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Terms of Reference (TOR)

for Engagement of Experts

in the

Roster of Trainers/Coaches of

National Resource Centre for Civil Society in Albania

PROJECT: “National Resource Centre for Civil Society in Albania”
GRANT CONTRACT No: 2021/429-294

Tirana, Albania
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TERMS OF REFERENCE AND SCOPE OF SERVICE

1. Background

National Resource Centre for Civil Society (NRCCS) in Albania is an initiative of Partners Albania for Change and Development (PA), funded by the European Union, and implemented in partnership with the Albanian Center for Population and Development (ACPD) and the European Movement in Albania (EMA).

NRCCS is a supporting platform for civil society at the local, national and regional level, contributing to the development of civil society and the creation of an environment that is conducive to civil society, participatory democracy and the EU integration process in Albania.

Capacity Building component is one of the core pillars of the NRCCS. Through the development of specific capacity-building initiatives and programs, NRCCS aims to foster the skills and knowledge of CSOs to improve their operational standards and efficiency, increase their participation in policymaking and implementation, as well the CSO's sustainability.

For the upcoming three years, NRCCS will continue to provide services for the civil sector, in its main four areas of work:

- Help desk services for CSOs, and other stakeholders and interested partners in the civil society sector developments;
- Support the capacity building needs of NPOS in Albania through training programs, lectures, mentoring, networking events, assistance to CSOs and CSOs networks, etc.;
- Support the NPO sector to reach higher standards of effectiveness, transparency and accountability in order to increase the public trust in the sector;
- Improvement of the networking and advocacy skills of the CSOs, and facilitation of advocacy and political dialogue processes, for a greater and more effective participation in policymaking and implementation.

The NRCCS main office is in Tirana (part of Partners Albania offices) and two regional offices in Shkodra and Vlora, to ensure a wider territorial coverage of the country with its activities and services.

2. Purpose of the Call

Partners Albania for Change and Development is looking for experienced training and mentoring experts at national and international level, to extend the network of collaborators in various fields of services and support to civil society organizations in Albania through the National Resource Centre for Civil Society in Albania.



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Under the component of capacity building and strengthening of civil society organizations in Albania, in the next three years (2022-2025) the NRCCS will continue to offer a set of capacity building programs such as NPO Academy, training programs, mentoring and assistance for CSOs and CSOs Networks.

The purpose of the Call is to identify qualified and experienced professionals to join the roster of trainers/coaches of NRCCS, for the implementation of the capacity building programs, in the following areas:

- a) Organizational development and governance;
- b) Accountability, Responsibility, and Public Trust in NPOs;
- c) Legal framework governing non-for-profit organizations in Albania;
- d) Financial management and reporting;
- e) Strategic planning;
- f) Project proposal writing;
- g) Project cycle management, monitoring and evaluation;
- h) Organizational sustainability, fundraising techniques and alternative revenue sources for nonprofits; (i.e. Crowdfunding, collaboration with the private sector and philanthropy etc.);
- i) Revenue generation (SWOT analysis on products/services, business and marketing plan development);
- j) Effective and strategic communication of CSOs;
- k) Mobilization of Constituency, Sector and Cross-sector Collaboration, Networking and Coalition building;
- l) Advocacy and lobbying;
- m) Participatory governance and effective participation tools in policy making;
- n) Solidarity and volunteering - EU voluntarism programs.

The Trainers/Coaches will be contracted to deliver their services based on the need and according to the annual plan of NRCCS. The capacity building program will be delivered online and onsite, in Tirana and other cities. Therefore, the experts must be available for traveling during the contractual period.

The Experts will work under the supervision of NRCCS Manager, to which the Experts will directly report with regards to the implementation of the task.

3. Duties and Responsibilities

- Design of training, lecture and mentoring materials and modules (incl. PowerPoint presentations, hand-outs, exercises, etc.) on above-mentioned topics related to strengthening of CSOs capacities as per above mentioned.
- Provide training and coaching individually or as part of a team.
- Prepare reports after the capacity building program delivery; Make recommendations for further program interventions and improvement of Centre capacity building programs;



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- Ensure delivering of online capacity building programs including all the requirement logistics (stable internet connection, audio and video etc.) and of onsite as well. Be available for traveling within the country (the capacity building programs will be organized in the three NRCCS offices but other cities as well, in order to reach local and grassroots civil society organizations).

4. Experience and qualification of the Experts

The desired qualifications of the Experts for this assignment are the following:

- At least 5 years of practical working experience in designing training curricula/module and conducting interactive training programs, mentoring and coaching in one or more of the above-mentioned topics, at local, national level and/or international level;
- At least 5 years of experience of collaboration with civil society and government structures related to the topics of the training program;
- Very good knowledge and understanding of the civil society sector in Albania and the specific topics of expertise;
- Fluent in Albanian and English, both oral and written;
- Good communication skills.

5. Contractual Arrangements

NRCCS will contact the successful candidates within February 28th 2022. Being included in the roster does not imply the obligation of Partners Albania to engage any expert or to establish any contractual relationship between Partners Albania and them.

6. Submission of the documents

The deadline for submission of the documents is February 15th, 2022.

Qualified candidates should submit the following documents to the e-mail address: info@resourcecentre.al

- An expression of interest to provide the required service, specifying the topic/topics in which you express your interest
- CV highlighting the expertise related to this ToR and to the specific topics of interest
- Daily service fee. Please specify if the applicant is a registered entity with tax office.

National Resource Centre for Civil Society embraces diversity in its hiring, welcoming individuals of all religions, ethnicity, gender, and orientation to apply.