



Technical Assistance for
Civil Society Organisations
Kosovo Office



This project is funded
by the European Union

Technical Assistance to Civil Society Organisations in the IPA Countries TACSO

EuropeAid/127427/C/SER/Multi/5

KOSOVO

National Training Plan (May –November 2010)

Prishtina
25 May 2010



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Kosovo Office



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Introductory Remarks

The general objectives of TACS - Technical Assistance for Civil Society Organizations project are to strengthen the overall capacities and accountability of Civil Society Organizations (CSOs) within the IPA beneficiaries, to guarantee the quality of services of CSOs and create a sustainable role for the CSOs in the democratic process. The main purposes of the project are to:

- Increase and improve the capacity and actions of CSOs and to
- Improve the democratic role of CSOs.

An important activity under this heading is the implementation of national trainings, which aim to increase the capacity of CSO representatives of Kosovo in a number of key areas, including citizen's participation, advocacy/lobbying and managing EU projects. On this occasion TACS - Kosovo office has planned organizing direct training sessions compiled of three modules direct training + practicum + training follow up in the subjects:

- ✓ **Developing and Managing EU Funded Projects;**
- ✓ **Civil Society Organizations (CSO) Management;**
- ✓ **Advocacy and Lobbying for Civic Participation in the Decision Making Process ;**
- ✓ **Citizens' Participation in the Decision Making Process;**

This quarterly national training program has been developed in accordance with the Needs Assessment report, National work plan and conclusions from the meetings of the Local Advisory Group. The national training program has taken into consideration the experiences of the implementation of the regional trainings as well as Kosovo context.

The training program will be conducted in the period August – October/November 2010. There is a possibility to have trainings on other specific topics during 2010-2011. The working language of the training program will be English, Albanian and Serbian.

After completing the full training, TACS will issue a certificate containing the name of the organisers, the name of the participant, the subject of the training, place and date and the statement that the participant has successfully attended the training and the name of the trainer.



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Eligibility

Training program is open to registered CSOs with legal personality and belonging to non-governmental organisations, trade unions, mass movements, cooperatives, professional associations, cultural and religious groups and grassroots community groups are eligible to apply. Each organisation interested in the above trainings will nominate an individual to participate. Once admitted to the training the participating CSO will commit itself to ensure the full participation of its participant throughout the foreseen steps in the training modules. An organization may participate in more than one training. An approximate of 80 CSOs will benefit from this package of training. In order to ensure good representation of CSOs in our project activities, we will strongly encourage organisations of different types, profiles and backgrounds, and those operating in urban as well as rural areas to apply for participation in this training program.

Methodology

Training courses will be mainly delivered within two direct training modules – direct and follow-up modules. Period between first and third (follow-up-practicum) module will be used to support training participants in the preparation of specific documents (ex. LFM, action plan, strategy etc).

Trainings will be conducted in accordance to the principle “learning by doing” through trainings and e-mail consultations where appropriate. The training methodology is interesting, participatory, dynamic and adapted to ensure adult learning.

The training modules will be designed at the basic and advanced level and will combine and mix theory and practice in the form of mini-lectures, group work, sharing of experiences, participative methods, practical assignments to be applied in every-day operation, on-line coaching and personal advising to ensure that learning takes place.

The number of participants per training will be 20 to 25, where at majority of trainings one person per organisation will be selected, while maximum 2 participants per organisation will be selected for specific training topics.

Participants will receive training materials and hard copies of the trainers’ PowerPoint Presentations. Trainings will be conducted by two trainers: one senior short term Expert (STE) and a TACSO co-trainer- participant of the ToT regional trainings.

Development of the training modules and selection of the STEs will be done by TACSO-Kosovo office in consultation with LAG –Training Committee. TACSO rules and principles will apply during the course of this process.



