

Terms of Reference (TOR)

for

Engagement of Experts

for the

**Roster of Trainers/Coaches of National Resource Centre for
Civil Society in Albania**

in the frame of the

“National Resource Centre for Civil Society in Albania” project

Reference number: IPA/2024/457-469/02

Implemented by: Partners Albania for Change and Development

Funded by: European Union

05 February 2025, Tirana, Albania

TERMS OF REFERENCE AND SCOPE OF SERVICE

1. Background

National Resource Centre for Civil Society (NRC) in Albania is an initiative of Partners Albania, 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).

The National Resource Centre for Civil Society, is a 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 National Resource Centre for Civil Society. Through the development of specific capacity-building initiatives and programs, NRC 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 four years, in continuity of its previews provided services, The Centre main function will be:

- Provision of help desk services and networking for the sector, stakeholders and interested partners for developments in the civil society sector;
- Capacity building and strengthening of the civil society in Albania through training programs, lectures, mentoring, organizations' networking and assistance, etc;
- Support for the improvement of good governance of civil society organizations to be more effective, accountable and transparent, as well as for the improvement of the image, public and stakeholders' trust on the sector;
- Improve of the networking and advocacy skills and facilitate of advocacy and political dialogue processes, for a greater and more effective participation in policymaking, as well as in the policy implementation and monitoring at local and national level.

The Center main office is in Tirana and has two other regional offices in Shkodra and Vlora, to ensure wider territorial coverage of the country with its activities and services.

2. Aim 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.

Under the component of capacity building and strengthening of civil society organizations in Albania, the NRC, through its three offices, in the next four years will offer a set of thematic capacity building

programs such as NPO Academia; training program on “Grants management and monitoring”; trainings on CSOs engagement in consultation process/monitoring on most important chapters of EU acquis in the negotiations process; training and assistance on volunteering programs and training on demand based on CSOs needs for capacity building.

3. Scope of Work

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:

The main objective of the component is building and strengthening of CSOs capacities in the areas as below (but not limited to):

- Organizational development and governance;
- NPOs legal and fiscal framework and procedures;
- Accountability, Responsibility, and Public Trust in NPOs;
- Legal framework governing non-for-profit organizations in Albania;
- Financial management and reporting;
- Strategic planning;
- Project proposal writing;
- Project cycle management, monitoring and evaluation;
- Organizational sustainability, fundraising techniques and alternative revenue sources for nonprofits; (i.e. Crowdfunding, collaboration with the private sector and philanthropy etc.);
- Revenue generation model for CSOs from fee-for service activities, products and assets;
- Effective and strategic communication of CSOs;
- Mobilization of Constituency, Sector and Cross-sector Collaboration, Networking and Coalition building;
- Advocacy and lobbying;
- Participatory governance and effective participation tools in policy making;
- Participatory budgeting;
- Solidarity and volunteering - EU voluntarism programs.
- EU Enlargement Policy Participation of CSOs in the process of European Integration;
- Digital Literacy for NPOs: Strengthening Skills for the Digital Era
- Monitoring and Evaluation of Fiscal Public Policies at Local and Central Level

The capacity building program will be offered during the four years of project implementation (2025-2029).

The Trainers/Coaches will be contracted to deliver their services based on the need and according to the annual plan of NRC. 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 NRC Manager, to which the Experts will directly report with regards to the implementation of the task.

4. Duties and Responsibilities

- Contributing to the strengthening of the capacity of the civil society in Albania;
- 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;
- 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 NRC offices but other cities as well, in order to reach local and grassroots civil society organizations).

5. Experience and qualification of the Expert

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 abovementioned 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/or English, both oral and written;
- Good communication skills.

6. Contracting Authority & Engagement Terms

NRC will contact the successful candidates within February 28th 2025. 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.

7. Submission of the documents

The deadline for submission of the documents is February 18th, 2025

Qualified candidates that wish to apply for this position are requested to send via email at [i procurement@partnersalbania.org](mailto:procurement@partnersalbania.org) :

- 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.