

Termt e Referencës

Organization	HANDIKOS (Association of Paraplegics and Paralyzed Children of Kosovo)
Purpose of assignment	Facilitation of Organizational Capacity Assessment
Publication date	25/10/2021
Closing date	31/10/2021
Bid evaluation date	01/11/2021
Type of consultancy	Individual/Company
Expected start date	04/11/2021
Reporting to	Head of HANDIKOS
Address	Str. "Nekibe Kelmendi, 10000, Veternik, Prishtinë
Email	handikos@handi-kos.org

HANDIKOS

Association of Paraplegics and Paralyzed Children of Kosovo (from now on HANDIKOS), established in Kosovo in 1983, aims to achieve full recognition and participation of people with disabilities (PWD) in society. HANDIKOS actively advocates at local and central level for the rights of PWD, aiming to create an inclusive environment through increasing employment opportunities; improving access to education, social welfare and social security schemes; and improving physical accessibility.

HANDIKOS in partnership with Save the Children in Kosovo and with the financial support of SIDA, since 2017 is implementing the project "Promoting violence prevention in all settings for children with disabilities in Kosovo", which aims to promote and address the needs of children with disabilities, by creating a safer and PHP free environment for them and increase their resilience, involving and targeting all actors who play a role in a child's life - from families, their peers and representatives, communities, service providers, professionals and institutions to the general public.

Overall purpose of the assignment

As the largest disability organization in Kosovo, HANDIKOS is constantly in the process of building the capacities of the organization, in order to provide qualitative and safe services to people with disabilities, but at the same time to ensure transparency to donors and sustainability of the organization. HANDIKOS' partnership with Save the Children within the project "Promoting violence prevention against children with disabilities in all settings in Kosovo" has further supported the capacity building of our organization from 2017 until now.

In this regard, in order to assess the current situation of the organizational capacities, HANDIKOS is looking for an expert, who will facilitate the three-day participatory workshop with HANDIKOS' staff on assessing the capacities of the organization through OCA Tool (a document of Save the Children which will be shared with the expert) which will serve as a baseline for the development of an Organizational Capacity Development plan in order to ensure sustainable results.

Main deliverables of this consultancy are as following:

- a) Conducting the OCA participatory workshop
- b) Summary report of the outcomes of the workshop
- c) OCD Framework development

Duties and responsibilities of the expert:

- a) Familiarization with existing materials (OCA Tool, workshop facilitation manual, initial meetings) (1 day- November 2021)
- b) Facilitation of OCA participatory workshop following all the steps provided in facilitators manual (in Albanian language) (3 days- 09-11 November 2021)
- c) Summary report writing (1 day- 12th of November)
- d) OCD Framework development (1 day- 15th of November)

Duration and expectations

The consultancy is planned to start on 4th until 17th of November with a total of six (6) days of engagement. From the expert/company is expected to facilitate the workshop while adapting the language of the tool and discussion for all participants; creating an open environment where all opinions and perspectives are equally important and relevant; and respect all the deadlines set in this ToR.

Payment

Payment for expert/company will be made upon completion of the contracted responsibilities.

Required qualifications and competencies

The expert/company should have:

- Educational background in relevant field such as social sciences, economics, etc.;
- Previous experience in organizational capacity assessments;
- Expertise in facilitation of workshops;
- Knowledge on CSOs functioning;
- Knowledge on the political and economic context in Kosovo;
- Strong analytical and note-taking skills;
- Strong communication and interpersonal skills with an open approach toward diversity and a culture of openness in general;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.

Negotiation

HANDIKOS reserves the right to negotiate throughout the bid evaluation and selection process.

Requested documents and application procedure:

- A draft proposed methodology for the assignment;
- Financial fee calculated for engagement days (without VAT; for companies)
- Curriculum Vitae (CV) of the expert/engaged staff within company;
- Business registration certificate (only for companies)
- Tax certification (only for companies/after selection)
- Legal background certificate (after selection)

Applications should be sent electronically to handikos@handi-kos.org (subject line should read "Application_OCA") or hard copy in our offices in the address "Str. Nekibe Kelmendi, Veternik, Prishtina, 1000" (on the closed envelope should read "Application_OCA). The deadline for applications is **31st of October 2021**.

The expert will be selected based on the previous relevant experience, individual credentials and strength of the arguments explaining the suitability of the applicant for the job, proposed methodology and reasonability of the budget estimate.

Only short listed persons will be contacted. No information will be given over the telephone.

HANDIKOS treats the Child Safeguarding Policy as a document of great importance and is committed to rigorous procedures to ensure that all our staff and programs are safe for children. As a result, all candidates will be subject to rigorous background checks.

HANDIKOS is committed to workforce diversity. People with disabilities, people from ethnic or religious minorities, as well as people living with HIV are encouraged to apply.