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# BACKGROUND INFORMATION

## Beneficiary country

Kosovo

## Contracting Authority

Community Building Mitrovica (CBM), Confidence Area, 40000 Mitrovica, Kosovo

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project “**Fostering inclusive development and good governance in northern Kosovo”**of which this contract will be a part is as follows:

to foster inclusive development and good governance in northern Kosovo through planned and conflict-sensitive development of municipalities, with communities integrated at all stages of planning and implementation, and within a framework of effective inter-municipal cooperation and multi-level governance.

## Purpose

The purpose of this contract is to conduct 2/4 days training on Municipal revenue, budget planning and expenditure management and 2/4 days on Advocacy and lobbying.

1. **Municipal revenue, budget planning and expenditure management**; basis of municipal finance in the law; procedures for municipalities to obtain project funding; civil society experiences on monitoring budgets and expenditures; possible inclusion of specific budget planning processes related to service areas; lobbying and advocacy around municipal budgets and expenditures; financial transparency, etc.
2. **Advocacy and lobbying**, including how to build cooperation between civil society and local institutions

**Results to be achieved by the Contractor**

Under the supervision and in close co-operation with the CBM the Experts/trainers will implement the following tasks:

1. Creation of the methodology and training schedule based on the assessment document:
2. Based on the assessment, drafting the methodology and training schedule and submission to the CBM on approval;
3. Finalizing the methodology and training schedule;
4. Conducting the trainings:
5. Selection of the training dates in coordination with the CBM;
6. Based on the adopted methodology and training schedule, conducting the training;
7. Report on the conducted actions

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable

## Risks

Not applicable

# SCOPE OF THE WORK

### Description of the assignment and validation process

**Four days training module for Civil Society Organizations**

The **two days training module** outlined in this TOR will be conducted to train civil society **organizations** in better understanding **the process of** **Municipal revenue, budget planning and expenditure management**; basis of municipal finance in the law; procedures for municipalities to obtain project funding; civil society experiences on monitoring budgets and expenditures; possible inclusion of specific budget planning processes related to service areas; lobbying and advocacy around municipal budgets and expenditures; financial transparency, etc.

**Two days training module on** **Advocacy and lobbying**, including how to build cooperation between civil society and local institutions and what are the ways that Civil Society can contribute and affect policy making process.

Place: Mitrovicë/a, northern Kosovo region, Republic of Kosovo.

### Target groups

CSOs of Mitrovica Region (Mitrovica Regional Monitoring Team)

## Specific work

**Pre-assessment and follow-up evaluation**: Given the volume of training MRMT members have absorbed over the years, the trainer(s) should be expected to circulate some kind of pre-assessment tool[[1]](#footnote-2)-to get a better sense of the previous trainings and skill sets participants will bring to the workshop. The trainer(s) should design a follow-up evaluation, to get a clear sense of how the training has benefited participants.

**Two days training on Municipal revenue, budget planning and expenditure management** This module will explain the structure of municipal revenue and management, understanding where municipal financial resources come from and potential value added of civil society to all the stages on budget planning and expenditure management.

* **Drafting stage**: The intervention opportunities for civil society that do exist in the drafting stage are often informal, based on the organization’s initiative and networks, and reliant on departmental contacts. Alternatively, as the timing of the budget process is generally known, a well-timed release of a research report may be able to influence discussions in the drafting stage. The training module will explain the best ways how CSOs can influence the drafting stage.
* **Legislative stage**: This is usually the first comprehensive sighting that civil society has of the plan and a high profile opportunity to increase the impact of their work. The legislature process also offers the first formal opportunity for legislature representatives to debate and, in some cases, change the budget. This increases the opportunities for direct influence and the demand for NGO services. The training will give to the participants the best approaches and best opportunities on impacting the municipal revenue and budget planning.
* **Implementation stage** is primarily an executive function. However, weak public implementation capacity and accountability mechanisms are driving municipalities to focus on implementation issues. The training will provide detailed approach for CSOs on the opportunity to collect data on implementation to use as evidence in the legislative and auditing stage.
* **Auditing stage** the primary constitutional actors in the auditing stage are the Auditor-General. These agencies are usually required to report to the legislature as keeper of the purse. Training will focus on major opportunities for CSOs to follow from the findings of the audit and the legislature procedure into the evaluation of the expenditure management.

**Two days training on Advocacy and lobbying** are going to be organized for the civil society organizations to improve their know-how and skills for lobbying and advocacy. Aim of the training will be presentation of the possibilities for public participation and introducing the participants to their significant role in an active approach of local authorities, making the first steps towards facilitation of the participation of the citizens in the decision-making process at local level and participants will further broaden their knowledge and skills on process of creating policies so that they can actively participate in the creation and implementation of legislation on the local level and in monitoring these processes.

The participants at the training will be around 20 representative of CSOs from targeting municipalities of Mitrovica North/South, Zveçan/Zvečan, Leposaviq/Leposavić and Zubin Potok/Zubin Potok, Skenderaj/Srbica and Vushtrri/Vucitrn, working in different fields. Taken in consideration will be gender, ethnical and geographical balance. These trainings will serve also as the place for networking and developing relations among CSOs from different municipalities and with different ethnical background (Albanians, Serbs, and Bosnians) to act together around the common issues.

Expert/trainer must provide detail and quality elaboration and explanation for each stated topic of the document.

## Project management

### Responsible body

The Expert/trainer is responsible for all activities regarding implementation of this contract.

### Management structure

The responsible person for implementation of the tasks related to this contract on behalf of the Contracting Authority is Mrs. Florentina Hajdari Hajra

### Facilities to be provided by the Contracting Authority and/or other parties

Not applicable.

# LOGISTICS AND TIMING

## Location

Mitrovicë/a region, Kosovo

## Start date & Period of implementation of tasks

The intended start date is date of the signature of this Contract by both parties and the period of implementation of the contract will be one month from this date.

# REQUIREMENTS

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

**Key expert: Capacity building expert**

Qualifications and skills

* Minimum university degree in Social Science or other relevant field;
* Extensive experience (at least 5 years) in Monitoring Institutions and project management and/or skills and experience in completing trainings for organizations;
* Solid familiarity with civil society sector in Kosovo
* Extensive experience on increasing capacities of the CSOs’ employees by different trainings;
* Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
* Excellent inter-personal communication skills including experience of facilitation of trainings and presentation
* Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of project management
* Previous training experience in the field will be taken as advantage
* Experience in work with international CSOs and/or donor organizations will be taken as advantage

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender. The tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Not applicable.

## Facilities to be provided by the Contractor

The Consultant shall ensure training materials.

## Equipment

Sound and translation equipments also computers and projectors are to be purchased on behalf of the Contracting Authority from this contract. The contractor will provide all the equipment necessary for timely and quality implementation of the tasks described in these Terms of Reference.

# REPORTS

## Reporting requirements

The Expert/Contractor will submit the following reports in English/Serbian and Albanian:

* Training schedule/Agenda
* Training materials/presentations
* Report on the conducted actions
* Report on Evaluating the participants
* **Final report -** The contractor will prepare the final report on the implementation of the tasks, at the end of this contract. The deadline for sending the final report is 15 days after the end of this contract. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment as indicated in the Special Conditions.

## Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference”.

## Special requirements

Not applicable.

1. this could be as simple as an online SurveyMonkey [↑](#footnote-ref-2)