



This project is funded by the European Union



**TOR**  
**CONDUCT**  
**TRAINING COURSES ON ORGANISATIONAL DEVELOPMENT**  
**FOR CSOs**

**PROJECT**

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<b>Project number</b>	IPA 2017/394-906
<b>Project title</b>	“Strengthening civil society to prevent and protect children from abuse and violence in Albania”
<b>Title of this assignment</b>	Conduct one training course on organisational development to increase knowledge and skills for CSOs working on children’s rights, children protection and family strengthening
<b>Expected start date</b>	21 May 2018
<b>Expected end date</b>	30 June 2018
<b>Contact person</b>	Sabina Juka, Capacity Building Specialist

## **BACKGROUND INFORMATION**

### **1. GENERAL**

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The Albanian National Training and Technical Assistance Resource (ANTTARC) in partnership with Terre des Hommes mission in Albania are contracted by the European Commission to implement the project “Strengthening civil society to prevent and protect children from abuse and violence in Albania”. The project is being implemented in the framework of the “Civil Society Facility/ Civic Initiative and Capacity Building”; Lot IPA 2017/394-906).

ANTTARC is an Albanian NPO that is founded in 1998. It is one of most active CS capacity development organizations in Albania. Its main office is in Tirana. ANTTARC has been providing training and advisory services to hundreds of organizations and groups in Albania as well as in Kosovo, Montenegro, Macedonia, Bosnia & Herzegovina, and East Timor. It has also effectively managed numerous projects. It has a proven track record of successfully transferring knowledge and skills and project management.

Terre des Hommes Mission in Albania is a non-profit making organization that has been operating for over 13 years in the field of child rights and child protection, leading the establishment and consolidation of a national child protection system. Terre des Hommes’ area of expertise ranges from direct psycho-social interventions with vulnerable children and their family and community members, to empowerment of local, regional and national level governmental institutions and key stakeholders through capacity-building and on-the-job training in order to develop and implement proper child-sensitive structures, policies, standards and procedures. Terre des Hommes has also worked to mainstream child rights and child protection issues in the social policies and strategies of the Central government through lobbying and advocacy work.

### **2. SPECIFIC BACKGROUND OF THE PROJECT**

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The overall project objective is: The new legal framework, including the 2016 Law on Social Care services and the 2017 Law on the Rights and Protection of the Children, requires an integrated child protection system and introduces family strengthening measures. In order to ensure a proper implementation of the new legislation, the overall objective of the project focuses on introduction of models and best practices for the local social and child protection services and on monitoring and advocating the implementation of the new laws.

The project includes a set of interventions which will contribute to ensuring the active participation and strengthening of civil society role in the implementation of children’s rights in Albania.

The specific objectives are: 1- Strengthen child rights CSOs capacities and their role in child protection and family strengthening. 2- Empower child rights CSOs to be drivers of change through development and advocacy of child protection and family strengthening models and good practices.

The expected results: As regards to the specific objective 1, the expected results are: 1.1- Increased capacities of CSOs to be more self-sufficient and able to develop and manage projects. 1.2- Increased capacities of CSOs to develop models and good practices in child protection and family strengthening. As regards to the specific objective 2, the expected

results are: 2.1- Enabled CSOs to conduct effective actions to enhance child protection and family strengthening models and good practices. 2.2- Supported CSOs to be drivers of change on child protection.

Direct beneficiaries include:

- CSOs working with children's rights;
- Municipalities of the target areas, such as: Elbasan, Fier, Kukes, Lezhe, Lushnja, Tirana, and Vlora.

Indirect beneficiaries include:

- National and local institutions involved in the child protection and social care system in Albania. For instance, line ministries and the State Agency for the Rights and Protection of the Child.
- Child victims and potential victims of abuse and violence and their families, particularly from marginalised communities.

## **ASSIGNMENT DETAILS**

### **3. OBJECTIVE OF THE ASSIGNMENT**

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The goal of the training course on organizational development is to increase the capacity of civil society actors in organizational management and development and, therefore, their organizational sustainability. The specific objective of the training courses is to increase the capacity of civil society actors in the CSO governance and management, internal operating systems, and strategic planning. More specifically, the successful fulfilment of these terms of reference requires the input of individuals and/or organizations that have expertise and experience in organizational development that also can mobilize necessary human resources (experts in the above-mentioned area) to successfully complete specific activities described in these Terms of Reference.

### **4. EXPECTED RESULTS AND DELIVERABLES**

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#### **Result(s):**

- Increased capacity of a group of local representatives of civil society in CSO governance and management, internal operating systems, and strategic planning.
- Increased organizational sustainability of civil society organizations.

#### **Deliverable(s):**

- a) Organizational Development module (including pre and post training tests, agendas, and PPP)
- b) Report on the training courses including the recommendations for the future capacity development activities for local CS actors

### **5. ACTIVITIES**

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#### **1. Conduct the training courses for CS actors in project development.**

Two two-day training courses for CS actors in organizational development will be conducted in two locations in Albania. Training groups will consist of 10-15 participants representing the CSOs actors working on children's rights, child protection and family strengthening in the target areas. In total there will be 25 CSOs participants.

## 6. LEVEL OF EFFORT

Description of the activity	Place	Date	N° of working days
Conduct the training course	Tbd-at local level- Tirana and Vlora		4

## 7. PROFILE OF THE ORGANIZATION/EXPERTS

Organizations/consultants that are interested to apply for this assignment and consultants they include in their proposal should meet the following requirements. Applicants should:

- Have experience in training in organizational development;
- Have proven experience and expertise on children's rights, child protection and family strengthening;
- Have proven and similar experiences as a trainer;
- Have proficiency in written and spoken English;
- Have excellent report writing and communication skills;
- Have ability to work with minimal supervision and under pressures;
- Have theoretical and practical expertise in organizational development for CSOs, such as: CSOs governance and management, internal operational systems, and strategic planning;
- Have proven experience in development tools and delivering training;
- Have very good knowledge on CSOs organizational structure and project development;
- Have expertise in adult learning methodologies and participatory approaches;
- Have very good planning and time management skills.

The potential contractor should propose one expert for the training services. Organization's profile (in case the organization applies) and experts' CVs should be attached to the proposal.

## 8. BUDGET & PAYMENTS

Payments will be made upon the receipt of a correct invoice/request for payment upon completion of the training course including conduct and submission of the report on activities.

## 9. REPORTING BETWEEN CONTRACTOR AND ANTTARC

The contractor will ensure the provision of **the Deliverable(s)** as described under point 4 above. The contractor will ensure that regular communication is kept with the Project/ ANTTARC, as necessary to ensure clarity on the progress of the assignment and that the following reports are provided to the Project/ANTTARC within the deadlines stated.

Assignment report should be submitted within 20 days from the completion of the training course including a brief technical report on the assignment, explaining clearly when, where and how expert tasks were implemented and a financial report on the assignment.

## **10. SUBMITTING THE APPLICATION**

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Please submit your application including the methodology and financial offer by 20 May 2018 at:

Sabina Juka

Capacity Building Specialist

“Strengthening civil society to prevent and protect children from abuse and violence in Albania” project

[ngocenter@icc-al.org](mailto:ngocenter@icc-al.org)

ANTTARC/QKBTAT

Rruga Reshit Collaku, Pallati Bores, Sh.1, A.16

Tirana, Albania

Please ensure to include:

- Expression of Interest;
- Trainer Expert CV;
- Training methodology;
- Proposed fee.