DELIVERY OF NON-FORMAL TRAINING PROGRAMS  
FOR CIVIL SOCIETY ORGANIZATIONS

**TERMS OF REFERENCE**

1. **ABOUT THE SOCIETIES 2 PROJECT**

Project “SOCIETIES 2” is implemented by an **alliance for social inclusion composed by 12 CSOs** that have been working together on different projects, sharing common values, joint mission and strategies. The project is continuation of the SOCIETIES 1 with certain modifications. 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. 20 persons\* from 5 countries will participate in each training: Bosnia and Herzegovina, Serbia, Albania, Kosovo\*\* and Montenegro.

\*modifications are planned according to COVID -19 situation, please see chapter 3

\*\*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.

1. **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 intends to implement ten non-formal trainings. All trainings are defined in the curricula and specific trainings for this call is 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 training according to created curricula. 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 in Albanian language.

1. **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 organizations for each training, leaders of associations of persons with disabilities in SE Europe. Within this call, we are looking for candidates for implementation of training: Basics of social management. This training should be implemented at the end of May or beginning of June 2021.

**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 for candidates for implementation of the training: Social economy and social enterprises. This training should be implemented in July 2021.

**Modifications:**

1. Two trainings under this Call (**Basics of social management** and **Social economy and social enterprises**) will be implemented in Albania only for the participants coming from Albania and Kosovo. Approximately 8-10 persons will participate in the trainings, and they will be delivered in Albanian language. Participants from other countries (Serbia, Bosnia and Herzegovina and Montenegro) will have own trainings in local language, which are not subject of this Call.
2. Proposed agenda for the training Social economy and social enterprises, in the curriculum, should be modified by trainers from 2 to 2,5 days (maximum 8 school hours – or 4 blocks - per 1 day)
3. Time frame may be changed according to COVID 19 crisis.
4. **INFORMATION FOR APPLICANTS**

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| **Number of training programs:** | Under this Call implementation of two trainings are planned:   1. Basic of social management (under the Module 1) 2. Social Economy and Social enterprises (under the Module 2) |
| **Number of service providers:** | At least two (2) persons for each training delivery – applications in pairs.  Applicant may apply for one or both trainings. |
| **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, exercises and other materials; realization of training according to the agreed schedule, writing report. |
| **Location:** | Trainings will be implemented in Albania, respectively during the May/June and July 2021 |
| **Estimated budget:** | The total amount that project SOCIETIES 2 has available for trainers is:   1. Basic of social management – 880,00 Euro 2. Social Economy and Social enterprises – 1.320,00 Euro   These amounts are gross amounts, all costs included per training. |
| **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. |

1. **HOW TO APPLY?**

All interested candidates should send their applications to the email address: s.paloka@caritasalbania.org no later than **05/05/2021 at 16.00 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 persons who will deliver the training.
* Implementation plan for at least two training units, chosen by the applicant (maximum 2 pages) in English.

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.

1. **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 consider the relationship between all the above criteria. The basic criteria for selection are:

* Administration (eliminatory 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

**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.

1. **CONTACT**

You can request additional information until **30/04/2021**, only in writing, to the email address: s.paloka@caritasalbania.org Contact person is Stefan Paloka, Coordinator of Caritas Albania for SOCIETIES2