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Annex 1. Open call for CSOs

Technical Assistance Service Contract for the Implementation of the Project
“Capacity Building of Civil Society in the IPA countries and Territories”
EuropeAid/127427/C/SER/Multi

Technical Assistance for Civil Society Organisations (TACSO) –Kosovo Open Call

Prishtina, 21 May 2010

Background information

The general objectives of TACSO -Technical Assistance for Civil Society Organizations project are to strengthen the overall capacities and accountability of Civil Society Organizations (CSOs) within the IPA beneficiaries, to guarantee the quality of services of CSOs and create a sustainable role for the CSOs in the democratic process. The main purposes of the project are to:

- Increase and improve the capacity and actions of CSOs and to
- Improve the democratic role of CSOs.

An important activity under this heading is the implementation of national trainings, which aim to increase the capacity of CSO representatives of Kosovo in a number of key areas, including citizen's participation, advocacy/lobbying and managing EU projects. On this occasion TACSO-Kosovo office is organizing direct training sessions compiled of three modules direct training +practicum+ training follow up in the subjects:

- ✓ **Developing and Managing EU Funded Projects;**
- ✓ **Civil Society Organizations (CSO) Management;**
- ✓ **Advocacy and Lobbying for Civic Participation in the Decision Making Process ;**
- ✓ **Citizens' Participation in the Decision Making Process;**

Who can apply?

CSOs with legal personality and belonging to non-governmental organisations, trade unions, mass movements, cooperatives, professional associations, cultural and religious groups and grassroots community groups are eligible to apply. Each organisation interested in the above trainings will nominate an individual to participate. Once admitted to the training the participating CSO will commit itself to ensure the full participation of its participant throughout the foreseen steps in the training modules. An organization may apply to participate in more than one training.

Required qualifications of the participants

- University degree in social sciences or relevant working experience is required;
- At least five years of experience in the work of Civil Society Organisations;
- Previous practical experience in the field of the subject of training;

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- Excellent computer literacy;
- Excellent communication, presentation and report writing skills;
- Good command of written and spoken English language.

Application procedure

Interested CSOs from the countries of the Western Balkans and Turkey are requested to submit:

- Application form (you will be able to click on it and open it in a new window),
- Updated Curriculum Vitae of the nominated candidate (EU format to be used),
- Motivation letter in which the expected contribution of the project activity to the development of the organisation will be explained (not to exceed one page),

Recommendation letter from the network or coalition would be an advantage.

Please send your application to (info.ko@tacso.org) or mail it to TACSO - Kosovo Office, Fazli Grajqevci 4/a Prishtina by at the latest. Trainings will be organized during the months August – October 2010.

Only short-listed candidates will be contacted.

Trainings are free of charge. The organiser will provide accommodation for the participants and cover all costs related to the training such as travel costs.

In order to ensure good representation of CSOs in our project activities, we strongly encourage organisations of different types, profiles and backgrounds, and those operating in urban as well as rural areas to apply for participation in this training.



Annex 2- TORs o the STEs

Open Call

Technical Assistance Service Contract for the implementation of the project “Capacity Building of Civil Society in the IPA countries and Territories (Albania, Bosnia and Herzegovina, Croatia, Former Yugoslav Republic of Macedonia, Kosovo under UNSCR 1244/99, Montenegro, Serbia and Turkey).
EuropeAid/127427/C/SER/Multi.

TERMS OF REFERENCE Senior Short Term Expert (STE) for Direct Training on Developing and Managing EU Funded Projects

Background of the assignment

General objective of this project is to strengthen the overall capacities and accountability of the Civil Society Organizations (CSOs) within the IPA beneficiaries and to guarantee the quality of services and a sustainable role of the CSOs in the democratic process. The main objectives of the project are:

- To increase and improve the capacity and actions of CSOs and
- To improve the democratic role of CSOs.

Important activities under this heading present national trainings focused on increasing capacities of the CSOs and support their active participation in democratic processes. The main purpose of this assignment is to implement the direct training “Developing and Managing EU funded projects”. The assignment shall be implemented with the support of the TACSOSO trainer on the subject and evaluation and recommendations of the TACSOSO regional TOT training on Developing and Managing the EU funded projects shall be considered. The work will be coordinated by Resident Advisor.

