

## TERMS OF REFERENCE

**Title:** Strengthening the capacities of CSOs for public advocacy

**Project:** Encouraging gender equality and labor market participation of single mother in Serbia

**Reporting to:** Ana and Vlade Divac Foundation

**Duration:** May 2018 – May 2019

### **Background**

#### **a. Purpose**

To design and implement the training for 5 CSOs representatives and support implementation of 5 local advocacy initiatives with consultation of 60 working day in total

#### **b. Objective**

To enhance capacities and develop professional skills of CSOs members to develop, plan and implement the local advocacy initiatives supporting the employment of single mothers

#### **c. Background Information**

The project *Encouraging gender equality and labour market participation of single mothers in Serbia* is implemented by the Ana and Vlade Divac Foundation in partnership with Centre for decent work.

In view of the fact that there is a low employment rate among single mothers in Serbia and that significant number of families where one parent takes care of children is living below the poverty line, the project aims to contribute to standards setting in single parents' socio-economic and working rights, and create enabling environment for increased work opportunities and labour participation of single parents.

The specific objectives of the project are:

1. To conduct holistic research on roots of low employability among single parents and disseminate it to relevant actors at national/municipal level
2. To gather representatives of relevant stakeholders to develop policy documents on contemporary concepts and single parents labour participation
3. To advocate among policymakers for development of effective policies, regulations and practices that would take into account challenges faced by single parent families
4. To educate and raise awareness of the selected advisors of the National Employment Service and Centres for Social Work on single parents' work related challenges and gender discrimination
5. To build capacities of selected CSOs to conduct local employability-related advocacy initiatives
6. To raise awareness among corporate sector and business community on parent-friendly labour environment

The project will last from November 2017 to May 2019 and will be implemented on the territory of Serbia, with the financial support of the European Union as part of the European instrument for democracy and human rights (EIDHR).

Within the project Ana and Vlade Divac Foundation will develop capacities of local CSOs to plan, develop and implement local advocacy initiatives supporting the employment of single parents in Serbia

### **Duties and Responsibilities**

#### **a. Scope of Work**

Ana and Vlade Divac Foundation is seeking a qualified and experienced legal entity to:

- a) Prepare and deliver adequate training programme for representatives of 5 civil society associations supporting local advocacy initiatives.
- b) Support implementation of 5 local advocacy initiatives through 60 day consultation support (12 days per organization)

Training programme should consist of 4 training sessions for 10 representatives of 5 CSOs per session. Targeted organizations will be selected upon the public call published on April 12, 2018. The estimated duration of each session is 2 days. The objective is to deliver at least 8 days (4 two days training of trainings for 10 representatives of 5 CSOs)

Upon completion of training programme, the participants should be fully acquainted with the information necessary for successful implementation of their local public advocacy initiatives, communication and fundraising,

All training sessions must be evaluated by participants upon completion in order to assess their quality and usefulness. Feedback will also inform the Contractor on what possibly needs to be improved to meet the expectations of the participants. Contractor should prepare a post-training report of the training as well short report on five advocacy initiatives implemented by selected 5 CSOs that have passed the training.

#### **Tasks**

1. **Design training curriculum and agenda** for the part of the programme dedicated to trainings. It must be designed and developed based on supported initiatives. The training will support the development of capacities of selected CSOs for public advocacy on the local level, communication and fundraising.
2. **Delivery of 4 training sessions** in Belgrade for representatives of 5 CSOs. Each training should last two days. Ana and Vlade Divac Foundation will prepare will provide catering for the training sessions and will provide venue and accommodation for participants outside Belgrade. All trainings must be delivered in Serbian language.
3. **Consultation for 5 civil society organization** in the process of development of their local public advocacy initiatives
4. **Reporting** about implementation of 5 local public advocacy initiative success

#### **b. Deliverables and timelines**

The Contractor shall be in charge of the following deliverables:

Activity	Description	Quantity	Time frame
1.	Training curriculum and agenda prepared and accepted	1 in Serbian	May 2018
2.	Trainings delivered in Serbian and report in English language submitted	4 separate training sessions 2 days for each session 8 days in total 10 participants per session	May-October 2018
3.	Consultation process of 60 days for implementation of developed local advocacy initiatives	60 consultation day, 12 consultation days per organization	October 2018 – April 2019
4.	Report from the training and 5 individual reports on local advocacy initiatives of supported CSOs	1 training report in English Reports from consultation process and 5 individual reports in English/Serbian	May 7 2019

Important notice: All deliverables have to be quality reviewed and accepted by the Ana and Vlade Divac Foundation Program Manager

### **Requirements:**

A potential bidder should be a professional services firm/organization/ with the following characteristics:

**The potential bidders (professional services company/agency/organization) shall provide a team of at least 2 experts with the competencies listed below and the responsibility structure chart with indicated functions of each team member (i.e. Team Leader, etc.). The potential bidders can be given the opportunity to propose more experts (i.e. bigger team), based on knowledge and experience.**

**However, only the CVs of two required experts will be evaluated.**

**The Expert No.1, Team Leader shall meet at least the following requirements:**

#### Education:

- A university degree in one of the following fields is required: international development, human rights, psychology, sociology, international law, or another relevant social science field.
- Relevant experience in programme development related areas
- Relevant experience in working with civil society context

General Professional Experience:

- At least 10 years of professional experience in the field of development of civil society in Serbia

Specific professional experience:

- At least 5 years of professional experience in working with CSOs
- Proven experience in carrying out training for capacity development of CSOs with special focus on public advocacy, communication and fundraising for CSOs
- Excellent understanding of Serbia's socio-economic situation
- Excellent communication and presentation skills are a must
- Fluency in both Serbian and English languages.

**The Expert No.2, Trainer shall meet at least the following requirements:**

Education:

- A university degree in one of the following fields is required: international development, human rights, psychology, sociology, international law, or another relevant social science field.

• General Professional Experience:

- At least 5 years of postgraduate professional experience in the field of civil society development

Specific professional experience:

- At least 3 years of professional experience in working with CSOs
- Proven experience in carrying on the training for development of the capacities of CSOs for public advocacy
- Excellent communication and presentation skills are a must
- Excellent understanding of Serbia's social protection system
- Fluency in both Serbian and English languages.

**NOTE 1: Language of the Contract**

The language of the Contract is Serbian and English .