

## Terms of Reference

### Expert-s/Facilitator-s for the Training Session

<b>Organization</b>	<b>HANDIKOS(Association of Paraplegics and Paralyzed Children of Kosova)</b>
<b>Project:</b>	<i>Promoting inclusiveness and outreach of the consultative processes for governance and public administration reforms in the disability sector at Local, National and Regional Level</i>
<b>Implemented by</b>	<b>HANDIKOS</b>
<b>Supported by</b>	<b>European Union – Office in Kosovo</b>
<b>Aim of the Engagement</b>	Training for Strategic Planning
<b>Location</b>	Pristine, Kosova
<b>Announcement date</b>	21 <sup>st</sup> of August 2020
<b>Expected entry date</b>	15 <sup>th</sup> September 2020
<b>Contact Person/s</b>	<u><a href="mailto:handikos@handi-kos.org">handikos@handi-kos.org</a></u>

### 1. Background

Within the EU funded Project “*Promoting inclusiveness and outreach of the consultative processes for governance and public administration reforms in the disability sector at Local, National and Regional Level*”, HandiKOS aims to **increase organizational capacity of the DPOs and their networks**. In order for DPOs to be able to collaborate and coordinate their work, they have to follow the principles of democratic governance and they have to be able to represent the interests of their constituency. The action will bring DPOs together to develop minimum standards for democratic governance, in addition to what is required by law when registering a CSO.

### 2. Objectives of the Assignment

The overall objective of the expert will be to develop the training program content and deliver the training on Strategic Planning for DPOs/NGO, during the year 2020.

### 3. Scope of the work

Development and delivery of the Training Program for DPOs:

- Strategic Planning for Organizations of Persons with Disabilities (DPOs) / NGOs,

Training Program will be led by expert in close coordination with HANDIKOS Project team and Project partners.

The expert will be responsible for undertaking following tasks:

- Developing the 2 days training program and methodology for Strategic Planning Training with a focus on the nature of NGO work.
- Facilitate and deliver the training as agreed with the HANDIKOS project team and project partners.
- Cooperate with Project team to establish the objective, methodology and content.
- Prepare the materials/handouts/outlines to distribute to the participants.
- Prepare the training report.

#### **4. Methods and Tools**

Following methods can be used to complete the above mentioned tasks and fulfill the purpose as defined by this ToR.

1. Consultative meetings with HANDIKOS and Project partners
2. Training (2 days) for the Module “Strategic Planning” for representatives of DPO’s, HANDIKOS and Project partners
3. Documentation (desk work)
4. Presentation

#### **5. Key qualification, experience and skills of the expert**

The candidate should possess the following skills and competencies:

- At least graduate degree in a management, human resources, organizational development, or related fields
- Extensive work experience in Strategic Planning for NGO’s, transparency, governance
- Demonstrate experience of having undertaken similar assignments
- Good analytical and documentation/report writing skills
- Good communication and facilitation skills
- Excellent command of oral and written in Albanian and English
- Cultural awareness and sensitivity to disability issue

#### **6. Duration of task completion**

The duration of the assignment is estimated to be no more than 2 days training (2 days Training) and to be completed during the period of September –November 2020 (based on mutual agreement).

#### **7. Key deliverables**

The expert will work closely with HANDIKOS project team. All deliverables will be submitted to the HANDIKOS Project team on date as mutually agreed during the inception meeting. The reports will be reviewed by HANDIKOS and Project partners. All draft documents will be submitted in electronic forms while the final products will be submitted as an electronic form and printed hard copies. The expert should submit following key deliverables:

- Agenda of the training sessions
- Outline of the program
- PowerPoint presentation or other types of aid used for the training purpose
- Handouts/outline or other material for the participants
- Training evaluation report from the expert point of view

## 8. Budget for the task

The budget for the task has been planned to be 150.00 Euros per day (2 days \* 150.00 Euros = 300.00 Euro).

The Project will cover the financial cost for venue, food and refreshment, stationery and other required logistics of the workshop.

The payment will be done after submission of the Training Report! Finance department will deduct tax and pension contributions based on the tax legislation of Kosovo.

## 9. Tentative dates and Venue

Tentative dates: September – November 2020 (based on mutual agreement).

Venue: To be defined as per COVID 19 measures

## 10. Procedure for application

Interested expert/company should submit below mentioned documents by 17:00 on 15<sup>th</sup> September 2020.

- An updated CV (Maximum 3 pages)
- An application letter and contact information.
  - Concept of the training

Please indicate in the Subject “APPLICATION FOR STRATEGIC PLANNING TRAINING”

The documents should be submitted only in electronic form in the address: [handikos@handi-kos.org](mailto:handikos@handi-kos.org)

.Only short listed candidates will be contacted.