This subject of training covers at least:

- Project design planning
- Importance of partnership
- Application for EU funds (including PADOR registration)
- Administration and reporting on EU projects
- Project Monitoring and Evaluation

Scope of the assignment

Short Term Expert will provide assistance to the TACSOSO Office in Kosovo towards the following key outputs:

- One direct training module on developing and managing EU funded projects;
- A proposal on the content, design and usage of the training materials to be used during the subject training;
- Three (3) days’ training on “developing and managing EU funded projects”;
- A practical guide for the follow up activities;
- One (1) day follow up session

Activities to be carried out

- Develop curricula for direct level training;
- Develop training materials, handouts and the agenda for training;
- Develop agenda and guidelines for follow-up (practical assignments on the subject). Prepared guidelines will cover the necessary points that the trainees will use during their preparation and delivery of training);
- Implement three (3) days direct training on developing and managing EU funded projects;
- Develop questionnaires for the evaluation of training (before and after);
- Provide additional support to training participants through e-mail coaching; give support to resident advisor;
- implement one (1) day follow up session
- Interim and Final reports on content and results of training, including evaluation reports and participants deliverables as a result of e-coaching.

Location of assignment

- First part of training (3 days): Kosovo – to be determined
- Training follow up (1 day): Prishtina

Duration and timing of the assignment

The assignment is planned to take place during the following period:

- First training module: July 2010.
- Interim report: July 2010
- Practical Assignment period: July- September 2010
- Second training module: August/September 2010
- Reporting: by September 2010.

Short term Consultant's working days:

Activity	Working days
1. Preparing advanced training design, program for the participants, handouts/training materials, practical assignments, guidance for trainees and guidelines for e-coaching sessions, evaluation form	1
2. Training delivery (Module I + Module II)	4
3. Giving the additional support to training participants through E-mail coaching; giving support to resident advisor	2
4. Preparing interim and final training report with annexes	2
Total	9

The preparation work will take place prior to training and detailed training plan must be submitted to the RA for approval 10 days in advance of the training date. The materials for participants should be forwarded to the contractor no later than 7 days in advance of training date.

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Profile of the STE:

- University degree in social sciences, advanced degree is an asset;
- A minimum 5 years of experience in the field of EU project development management and training;
- Experience with Civil Society Organizations required;
- Practical experience in development of training programs;
- Experience of EU practices in training;
- Proven professional experience in teaching/training on EC rules and procedures/ fundraising/EU funds/grant management;
- Proven professional experience in the curriculum development, design, creation of training materials, manuals, execution of training programs, workshops etc.
- Proven professional experience in coaching/consulting/advising
- Working experience in developing distance learning would be an advantage
- Strong communication, facilitation and analytical skills;
- Computer literacy;
- Fluency in written and spoken English.

Applicants must be independent and free from any conflict of interest. Note that civil servants and other staff of a beneficiary public administration may not be recruited as STE unless to prior written approval has been obtained from Contracting Authority.

Monitoring and evaluation of the STE

The activity will be monitored by the TACSO Resident Advisor. The STE will deliver a mission report (the format is to be provided by the TACSO Office) to the TACSO Office before remuneration.

Application

Applications must be in English and entail the following:

- Letter of intent and availability, including draft of training design and information on financial requirements.
- CV in EU format
- 3 references from similar assignments

The application should be sent no later than..... by email to: info.ko@tacso.org to the attention of TACSO Resident advisors with the subject heading: "EU funded projects -Training STE application".



TERMS OF REFERENCE

Senior Short Term Expert (STE) for designing and delivering training on “Civil Society Organizations (CSO) Management”

21 May 2010

Background of the assignment

The general objectives of this project is to strengthen the overall capacities and accountability of Civil Society Organizations (CSOs) within the IPA beneficiaries, to guarantee the quality of services of CSOs and create a sustainable role for the CSOs in the democratic process. The main objectives of the project are to:

- Increase and improve the capacity and actions of CSOs and to
- Improve the democratic role of CSOs.

