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TERMS OF REFERENCE (TOR) FOR CONSULTANCY: TRAINING FOR CAPACITY BUILDING ON HUMAN RIGHTS, REPRESENTATION, ADVOCACY, YOUTH MOBILISATION AND ACTIVISM

CARE Deutschland e.V. Office in Kosovo, within its project “Kosovo Youth Participation - KYP”, financed by the European Union- Advancing the role of civil society for social justice, participation and human rights (EuropeAid/171380/DD/ACT/XK 11/2020-IPA 2019, Contract no. 2021/430-824) **is looking to contract an external consultant (expert(s) or a consultancy company) to conduct capacity building trainings on the topics of human rights, representation, advocacy and youth mobilisation and activism.**

The trainings will be conducted for around 200 youth from rural areas and small towns in the eight target project municipalities: Deçan/Dečani, Fushë Kosova/Kosovo Polje, Junik/Junik, Gjakova/Đakovica, Peja/Peć, Rahovec/Orahovac, Obiliq/Obilić, and Suharekë/Suva Reka.

About CARE International work in the Balkans

CARE’s work in the Balkans started in 1993, when it provided humanitarian support to people affected by war. In the late 90-ties, CARE shifted its focus in the region from humanitarian post-war assistance and rehabilitation to socio-economic development, engaging in interventions directed at conflict prevention and peace-building, sustainable livelihoods, gender equality and the prevention of gender-based violence.

CARE International in the Balkans places the quality of its program at the centre of its mission and has developed a regional strategy that encompasses two main program directions: Gender Equality and Social and Economic Inclusion. CARE’s Gender Equality Program aims to empower women vulnerable to violence, discrimination and poverty, to reach better life opportunities and social justice and to work on prevention of peer violence and building of tolerance among young men in the Western Balkans. The goal of the Social and Economic Inclusion Program is to strengthen capacity and create opportunities for the marginalized, socially excluded and poor to integrate into society and access rights. CARE’s engagement and contribution lies in strengthening sustainability of key regional, national and/ or local civil society organizations and networks promoting equality and diversity, in the context of social inclusion and non-violence.

Project information

CARE Deutschland e.V. Office in Kosovo is implementing the project *Kosovo Youth Participation -KYP* funded by the European Union (EU). The action that is implemented by CARE in partnership with SHL - Kosova (SHL-K), seeks to contribute to the active inclusion of civil society in Kosovo in promoting democratic values, inclusive governance and achievement of human rights and fundamental freedoms. The specific objective of the project is to foster democratic participation, civic engagement and social inclusion of different groups of marginalised youth, mainly from rural areas and small towns of Kosovo.

The following results/outputs are expected to be achieved by the project:

1) Increase the participation of disadvantaged youth in decision making, in local communities and on the central level, through: capacity building/awareness raising on human rights and activism; mentoring of youth groups for inclusion in local and national decision-making processes; local youth actions to improve the position of disadvantaged youth.

2) Enhance the engagement and employability of marginalised youth, in particular young women, through skills development and involvement in volunteering initiatives. The activities will include information campaigns, trainings for employment skills development (raising of employability of youth through trainings, internship and supported youth entrepreneurial activities), support to volunteering among the disadvantaged youth from rural areas and smaller towns.

3) Foster Democratic dialogue across Kosovo youth, fostered through raised awareness on and promotion of gender equality, solidarity, inter-cultural relations and counter stereotypes and dis-information, by: awareness raising and facilitation of debates; peer exchange; involvement in ongoing youth-led discussions in Kosovo.

Purpose and objectives of the consultancy

The purpose of this consultancy/training is to conduct eight 2 days' trainings (the total of 16 training days) to youth age 15- 25 - representatives of the youth groups and organisations from eight target municipalities, who will be selected by the project. The main goal of the training will be to increase the knowledge of youth on human rights, representation skills, advocacy techniques, youth activism and youth mobilisation and the necessity for their involvement in social change. It is expected that the participants/beneficiaries of the training will further be involved through the project, in addressing their priorities through youth led actions at the local and central level with the aim in improving perspective of the disadvantaged youth and legislation that regulates the issues of their concern.

Further notes regarding the training objectives:

- Capacity building on human rights will also take into consideration the existing laws/strategies in Kosovo.
- Raise general knowledge and awareness of participating youth on the importance of their involvement in social change.
- Building of the capacity for advocacy should be based on the previous citizens' initiatives and should be in direct correlation with the project planned youth campaigns.

The trainings will be organized/conducted in eight target municipalities; Deçan/Dečani, Fushë Kosova/Kosovo Polje, Junik/Junik, Gjakova/Đakovica, Peja/Peć, Rahovec/Orahovac, Obiliq/Obilić, and Suharekë/Suva Reka, each group will be comprised of up to 25 participants/representatives of the local youth organisations. The training should be shared in two cycles: Capacity Building in the above mentioned fields and facilitation of groups to come with concrete recommendations based in the gained knowledge from the training.

Throughout the consultancy, activation and participation of women will be strongly encouraged and promoted.

Scope of work

The following consultancy tasks are expected:

- Define the sub-topics for the typical training module, adjusted to the target group, and confirm them with the CARE Project Manager. Prepare the training plan and training materials and agree with CARE on the final training agenda and methodology.
- Conduct 2 days capacity building trainings on the mentioned topics for eight groups of up to 25 participants – 16 training days in total, on the topics of human rights,

representation, advocacy and youth mobilisation and activism, for the representatives of local youth groups / organisations selected by the project.

