

Terms of Reference

Organization	HANDIKOS (Association of Paraplegics and Paralyzed Children of Kosova)
Title of engagement:	Expert/Facilitator for the training “Media usage in advocacy work”
Project:	<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>
Implemented by:	HANDIKOS
Supported by:	European Union- Office in Kosovo
Aim of the engagement:	Training for “Media usage in advocacy work”
Location:	Pristina, Kosova
Announcement date:	18 th of January 2022
Closure date:	31 st of January 2022
Expected entry date:	04 th of February 2022
Contact person/s:	handikos@handi-kos.org

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 capacities of Disabled People Organizations (DPO’s) on “Media usage in advocating for operationalizing and financing legislation implementation”. In order for DPOs to be able to fulfil their organizational goals and objectives they have to increase their skills on using the media’s as an important tool for their advocacy work. The action will bring DPOs together to develop basic skills for their representatives and staff working on advocacy and promoting the work of their organization

2. Objective of the assignment

The overall objective of the expert will be to develop the training program content and deliver the training on “Media usage in advocacy work” for DPOs, during the year 2022.

3. Scope of the work

Development and delivery of the training program for DPOs:

- Skills on “Media usage on advocacy work” for DPOs;
- Drafts the template for media work plans for DPOs;

- 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:

- Coordination meeting with project team to establish the methodology and content of the training;
- Developing the four (4) days training program and methodology for the training “Media usage in advocacy work” with a focus on the nature of DPO/NGO work with media;
- Facilitate and deliver the training as agreed with HANDIKOS’ project team and project partners;
- Deliver the template and support DPO’s participating in the training for drafting the media work plans (2 days desk work);
- Prepare the materials/handouts to distribute to participants;
- Prepare the training report.

4. Methods and Tools

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

1. Coordination meeting with HANDIKOS and Project partners;
2. Drafting the training program and Power Point Presentation;
3. **Training (4 days)** for the Module “Media usage in advocacy work” for representatives of DPO’s, (HANDIKOS and project partners);
4. Drafting the template for media work plans to be used by DPOs (2 days desk work).

5. Key qualification, experience and skills of the expert

The candidate should possess the following skills and competencies:

- A degree in Journalism, Media management, Communication, Organizational Development or related fields
- Extensive work experience in cooperating/working with medias, communication or public relations sector within the CSO sector
- Work experience in planning and organizing advocacy and awareness raising campaigns
- Proven experience of having undertaken similar assignments
- Good analytical and documentation/report writing skills
- Good communication and facilitation skills
- Excellent speaking and writing skills 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 6 days, 4 days training (in two phases within the period of 6 months) and 2 day desk work for drafting the template and supporting DPOs to draft the media plan. The assignment is expected to be completed during the period of February – June 2022 (based on mutual agreement for the specific date).

7. Key deliverables:

The expert will work closely with HANDIKOS project team. All deliverables will be submitted to the HANDIKOS Project team on the date as mutually agreed during the coordination 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 in electronic form and printed hard copies. The expert should submit following key deliverables:

- Power Point presentation or other types of materials used for the training purpose
- Agenda of the four days training divided in two two-day trainings
- Detailed plan of the training program
- Template of media work plans for DPOs participating in the training
- Training report

8. Budget for the assignment

The planned budget for the engagement of the expert is 150.00 Euros per day, or for 6 days 900.00 Euros in total (3 days * 150.00 Euros = 450.00 Euro * 2 phases = 900.00 Euros).

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: February 2022 (first phase) – June 2022 (second phase) based on mutual agreement.

Venue: To be defined as per COVID 19 measures

10. Procedure for application

Interested candidates should submit the following documents by 31st of January 2022, until 17:00.

- An updated CV (Maximum 3 pages)
- A draft proposal on the methodology of the assignment and concept of the training, as well as the contact information.

Applications should be submitted only in electronic form in the email address: handikos@handi-kos.org and cc: dukagjin.kelmendi@handi-kos.org with the subject "Application for Media Usage in Advocacy Work Training".

Only short listed candidates will be contacted.