Important activities under this heading present national trainings focused on increasing capacities of the CSOs and support their active participation in democratic processes. The main purpose of this assignment is to implement the direct training “**Civil Society Organizations (CSO) Management**”. The assignment shall be implemented with the support of the TACSOSO trainer on the subject and evaluation and recommendations of the TACSOSO regional TOT training on **Civil Society Organizations (CSO) Management** shall be considered.

Scope of the Assignment:

Under the overall guidance of the Resident Advisor –Kosovo the duties and responsibilities of the Short Term Expert for “CSO Management” are as follows:

- Develop a detailed training curriculum and agenda for a three-module training (Module I- three days + Module II-practical application period + Module III – one day follow up) on CSO management;
- Deliver an direct training for selected CSOs from Kosovo;
- Develop in coordination with the TACSOSO team, a detailed description of a practical assignment to be carried out by participants in Module II
- Develop guidelines for e-coaching sessions with training participants and additional support in preparing their assignments through e-mail communication, including cooperation with resident advisor who will also serve as resource for trainees
- Prepare handouts/training materials to be used by participants during and after the training
- Prepare and deliver an interim training report seven days after the completion of Module I and a comprehensive report on the entire training (including information on training delivery process, results achieved, participants evaluation, main conclusions and recommendations for future work) seven days after the completion of Module III
- Prepare a training report annex containing the main products created by participants during the training

Activities to be carried out:

- To design questionnaire for assessment of participants knowledge in CSO management and their expectations from the training process;
- To design diagnostic organizational questionnaire to assess the level of organizational development of the participating organizations;
- To develop training curriculum on CSO management in line with the needs of the participants;



- To determine the most effective delivery methods and applicable training instruments for the participant group to achieve the training objective and measurable outcomes, including appropriate training techniques;
- To deliver three modules (three days + practicum + one day) training program for 20 CSO from Kosovo with the following main topics to be covered:
 - Institutional and organizational assessment;
 - Elements of organization – Integrated organization model (mission, structure, strategy, systems and procedures, external factors etc.)
 - Strategic management (strategy development, change management, revision of systems and procedures)
 - Good governance and management practices
 - Human resource management
- To prepare relevant training material (training plans, handouts, presentations, manuals, guidelines etc) to be published freely (as printed materials, web-site etc.) by the contractor
- To prepare a practical assignment for participants as well as guidelines for e-coaching sessions by trainer and TACSOS Resident Advisor. Participants should be tasked to develop a useful and practical documents such as new or revised organisation strategic plan, designed/redesigned governance and management procedures and practices, designed/redesigned (parts of) the HRM system etc.
- To deliver e-coaching assistance to trainees and providing assistance to TACSOS Resident Advisor on their request
- To prepare reports of training content and results as stated under Scope of Assignment

Deliverables/ results

By the end of the assignment, the STE should deliver:

- Training agenda for direct training in CSO management in two parts (3 + 1 days)
- Detailed sessions outline for advanced CSO management training
- Training materials in the shape of presentations, handouts, guidelines, videos etc.
- Guidelines for e-coaching as well as assistance to TACSOS Kosovo Team on training topic when necessary
- Interim and Final reports on content and results of training, including evaluation reports and participants deliverables as a result of e-coaching.

Location of assignment

- First Module- Direct training (3 days): Kosovo – to be determined
- Third Module - Training Follow up - (1 day): Prishtina

Duration and timing of the assignment

The assignment is planned to take place during the following period:

- First Module –Direct training : August 2010 (dates TBD)
 - Second Module -Trainees Practical Assignment period: August – October 2010.
 - Third Module-Training follow –up: October 2010.
 - Reporting: August and October 2010
- Short term Consultant’s working days:

Activity	Working days
1. Preparing advanced training design, program for the participants, handouts/training materials, practical assignments, guidance for trainees and guidelines for e-coaching sessions, evaluation form	1
2. Training delivery (Module I + Module II)	4
3. Giving the additional support to training participants through E-mail coaching; giving support to resident advisor	2
4. Preparing training report with annexes	2
Total	9

The preparation work will take place prior to training and detailed training plan must be submitted to the RA for approval 10 days in advance of the training date. The materials for participants should be forwarded to the contractor no later than 7 days in advance of training date.

