



Project funded by the European Union

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DEVELOPMENT OF NON-FORMAL TRAINING PROGRAMS FOR CIVIL SOCIETY ORGANIZATIONS

TERMS OF REFERENCES

1. ABOUT THE SOCIETIES 2 PROJECT

Project “SOCIETIES 2” is implemented by an **alliance for social inclusion composed by 10 CSOs** from South Eastern Europe who have worked together on different projects, sharing common values, joint mission and strategies. The project is continuation of the SOCIETIES 1 with certain modification. Aim of the project is to strengthen the CSOs' participation in public dialogue with the Public Authorities and influence in the decision-making processes, by increasing their expertise and capacities in the fields of social inclusion for PWDs and de-institutionalization policies.

One of the activity cluster of the project is capacity building program aimed to build and develop capacities for CSO's in region.

2. OBJECTIVE AND RESULT OF THE SERVICE

In order to strengthen associations, organizations and social enterprises and to raise the competencies of their leaders, the project intend to implement 10 non-formal trainings. All trainings are defined in the project proposal and are the result of previous research. A list of topics and possible training content can be found in Chapter 3 of this ToR.

In order to have effective and harmonized capacity building program, it is necessary to develop a specific training program for each training. The training program should be developed in a form created within the project. The final result of the engagement under this call are two documents, each of them specifies the training programs under the Modules.

Engagement under this call and ToR does not include the implementation of training. Upon completion of the training program, the project partners will implement each training at the regional level.

3. TRAINING INFORMATION

3.1 Title and contents:

Module I: Social management

This module consists of six trainings. Each of training lasts about 20 school hours (2,5-3 days). Suggested titles of training and content are:

- Social management
- Strategic planning
- Fundraising
- Advocacy and Coalition-building
- Campaigning
- Social innovation and Community based services



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Module II: Social economy

This module consists of four trainings. Each of training lasts about 20 school hours (2,5-3 days). Suggested names of training and content are:

- Social economy and social enterprises
- Business planning
- Marketing and promotion of the business
- Sustainability

3.2 Participants: The trainings under Module 1 are intended for leaders of organizations of persons with disabilities (presidents, secretaries etc. of the associations or organizations of PWDs). The same persons will participate in each training. Participants at Module 2 will be responsible persons of social enterprises established within CSOs. The same persons will participate in each training. It is planned to have around 20 persons at each training.

3.3 Duration: Each training should last a minimum of 18 and a maximum of 24 school hours, arranged in blocks of 2 school hours (90 minutes)

4. DEADLINES

Curriculum development will start from the day of signing the contract (end of June / June 2020). Curriculum (s) should be submitted no later than 30 September 2020.

5. INFORMATION FOR APPLICANTS

Number of programs (curriculum):	Ten (10) programs for non-formal trainings organized in two modules. A list of topics can be found in the ToR.
Number of service providers:	Two providers will be engaged, one for each module.
Type of contract:	For individuals: service contract based on legal regulations. For legal entities: business cooperation agreement.
Estimated budget:	The total amount of project funds available for this activity is 1,500 Euro for Module 1 and 1,000 Euro for Module 2. This is the total, gross amount.
General conditions:	Candidates should have relevant experience and references in the preparation of similar programs, relevant knowledge of the topics for which the training is planned (acquired during the studies or in separate trainings). Preference will be given to candidates with previous experience in working with organizations of people with disabilities.



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6. METHOD OF APPLICATION

All interested candidates should send their applications to the email address: z.malic@caritas.ba no later than **23/06/2020 at 15.00 h**. The application should contain:

- Application form
- Candidate's CV in English, which clearly indicates experience, references in performing similar tasks and knowledge of the required topic. Legal entities should also submit the CV of the person (s) who will work on the development of the curriculum.
- Short training form for one training, in English, prepared based on ToR and in the formulary offered by project SOCIETIES 2.

Candidates wishing to apply for this call are required to download the application form, ToR and the short training form from the website of the SOCIETIES project (<https://projectsocieties.org>). Applications received after the deadline and incomplete applications will not be considered.

7. CRITERIA FOR SELECTION OF CANDIDATES

The project commission will consider all applications and will decide on the selection of candidates. A written report on the selection of contractors will be sent to all candidates who apply for the competition. During the analysis of applications, the Commission will take into account the relationship between all the above criteria. The basic criteria when making a decision are:

- Administration (eliminary criteria): application sent in time, in English, electronically and all documents submitted.
- Quality of proposed program: 50% of the total points
- Knowledge relevant to the topic: 20% of the total points
- Price for service: 10% of the total points
- Training program development experience: 10% of the total points
- Experience in working with people with disabilities: 10% of the total points

Conflict of interest: This call is not open to natural or legal persons who are in a potential conflict of interest, or persons who may in any way affect the process of objective decision-making. The Commission and the project team reserve the right to reject an application that is found to be in a potential conflict of interest in accordance with domestic legislation and EU rules.

8. CONTACT

You can request additional information until June 19, only in writing, to the email address: z.malic@caritas.ba. Contact person is Zlatko Malić, Capacity building officer.