



Project funded by the European Union

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DELIVERY 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 12 CSOs** 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 working with persons with disabilities. In each training will participate 20 persons from 5 countries: Bosnia and Herzegovina, Serbia, Albania, Kosovo* and Montenegro.

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244(1999) and the ICJ Opinion on the Kosovo declaration of independence.

2. OBJECTIVE, RESULTS AND TASKS 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 ten non-formal trainings. All trainings are defined in the curricula and specific trainings for this call are listed in the chapter 3 of this TOR. The curricula contain specific information for each training, such as: title, objective, learning outcome, duration, contents etc.

The result of the engagement under this call is implementation of four trainings according to created curricula. Service providers (chosen applicants) may apply for one or for more trainings (maximum four) under this Call. Service providers must work in pair (two persons per each training).

General tasks of selected service providers:

- To create detailed implementation plan according to curricula (possibility to modify 20% of the curricula).
- To create all presentation and other material for the training (exercises, examples etc.).
- To implement training.
- To create final report of the trainings.

Language: Application document must be created in English. Training will be delivered or in Serbian/Bosnian/Croatian/Montenegrin language with translation in Albanian or vice versa.



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3. TRAINING INFORMATION

Two modules compose capacity-building program of the SOCIETIES 2 project: Modul1 - Social management and Module 2: Social economy.

Module 1: Social management

This module is composed by 6 trainings. Participants are representatives from the same organization for each training, leaders of associations of persons with disabilities in SE Europe. Within this call, we are looking candidates for implementation two out the six training: Basics of social management; Strategic planning. List of the other trainings maybe find in the curricula, and a specific call for other trainings will be published in future.

Module 2: Social economy

This module is composed by 4 trainings. Participants are managers of social enterprises or leaders for CSOs willing to start with social enterprise in SE Europe, same organization for each training. Within this call we are looking candidates for implementation of the two out of four trainings within this module: Social economy and social enterprises; Business planning. List of the other trainings can be found in the curricula, and a specific call for other trainings will be published in future.

Tis table indicate plan for implementation of the trainings under this call (title of the training time and place of implementation):

Title of the training	Time*	Place
M1: Basics of social management	May 2021	Bosnia and Herzegovina
M1: Strategic planning	September 2021	Kosovo
M2: Social economy and social enterprises	June 2021	Albania
M2: Business planning	November 2021	Serbia

*Time frame maybe changed according to COVID 19 crisis.

4. INFORMATION FOR APPLICANTS

Number of training programs:	Under this Call four trainings are planned, divided into two modules.
Number of service providers:	At least two (2) persons for each specified training – applications in pairs.
Type of contract:	For individuals: service contract based on legal regulations. For legal entities: business cooperation agreement.
Short description of service:	Preparation of training methodology based on the developed curriculum, correction of the curriculum as needed, preparation of presentations,



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	exercises and other materials; realization of training according to the agreed schedule, writing report.
Location:	Trainings will be implemented in 4 locations: Albania, Bosnia and Herzegovina, Kosovo and Serbia. Schedule is published in Section 3.
Estimated budget:	The total amount that project SOCIETIES 2 has available for this activity is 220,00 Euro per day per person. Each training is composed by 3 days = 660,00 Euro per persons; 2 persons = 1.320,00 per training 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.

5. HOW TO APPLY?

All interested candidates should send their applications to the email address: z.malic@caritas.ba no later than **26/02/2020 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 curriculum from the website of the SOCIETIES project (<https://projectsocieties.org>). Applications received after the deadline and incomplete applications will not be considered.

6. 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 for selection are:

- Administration (eliminary criteria): application sent in time, in English, electronically and all documents submitted.
- Quality of proposed implementation plan: 40% of the total points
- Knowledge relevant to the topic: 20% of the total points
- Price for service: 20% of the total points
- Experience in trainings delivery and/working with people with disabilities: 20% of the total points



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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.

7. CONTACT

You can request additional information until February 20, only in writing, to the email address: z.malic@caritas.ba, Contact person is Zlatko Malić, Capacity building officer.