Profile of the STEs:

- University degree in social sciences, advanced degree is an asset.
- More than 5 years working experience with civil society in the region (Western Balkans and Turkey).
- Proven practical experience in CSO management on executive management position or position in CSO governance structures.
- At least 5 years training experience with CSOs, with a specific focus on Management topics like organization management, strategic planning, human resource management, good governance in CSOs etc.
- Excellent facilitation and communication skills
- Fluent in English, knowledge of Albanian and Serbian language is an asset.

Applicants must be independent and free from any conflict of interest. Note that civil servants and other staff of a beneficiary public administration may not be recruited as STE unless to prior written approval has been obtained from Contracting Authority.

Monitoring and evaluation of the STE

The activity will be monitored by the TACSOS Resident Advisor. The STE will deliver a mission report (the format is to be provided by the TACSOS Office) to the TACSOS Office before remuneration.

Application

Applications must be in English and entail the following:

- Letter of intent and availability, including draft of training design and information on financial requirements.
- CV in EU format
- 3 references from similar assignments

The application should be sent no later than by email to: info.ko@tacso.org to the attention of TACSOS Resident Advisor with the subject heading: “Civil Society Organizations (CSO) Management”.



TERMS OF REFERENCE

For one Senior Short Term Expert (STE) for Designing and Conducting a National Training on: Advocacy and Lobbying for Civic Participation in the Decision Making Process

Background of the assignment

The general objectives of this project is to strengthen the overall capacities and accountability of Civil Society Organizations (CSOs) within the IPA beneficiaries, to guarantee the quality of services of CSOs and create a sustainable role for the CSOs in the democratic process. The main objectives of the project are to:

- Increase and improve the capacity and actions of CSOs and to
- Improve the democratic role of CSOs

Important activities under this heading present national trainings focused on increasing capacities of the CSOs and support their active participation in democratic processes. The main purpose of this assignment is to implement the direct training “Advocacy and Lobbying for Civic Participation in the Decision Making Process”. The assignment shall be implemented with the support of the TACSOSO trainer on the subject and evaluation and recommendations of the TACSOSO regional TOT training on Advocacy and Lobbying for Civic Participation in the Decision Making Process shall be considered.

Scope of the Assignment:

Under the overall guidance of the TACSOSO resident Advisor, the duties and responsibilities of the Short Term Expert are as follows:

- Develop a detailed training plan and implement a three- days direct training module on Advocacy and Lobbying and one –day follow up activity;
- Prepare a thorough training module on Advocacy and Lobbying, together with supportive materials (handouts, case-studies, posters, media coverage, etc) that will be used during the training activity.
- Deliver a state-of- the art training program for selected CSO representatives from Kosovo;
- Develop, in coordination with the TACSOSO team, a detailed description of a practical assignment to be carried out during the follow- up period.
- Developing a questionnaire/evaluation tool for the different aspects of the training, including the training course and the technical assistance to be provided to trainees by TACSOSO offices during the follow-up period.
- Prepare and deliver an interim training report seven days after the completion of Module I and a comprehensive report on the entire training (including information on training delivery process, results achieved, participants evaluation, main conclusions and recommendations for future work) seven days after the completion of Module III.

Activities to be carried out:

- Determining the most effective delivery methods and applicable training instruments for the participant group to achieve the training objective and measurable outcomes, including appropriate adult learning techniques (interactive approach, short lecturers, group work discussions, case studies, etc).



