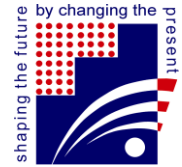




This project is funded by the European Union



Albanian National Training and Technical Assistance Resource Center

**TOR**  
**DESIGN AND CONDUCT**  
**TRAINING COURSE ON ORGANIZATIONAL DEVELOPMENT FOR CSOs**

**PROJECT**

---

<b>Project number</b>	Grant Contract No. 2017/394-892
<b>Project title</b>	Empowering Civil Society Organizations for Roma Integration - ECSORI
<b>Title of this assignment</b>	Design and conduct one training course in Organisational Development
<b>Expected start date</b>	May 15 <sup>th</sup> , 2018
<b>Expected end date</b>	May 31 <sup>st</sup> , 2018
<b>Contact person</b>	Erjona Mulellari, Grant Manager

## **BACKGROUND INFORMATION**

### **1. GENERAL**

---

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 Kosova, 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.

With funding from the European Union, the Albanian National Training and Technical Assistance Resource Center (ANTTARC) is implementing, in partnership with AMARODROM and the Albanian Foundation for Conflict Resolution, the “Empowering CSOs for Roma Integration” project. The project is being implemented in the framework of the “Civil Society Facility/ Civic Initiative and Capacity Building”.

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

---

The overall project objective is “to proper implementation of human rights and fundamental freedoms of Roma and Egyptian communities through advocating for good governance and accountability by the responsible public institutions”. The specific objective is “to support Roma and Egyptian CSOs’ capacities to advocate for good governance and accountability on the rights of Roma and Egyptians”.

The expected results are:

1. Roma and Egyptian CSOs have increased the capacities on community participation, community mediation, and provision of legal services for Roma community to meaningfully contribute for the integration of Roma and Egyptians.
2. Roma and Egyptian CSOs have increased their capacities to network and advocate and monitor the implementation of policies and action plan for integration of Roma and Egyptians.
3. Roma and Egyptian CSOs have the possibilities and the capacities to develop and implement initiatives for integration of Roma and Egyptians through small grants.

**The action will target the following groups:**

1. 30 Roma and Egyptian CSOs (13 Roma and 17 Egyptian CSOs). They will benefit from the capacity building program as well as the financial support/sub-granting scheme.
2. Roma-serving CSOs are also the target group of the action. They will benefit from both capacity development and sub-granting scheme.
3. Roma and Egyptian community leaders constitute another main target group.
4. Representatives of local government and other local institutions in municipalities where Roma and Egyptian communities live constitute another target group.

**Final beneficiaries include:**

1. Roma and Egyptian community members who will benefit from the legal assistance, counseling, and mediation, particularly women and youth.

2. Roma and Egyptian community members whose situation relating to human rights and fundamental freedoms will be improved. Despite the measures taken to improve the situation of Roma and Egyptian communities and implementation of their rights, still they remain one of most marginalized groups in the Albanian society.
3. Ministry of Health and Social Protection and Ministry of Justice, which are responsible for the implementation of activities of the Action Plan for Roma Integration. The action will contribute to the implementation of this Plan.

## ASSIGNMENT DETAILS

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

---

The goal of the training course in 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, strategic planning, external communication, and fundraising. 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**

---

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

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

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

1. Organizational Development module
2. Manual for CSOs on Organizational Development
3. Report on the training courses including the recommendations for the future capacity development activities for local CS actors.

### **5. ACTIVITIES**

---

#### **1. Design the training course for CS actors in organizational development.**

The training module on organizational development will be developed. It will include the content as well as the methodology of the training courses.

#### **2. Conduct the training course for CS actors in organizational development.**

One three-day training courses for CS actors in project development will be conducted. Training group will consist of 30 participants representing Roma and Egyptian CSOs, Roma and Egyptian serving CSOs active in implementation of Roma and Egyptian rights.

## 6. LEVEL OF EFFORT

Description of the activity	Place	Date	N° of working days
Design the training course	Office		6
Conduct the training course	Tbd-at local level		6

Total level of effort is 12 (twelve) working days. The training course will be facilitated by **two** trainers (6 training days/trainer for both the design and conduct).

## 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 proven experience and expertise in capacity development for civil society organizations;
- ✓ Degree in social sciences, management, and/or development studies;
- ✓ Proficiency in written and spoken English, including report writing and communication skills;
- ✓ Ability to work with minimal supervision and under pressure;
- ✓ Theoretical and practical expertise in organizational development and management for CSO's;
- ✓ Demonstrated experience in developing tools and delivering training and expertise in adult learning methodologies;
- ✓ Very good knowledge on CSO's organizational structure;
- ✓ Very good planning and time management skills.

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

## 8. BUDGET & PAYMENTS

---

Interested organizations or individuals should present their proposal regarding the training fee that should be inclusive.

Payments will be made upon the receipt of a correct invoice/request for payment upon completion of the training course including design and 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 ECSORI/ ANTTARC, as necessary to ensure clarity on the progress of the assignment and that the following reports are provided to ECSORI/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**

---

Please submit by **May 7, 2018**:

- Expression of Interest;
- Trainer Expert CV (and organizational profile in case of organizations);
- Methodology.
- Trainer's fee

Selection of the individual will be based on:

- How well the application meets the requirements set out in the Terms of Reference.
- Relevant experience.
- Financial offer

Applicants may submit their application via email and/or in hard copy to the following address:

Attention to: Erjona Mulellari, Grant Manager  
ECSORI/ ANTTARC  
Rruga Reshit Collaku, Pallati Bores, Sh.1, A.16  
Tirana, Albania

Email: [ngocenter@icc-al.org](mailto:ngocenter@icc-al.org); [erjonamulellari@hotmail.com](mailto:erjonamulellari@hotmail.com).