



Project supported by  
the European Union



## **TERMS OF REFERENCE**

**POSITION:** Expert/s for developing a capacity building training program for CSOs on high-level advocacy, data collection, analysis and monitoring for issues related to actions against violation of human rights, including women, children, labour and social rights, migration and combating organized crime, especially human trafficking and (labour) exploitation.

**PROJECT:** Strategic partnerships to develop a social agenda for change: “Recognize, Respect and Realize RIGHTS” Ref. no. IPA 2017/392-541

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## **1. BACKGROUND INFORMATION**

The overall objective of the project *Strategic partnerships to develop a social agenda for change: "Recognize, Respect and Realize RIGHTS"* is to contribute to democratisation and EU integration processes in North Macedonia through improving civil activism environment, capacity, commitment and influence of civil society networks in debate on human rights and the rule of law.

The project aims to build the capacity of civil society organisations in North Macedonia to become active agents in enhancing policy development of human rights and the rule of law with a focus on targeting human trafficking, (labour) exploitation and migration.

The project commits to building a lasting and effective, CSO network, able to address issues of concern at local and national level in a co-ordinated, coherent and comprehensive manner. This transparent and accountable CSO network should provide a voice to citizens; through this network, representatives of civil society will advocate and conduct independent and objective monitoring and research. Based on reported findings, they will propose policy developments and influence the public decision-making processes. The goal is to align national public sector policies and operations with standards and values adopted by the European Union (EU) through transfer of international knowledge by EU partner organisations. The thematic focus of the network and the proposed set of actions are respecting fundamental rights in addressing human trafficking, exploitation and (irregular) migration through influencing public sector reforms to embrace EU.

Key stakeholders for the action are local and national grassroots CSOs working on human rights issues (women, children, labour and social rights, migration and combating organized crime especially human trafficking and exploitation) in the country, public bodies working in targeted sectors and communities, other social movements and citizens themselves.

## **2. ASSIGNMENT**

For the capacity building programme to be developed, experts will be recruited, to be responsible for preparation and delivering a training programme for 10 CSO representatives (sub-grantees) on high-level advocacy, analysis and monitoring for issues related to actions against violation of human rights (women, children, labour and social rights, migration) and combating organized crime especially human trafficking and exploitation. Experts will also be responsible for providing a final report on the training.

Experts will be selected for three separate trainings; each lasting 2 days (comprise at least 6 sessions of 1,5 hours). The trainings will be attended by at least 10 national CSO's and total of 20 participants. The training program to be developed should be based on the need's assessment as well as other project products.

The advocacy training should teach participants how to analyse a focus issue, set goals and objectives, build alliances, target audience, select, and define tools and channels of communication and building support, fundraising and implementation.

The training program on monitoring and evaluation should prove participants with knowledge and skills on policy monitoring, choosing policies and collecting information, identifying policy stakeholders etc.

The training program on data collection will teach participants how to gather evidence on policy implementation – introduction, gathering evidence on policy implementation - different tools of data gathering, analysing policy budgets etc.

Each trainer will have following specific tasks:

- Work closely with the Project Manager in developing training program on advocacy, data collecting and monitoring/evaluation. It is the responsibility of the experts to ensure timely

and quality reporting for each phase and deliverable in the assignment. Reports should be sent via email to [mtodorovska@lastrada.org.mk](mailto:mtodorovska@lastrada.org.mk)

- Detailed plan for trainings - Develop one or more two-day training programs for CSO representatives on advocacy, data collecting and monitoring/evaluation taking into account the local circumstances and political frameworks in the field of violation of human rights (women, children, labour and social rights, migration and combating organized crime especially human trafficking and exploitation) as well as needs assessment.
- Final Report on the outcomes of the engagement, with all developed documents as annexes - Prepare and submit a report from the trainings, including participants' evaluation and self-reflection on the improvements in knowledge and skills in advocacy, data collecting and monitoring/evaluation. The report referred to above must be submitted electronically to the Project Manager identified in the contract. The Project Manager is responsible for approving the Final Report within 10 days from submission.

The training curricula should take into account participatory training practices, with maximum involvement and interaction of all participants. It should contain both – theoretical as well as practical group work.

The expert/s will be engaged under individual contracts, for a daily fee for maximum of 9 days in the period from April to December 2019, depending on the amount of trainings to be delivered and exact date when the trainings will be conducted.

Monitoring and evaluation of the work of expert/s will be done by Project Manager from Open Gate/La Strada. If failed to accomplish the task, Contracting authority keeps the right not to transfer the contracted sum of the remuneration to engaged expert/s.

### **3. REQUIREMENTS**

#### **Qualifications and skills**

- A minimum of 5 years of experience with a proven professional record in working in the field of developing training methodologies and training implementation;
- Excellent knowledge of the national and local policies concerning human rights (women, children, labour and social rights, migration and combating organized crime especially human trafficking and exploitation)
- Specific knowledge on gender sensitive and age appropriate assistance will be considered as an asset;
- Experience in developing and delivering interactive and innovative training approaches engaging grassroots communities
- Experience in creating and implementing advocacy activities and campaigns, data collecting and monitoring/ evaluation.

### **4. APPLICATION PROCEDURE & SELECTION PROCESS**

Interested expert/s should develop and submit the bidding proposal in English language to respond to above-mentioned specific tasks no later than **03. May.2019**.

The bidding proposal should include:

1. CV of experts involved emphasizing relevant experience, description of previous similar work, including at least references from previous clients;
2. Clear description of the approach and as well as brief description of training program;

3. Financial proposal;
4. Writing samples of previous training methodologies and/or programs.

The selection process will be based on the following evaluation criteria:

1. Brief presentation of the experts and the experience in similar activities: description of previous work, samples of previous methodologies done;
3. Proposed methodology and approach
4. Relevance of biography (area of interest, years of experience)
4. Financial proposal

## **5. DEADLINE FOR SUBMISSION**

All bids need to be submitted no later than 03. May 2019, at 17:00h in electronic version, to the email [mtodorovska@lastarda.org.mk](mailto:mtodorovska@lastarda.org.mk). A selection will be made no later than 06.May .2019 and the selected expert/s will be contracted no later than 07.May.2019 only short listed consultants/teams will be contacted.

## **Contracting Authority**

Association against violence and trafficking in human beings – Open Gate

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