- Delivery of a 3-days training module +1 day follow-up training activity for 20 CSO representatives from Kosovo with the following main topics to be covered:
 - Concepts of advocacy, lobbying and their respective elements;
 - Stages of and advocacy and lobbying process;
 - Steps through which an effective advocacy and lobbying campaign is carried out;
 - Successful regional/local experiences in CSOS advocacy and lobbying campaigns;
 - Role of CSOs and other stakeholders in planning and developing the necessary tools for lobbying and advocacy;
- Preparation of a comprehensive training material (training manual, handouts, case studies, guidelines etc) to be published freely (as printed materials, web-site etc.) by the contractor.
- Preparation of a practical assignment for participants relevant of the training subject
- Delivering e-coaching assistance to trainees and providing assistance to TACSO resident advisors on their request.
- Draft standard evaluation documentation for training session.
- Prepare reports of training content and results as stated under Scope of Assignment

Deliverables/results

By the end of the assignment, the STE should deliver to the Resident Advisor:

- An advanced training outline and training module for 20 CSO participants from Kosovo.
- A draft basic training program with recommendations on how the training programs may be adapted to national contexts.
- Supported training materials in the form of handouts, case studies, poster presentations, CD/DVDs, etc.
- Report on content and results of training, including evaluation reports and participants deliverables as a result of e-coaching.

Location of assignment

- First Module- Direct Training (3 days): Kosovo – to be determined
- Third Module- Training follow up - (1 day): Prishtina

Duration and timing of the assignment

The assignment is planned to take place during the following period:

- First Module –Direct training : August 2010 (dates TBD)
- Second Module -Trainees Practical Assignment period: August – October 2010.
- Third Module-Training follow –up: October 2010.
- Reporting: August and October 2010

Short term Consultant's working days:

Activity	Working days
1. Preparing advanced training design, program for the participants, handouts/training materials, practical assignments, guidance for trainees and guidelines for e-coaching sessions, evaluation form	1
2. Training delivery (Module I + Module III)	4
3. Giving the additional support to training participants through E-mail coaching; giving support to resident advisor	2
4. Preparing training report with annexes	2
Total	9

The preparation work will take place prior to training and detailed training plan must be submitted to the RA for approval 10 days in advance of the training date. The materials for participants should be forwarded to the contractor no later than 7 days in advance of training date.

Profile of the STE:

- University degree in social sciences, advanced degree is an asset.
- More than 5 years working experience with civil society and advocacy for social change, preferably in the region (Western Balkans and Turkey).
- At least 5 years training experience with CSOs or relevant organizations, with a specific focus on lobbying and advocacy, communication, public relations and policy making.
- Excellent facilitation and communication skills
- Fluent in English, any local language is an asset

Applicants must be independent and free from any conflict of interest. Note that civil servants and other staff of a beneficiary public administration may not be recruited as STE unless to prior written approval has been obtained from Contracting Authority.

Monitoring and evaluation of the STE

The activity will be monitored by the TACSO Resident Advisor. The STE will deliver a mission report (the format is to be provided by the TACSO Office) to the TACSO Office before remuneration.

Application

Applications must be in English and entail the following:

- Letter of intent and availability, including draft of training design and information on financial requirements.
- CV in EU format
- 3 references from similar assignments

The application should be sent no later than by email to: info.ko@tacso.org to the attention of TACSO Resident Advisor with the subject heading: **“Advocacy and Lobbying for Civic Participation in the Decision Making Process”**.



TERMS OF REFERENCE

Senior Short Term Expert (STE) for Citizens' Participation in the Decision Making Process"

Background of the assignment

General objective of this project is to strengthen the overall capacities and accountability of the Civil Society Organizations (CSOs) within the IPA beneficiaries and to guarantee the quality of services and a sustainable role of the CSOs in the democratic process. The main objectives of the project are:

- To increase and improve the capacity and actions of CSOs and
- To improve the democratic role of CSOs

Important activities under this heading present national trainings focused on increasing capacities of the CSOs and support their active participation in democratic processes. The main purpose of this assignment is to implement the direct training "Citizens' Participation in the Decision Making Process". The assignment shall be implemented with the support of the TACSOSO trainer on the subject and evaluation and recommendations of the TACSOSO regional TOT training on Citizens' Participation in the Decision Making Process" shall be considered.