- Include in the training the topic of separation of power in Kosovo and the roles of executive, legislative and judiciary sectors, as well as the main points around the decision making mechanisms and cycles on both local and national level.
- Facilitate a participatory process among the participants, for formulation of the main ideas based on youth concerns to be addressed to local level authorities. Based on the gathered information, identify jointly with the participants at least two main recommendations per each municipality to be addressed at the local level through youth actions and activism. In a participatory manner, define at least 2 main recommendations concerning youth involvement in decision making, to be addressed on the central level, at the upcoming National Youth Congress.
- Compile and systemise the information, observations, priority issues etc. gathered from the training, into practical recommendations* to be used for the overall activity of youth activation on the local and central level, in a form that will be also suited to be shared with the donor.
- Prepare a Consultancy Report, in English, 5 pages max plus Annexes. The training recommendations* will represent one of the mandatory Annexes to the Consultancy Report.
- Provide references/source for all materials used during the engagement.
- Hand-over to CARE entire original quantitative and qualitative data documentation generated for the purposes of the consultancy, upon the acceptance of the final outputs of the consultancy by CARE's Project Manager, prior to the payment.

KYP's outputs

- Provide to the Consultant the project documentation relevant for the consultancy – Initial Mapping Exercise etc. necessary for the realisation of the task. Agree on the work plan and agenda with the Consultant.
- Coordinate with the Consultant throughout the training, agree on the materials that will be used by the participants.
- Selection of the trainings participants.
- Logistics for eight trainings in the target municipalities, including the provision of translation services during the trainings, as per need.
- Steering the consultancy training/documents, in cooperation with the Consultant, to best suit the project purposes.

Intervention logic - Methodology

The training workshops will be organised in Albanian, with the translation to other languages as appropriate (Serbian, Roma) as a combination of ex cathedra and practical exercises, insisting on participatory methods for all its segments and the usage of practical and up-to-date tools (including digital and online tools). The participants will be given the opportunity to exercise the methods they learn about through group work, optimising the usage of the gained knowledge and tools.

The training materials will be developed to support participants in better understanding of their rights and their role in the society, decision-making process and access to rights and services concerning the main training topics. The training will address the interests and priorities expressed by the participants, for their better social inclusion, more intense advocacy and involvement in the local decision making, with the aim of improving of youth status.

The consultancy will also be based on the existing official documents at the local and central level that concern youth, information around the main youth involving processes in the country.

Timeframe

The training assignment is expected to be undertaken after signing the Service Contract with CARE, during September and beginning of October 2022. It is expected that the Consultant will be engaged for the total of 18 days: 16 training days and 2 additional days for the preparation of the Consultancy Report with recommendations to the CARE KYP - Project Manager.

Date	Activity
9 Sep. 2022	Initial meeting; Presentation of the training topics and plan, developed documents, training methodology to the project team.
Sep. – Oct. 2022	2 days trainings in eight municipalities, the total of 16 training days.
12 Oct. 2022	Submission of the Consultancy Report with concrete recommendations evolved during the training, and the materials used to be approved by the Project Manager.

Management and organization

The Consultant(s) will report to the Project Manager of the Kosovo Youth Participation Project.

Required qualifications:

- Master degree in the area of social sciences, human rights, education, political science, or similar relevant discipline.
- Excellent knowledge about the needs of youth, especially in rural areas of Kosovo. Good knowledge of the principles of youth civil society organisations' functioning and the position of youth in Kosovo.
- Excellent knowledge and vast proven experience in youth activism and involvement, advocacy techniques, communication strategies (especially with institutions and authorities), youth representation and mobilisation.
- In depth knowledge of the institutional decision making processes both on the local and central level with proven experience of work on representation activities.
- Knowledge of the existing legislation and strategy for youth in Kosovo. Excellent overview on the national youth programs, governance and civil society actors included in decision making processes concerning youth.
- Excellent workshop techniques, incorporating participatory approach, proven through at least 3 years of experience and training portfolio.
- Excellent command over Albanian and English languages, oral and written. High-level interpersonal and communication skills adjusted to youth needs.

Application – Offer

The applications should be submitted in English via e-mail. The deadline for sending applications-offers is: 07.09.2022.

Criteria for the Selection of Best Offer

The contract will be awarded based on the assessment of both technical and financial elements of the bid. It will also be based on the quality and creativity of the relevant Consultant(s)', portfolio.

The consultancy proposal should consist of the following:

1. Expert(s), Consultant's CV/portfolio, with references relevant for the required activity.
2. Methodology and draft work plan for the consultancy, general presentation of the materials to be used during the consultancy.

3. Financial offer in EUR, with a breakdown of costs and statement of confirming the required availability within the consultancy period. The offered price/bid should include all costs of the consultancy, including taxes and related costs of the bidder (travel, etc.).
4. Certificate of business registration, fiscal number, VAT (in case of consultancy companies/organizations) or Contact and identification details (for individuals/company/organization).

Interested consultancy companies/expert(s) are invited to submit their expression of interest/proposal, including financial bid with the subject: "TRAINING FOR CAPACITY BUILDING ON HUMAN RIGHTS, REPRESENTATION, ADVOCACY, YOUTH MOBILISATION AND ACTIVISM for the project *Kosovo Youth Participation*", by 07.09.2022, in the following e-mail: care.kosovo@care.org

If you are applying as Consultancy Company, please send your financial offer **VAT free**, before the given deadline.

If you are applying as individual/expert(s), please send your financial offer and indicate if the amount requested is gross or net, before the given deadline.

For any further information in regards to the guidelines and technical proposal, please contact the KYP Project Manager through: care.kosovo@care.org

Disclaimer:

The views expressed in the document can in no way be taken to reflect the official opinion of the European Union Office in Kosovo.