3

3.1. Assumptions underlying the project 3

3.2. Risks 4

4. SCOPE OF THE WORK 4

4.1. General 4

4.2. Specific work 4

4.3. Project management 5

5. LOGISTICS AND TIMING 5

5.1. Location 5

5.2. Start date & Period of implementation of tasks 5

6. REQUIREMENTS 5

6.1. Staff 5

6.2. Office accommodation 6

6.3. Facilities to be provided by the Contractor 6

6.4. Equipment 6

7. REPORTS 6

7.1. Reporting requirements 6

7.2. Submission and approval of reports 6

8. MONITORING AND EVALUATION 6

8.1. Definition of indicators 6

8.2. Special requirements 7

# 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 **Inclusive Development Programme** 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 provide the on-the-job trainings on Public Consultations to the CSOs’ of MRMT.

**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:
2. Based on the indicators from the baseline assessment, drafting the methodology, training schedule and submission to CBM for approval;
3. Finalizing the methodology and training schedule;
4. Conducting the trainings:
5. Selection of the training dates in coordination with the MRMT members and CBM;
6. Based on the adopted methodology and training schedule, conducting on-the-job trainings;
7. Report on the conducted actions.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable

## Risks

Not applicable

# SCOPE OF THE WORK

### Description of the assignment and validation process

**On-the-job trainings for Mitrovica region Civil Society Organizations**

On-the-job training module outlined in this TOR will be conducted to increase capacities of civil society organizations towards better understanding the process of Public Consultations; beneficiaries of these trainings are to acquire skills needed understand the regulatory processes by which the public’s input on matters affecting them is sought. It will also equip participants with resources required to improve efficiency, transparency and public involvement in large-scale project and/or laws and policies. After the trainings, the participants are to be familiar with the process of Public Consultations, including the citizen’s right to be *notified* (government institutions to publicise the matter to be consulted on), to be *consulted* (a two-way flow of information and opinion exchange) as well as *participate* (involving interest groups in the drafting of policy or legislation).

The expert trainer is required to conduct individual trainings in the offices of at least 5 respective NGO’s, or at a venue agreed upon by both parties.

### 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[[1]](#footnote-2) 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, while others are learning about it for the first time, and should prepare the trainings accordingly.

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.

**On-the-job training on Public Consultation.**

This module will explain the process and structure of the training module.

Depending on the requirements and current capacities of of NGO’s, an overview of Public Consultation activities could cover following topics:

What is Public Consultation;

Why is Public Consultation Important;

When is Public Consultation Required;

Laws and regulations on Public Consultation;

Public Consultation and Participation in Kosovo;

How to participate in Public Consultation;

How to contribute to different documents open for consultation;

Forms to follow the consultations and evaluate the process;

The follow up of the consultation process.

## 

### Responsible body

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

### Management structure

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

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

Not applicable.

# LOGISTICS AND TIMING

## Location

The expert trainer is required to conduct group and individual trainings in the offices of respective NGO’s, or at a venue agreed upon by all/both parties. CBM conference room can be used for the purpose of the trainings if needed.

## 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 threemonths from this date. The Expert will be engaged for a period of max 30 days throughout the period of three months.

# 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.

### 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.

### 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 tenderer's financial offer.

## Office accommodation

Not applicable.

## Facilities to be provided by the Contractor

The Consultant shall providetraining materials.

## Equipment

The contractor will provide all the equipment necessary for timely and quality implementation of the tasks described in these Terms of Reference.

# 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
* **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.

# 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.

1. this could be as simple as an online SurveyMonkey [↑](#footnote-ref-2)