The main purpose of this assignment is to contribute to the TACSOSO project component "Building relations between CSOs and External Stakeholders" by designing and implementing Training in Citizen's Participation in the Decision-Making Process for selected CSO representatives from Kosovo.

Scope of the Assignment:

Under the overall guidance of the Resident Advisor, the duties and responsibilities of the Short Term Expert for "Citizen's Participation in the Decision-Making Process" are as follows:

- Develop a detailed training plan for a three-module advanced training (Module I- three days + Module II-practical application period + Module III – one day) on Citizen's Participation in the Decision-Making Process;
- Deliver a direct training for selected CSO representatives from Kosovo;
- Develop in coordination with the TACSOSO- Kosovo team, a detailed description of a practical assignment to be carried out by participants in Module II;
- Develop guidelines for e-coaching sessions with training participants and additional support in preparing their assignments through e-mail communication, including cooperation with resident advisor who will also serve as resource for trainees;
- Preparing handouts/training materials to be used by participants during and after the training;
- Prepare and deliver an interim training report seven days after the completion of Module I and a comprehensive report on the entire training (including information on training delivery process, results achieved, participants evaluation, main conclusions and recommendations for future work) seven days after the completion of Module III
- Prepare a training report annex containing the main products created by participants during the training;

Activities to be carried out:

- Determine the most effective delivery methods and applicable training instruments for the participant group to achieve the training objective and measurable outcomes, including appropriate training techniques (interactive lectures, group work, case studies and analysis etc);
- Delivery of three module (three days + practicum + one day) direct training program for CSO representatives from Kosovo with the following main topics to be covered:
 - Citizen's participation in the decision-making process – levels of participation, their purpose, different methods, techniques, tools and approaches;
 - National experiences in citizens participation in decision-making – presentation and analysis of case studies;
 - Challenges faced in Citizens participation and options for overcoming these obstacles;
 - Role of CSOs and other stakeholders in developing and institutionalizing mechanisms for citizens participation;
 - EU best practices in citizens' participation in the decision-making process;
- Preparation of relevant training material (training plans, handouts, presentations, manuals, guidelines etc) to be published freely (as printed materials, web-site etc.) by the contractor;
- Preparation of a practical assignment for participants as well as guidelines for e-coaching sessions by trainers and TACSOS resident advisor. Participants should be tasked to develop a useful and practical document such as a Strategy /Action plan for improving citizens participation mechanisms on local level
- Delivering e-coaching assistance to trainees and providing assistance to TACSOS resident advisor on their request
- Prepare reports of training content and results as stated under Scope of Assignment

Deliverables/ results

By the end of the assignment, the STE should deliver:

- An direct training session for CSO participants from Kosovo;
- Training materials in the shape of presentations, handouts, guidelines, videos etc.
- Guidelines for e-coaching as well as assistance to TACSOS Team on training topic when necessary;
- Interim and Final report on content and results of training and participant's deliverables as a result of e-coaching as annexes of final report;

Location of assignment

- First module –Direct Training (3 days): Kosovo – to be determined
- Third Module -Training follow up (1 day): Prishtina

Duration and timing of the assignment

The assignment is planned to take place during the following period:

- First Module –Direct training : August 2010 (dates TBD)
- Second Module -Trainees Practical Assignment period: August – October 2010.
- Third Module-Training follow –up: October 2010.
- Reporting: August and October 2010

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Short term Expert's working days:

Activity	Working days
1. Preparing advanced training design, program for the participants, handouts/training materials, practical assignments, guidance for trainees and guidelines for e-coaching sessions, evaluation form	1
2. Training delivery (Module I + Module II)	4
3. Giving the additional support to training participants through E-mail coaching; giving support to resident advisor	2
4. Preparing interim and final training report with annexes	2
Total	9

Profile of the STE:

- Advanced university degree in Political science or related subject;
- More than 5 years working experience with civil society and participation issues, preferably in the region (Western Balkans and Turkey);
- Good understanding of the context in which CSOs in Kosovo and in the region (Western Balkans and Turkey) operate;
- Proven experience in developing training curricula and providing on-line coaching and feedback;
- At least 5 years training experience with CSOs or relevant organizations, with a specific focus on citizen's participation in decision making process, CSO-government relations, advocacy and policy-making;
- Excellent facilitation and communication skills;
- Excellent command of English, knowledge of Albanian and Serbian is an asset.

