

## TERMS OF REFERENCE

Expert for the Project:

“Strong organizations for sustainable local development“

### 1. Information on the position(s):

Position (s):	Expert for focus group and 4 one day workshops for preparation the Strategy for cooperation between Municipality of Delcevo and NGO sector
Start date of the project:	22.06.2023
End date of the project:	22.02.2024
Start date of the engagement:	01.09.2023
Hiring period:	01.09.2023-15.12.2023
Geographical location of the project office:	Eastern region of Macedonia -Delcevo

### 2. Background information on the overall project

The Regional Advocacy Center is implementing a eight-month project with several activities. The main idea of this project is strengthening the influence of civic organisations in the process of creating local policies and participatory civic participation through the development of a strategy for co-operation with the civil sector. Civic society organisations – As target groups the organisations, activists for change in society and addressing social problems and democratisation of the society. Their members (citizens) involvement in public policy-making processes will be increased, and common approach will contribute to greater transparency and increased confidence in the citizens in institutions, satisfied citizens and the strengthened effectiveness of local policies through the participatory participation of citizens, as well as the promotion of democratic values. Regional Advocacy Center in cooperation with the Municipality of Delchevo, will start a process for drafting a new strategic document for cooperation with civil society organizations with an Action Plan for its realization, whose main goal is to enable active involvement of the CSOs in the processes of defining development policies, activities and initiatives, as well as creating preconditions for establishing effective partnerships in their realization.

#### Specific work

Name of position: Expert for focus group and 4 one day workshops for preparation the Strategy for cooperation between Municipality of Delcevo and NGO sector

Scope of work - The hired expert should organize focus group for evaluation of previous strategy and implementing 4 one -day workshops with NGO sector and Municipality representatives in Delcevo. He/She has to prepare materials and report of the focus group and workshops and to be in coordination with the project team, for presenting the collected materials and conclusions of the workshops and preparing the final document.

2.1. Expected outputs:

- prepared presentations for easier mastering of the topic while workshops
- materials for participants at the workshops
- Coordination with the project team

2.2. Expected deliverables:

- Detailed report of the focus group and workshop
- Final document – Strategy for cooperation between Municipality of Delcevo and NGO sector

3. Required Qualifications and Experience:

Academic Qualifications: High education in the field of social and bussiness sciences, with the advantage of faculties related to entrepreneurship,sociology, bussiness and economy etc.

Experience: To have experience in working with facilitation of working groups, have advanced knowledge of methodologies for needs assessment, to have prior knowledge of attended trainings or events with different target groups. To have experience in conduction meetings on this or related topics in the civic sector.

Skills and Competencies: The expert need to has advanced facilitation and communication and presentation skills, to know the civil sector in the Republic of Macedonia and to be informed for the documents and regulations at national, regional and local level related to working and cooperation of institutions with the civil sector.

4. Time frame

01.09.2023- 15.12.2023

During this hiring period the expert needs to finish his/hers obligations according to the contract. 4 days are for the workshops and 1 for focus group. The other days are for preparaing the strategic documents.

5. Payments

The payment is one-time after the expert submits the complete engagement report. The payment will be made to the personal bank account of the expert in accordance with the previously concluded agreement.

Estimated fee: Gross amount of 1.500 EUR for the expert.

## 6. Reporting

The report should be submitted three days after its completion - ie no later than December 18, 2023

## 7. Evaluation Criteria

All applications will be evaluated based on the following criteria:

Criteria	Points
CV, reference list,	60 points max
Work methodology, Technical approach	40 points max
Total	100 points max

## 9. Application process / Expression of Interest

Interested and qualified candidates should submit their applications which should include the following:

- Detailed Curriculum Vitae

Interested candidates should send above mentioned documents for the engagement to the e-mail address: rczdelcevo@gmail.com, using the subject line: "Expert for focus group and 4 one day workshops for preparation the Strategy for cooperation between Municipality of Delcevo and NGO sector".

Deadline for submissions of documents is 12.08.2023. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: +389 71 373 193

Only the e-mails sent during three (3) days upon the announcement of the vacancy will be replied to.