Applicants must be independent and free from any conflict of interest. Note that civil servants and other staff of a beneficiary public administration may not be recruited as STE unless to prior written approval has been obtained from Contracting Authority.

Monitoring and evaluation of the STE

The activity will be monitored by the TACSO Resident Advisor. The STE will deliver a mission report (the format is to be provided by the TACSO Office) to the TACSO Office before remuneration.

Application

Applications must be in English and entail the following:

- Letter of intent and availability, including draft of training design and information on financial requirements.
- CV in EU format
- 3 references from similar assignments

The application should be sent no later than by email to: info.ko@tacso.org to the attention of TACSO Resident Advisor with the subject heading: "Citizens' Participation in the Decision Making Process".



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Annex 3- TACSO Kosovo National Training Programme May – October-November 2010

TACSO Proposed Activities	Place	Period			Output/Deliverables	
Open Call for TACSO National Training programme 1. Training on Developing and Managing EU Funded projects 2. CSOs Management 3. Civil Participation in Decision making process 4. Advocacy and Lobbying	Kosovo Wide	May 2010			CSOs are informed about the TACSO training opportunities	
Selection of the 20-25 CSOs to participate in each of the trainings (approximately 80-100 CSO will be selected)	CSOs from all regions of Kosovo	May/June			Approximately 80-100 CSOs will be selected 20-25 CSOs for each training	
Notification of selected participants		June 2010			CSOs are notified	
Implementation of the Training Developing and Managing EU Funded projects	Place	Period	Follow up	No. of Partic.	TACSO Men/ Days	Deliverables
Draft training program (to be developed further) 1. Searching info on EU Funding; 2. How to benefit from EU assistance 1. Log frame-detailed 2. Budget 3. Partnership 4. Filling application step by step 5. Project management rules 6. Monitoring and Evaluation	Kosovo	July	Aug/Sep	20-25	9 man days	CSOs have increased their capacities in developing and managing EU funded projects



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Evaluation of the training	Prishtina	July/August			TACSO	Training is evaluated
Implementation of the Training on CSOs Management	Place	Period	Follow up	No. of partic	TACSO Man/Days	Deliverables
Draft training program (to be developed)	Kosovo	August	October	20-25	9 Man/Days	CSOs have increased their capacities in CSO Management
Evaluation of the Training	Prishtina	August/September			TACSO	Training is evaluated
Implementation of the Training on Advocacy and Lobbying	Place	Period	Follow up	No. of partic	TACSO Man/Days	Deliverables
Draft training program (to be developed)	Kosovo	Aug/Sept	October	20-25	9 Man/Days	CSOs have increased their capacities in Advocacy and Lobbying
Evaluation of the Training	Prishtina	August/September			TACSO	Training is evaluated
Implementation of the Training Civil Participation in Decision making process	Place	Period	Follow up	No of partic	TACSO Man/Days	Deliverables
Draft training program (to be developed)	Kosovo	Aug/Sept	Oct/Nov	20-25	9 Man/Days	CSOs have increased their capacities in the area of Civil



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					Participation in decision making process
Evaluation of the Training	Prishtina	August/September		TACSO	Training is evaluated
TACSO HELP DESK ASSISTANCE					
TACSO support	PALCE	TIME	Deliverables		
Help desk assistance and guidance through FAQ , advice and coordination will be provided throughout the time of the project. Support upon request in terms of, providing information and advice throughout preparation of their application for EIDHR call will be provided.	Prishtina	April Ongoing	CSOs will receive continuous support and be better prepared to absorb EC funds.		



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