



<b>TERMS OF REFERENCE</b>	
<b>Project title: From diversity blind into diversity transformative local communities towards inclusive equality</b>	
<b>PUBLIC CALL FOR EXPERTS: Needs assessment and capacity building for Local CSOs: Empowering Advocacy and Policy Improvement</b>	
<b>Project Description</b>	
<b>Background information</b>	The EU funded project “From diversity blind into diversity transformative local communities towards inclusive equality” commenced on January 2023 and has a duration of 36 months. It aims to achieve the enabling of grass root civil society organizations to become active participants in the evaluation of local budgets and policies, ultimately promoting equity and inclusiveness within their communities. The focus will be on fostering dialogue with local and national governments, advocating effectively, and monitoring reforms related to the accession process. Additionally, the project will enhance the sectorial networking of CSOs and policy dialogue through two of the twelve IPA sectorial working groups. The project will adopt an inclusive approach and work closely with CSO representatives in 17 municipalities to develop evidence-based policies that counteract discrimination and advance equality and inclusiveness. The project is led by the Nacional council for gender equality (NCGE) in partnership with Polio Plus – Movement against disability and the Association for democratic initiatives.
<b>Project objective:</b>	The objective of this project is to foster structured dialogue and collaboration between public institutions and empowered rights-based grass root civil society organizations. This will be achieved by evaluating local policies, programs, and budgets using equality indicators, leading to reforms and the creation of inclusive communities
<b>Target groups:</b>	Main target groups of the project are the representatives from the CSOs on local level and 17 units of the local self-government. The Units of the local self-government have a mandate to create policy and implement actions in variety of areas, from education to urban planning, which consequently affects the life of all citizens in their municipalities. In parallel, by working closely with CSOs on diversity mainstreaming and gender transformative approach and empowering the rights-based grass root local CSOs to voice their concern and participate in policy making, the project will ensure inclusive approach in creation of evidence-based policies to counter discrimination and promote equality and inclusiveness.
<b>Geographical area to be covered</b>	Municipalities: Karposh, Shtip, Pehcevo, Kriva Palanka, Lipkovo, Konche, Strumica, Bitola, Mogila, Staro Nagoricane, Gradstko, Rosoman, Kavadarci, Struga, Vevcani, Gostivar, Vrapchishte.
<b>Timeframe</b>	May 2024 – October 2024



**Results and Activities:**

**Results:**

R1: Inter-sectional gender assessment of local equality policies, annual programs and budgets is conducted by developing unified monitoring tools to measure the commitment of local authorities for improvement of the equality policies on local level;

R2: Capacity of right-based grass root civil society organizations are strengthened and networking developed towards strengthening sectorial policy dialogue in (1) Justice and (2) Education, Employment and Social Policy, enabling them to monitor accountability of local self-government;

R3: Structured sectorial local mechanisms for consultations on local level are developed and strengthened.

**Activities**

The project consists of 3 sets of activities:

WP1: Developing tools for Intersectional gender assessment

1.1 Intersectional gender analysis of local Strategic documents, policies and action plans and tools for their alignment with municipal annual programmes and budgets

1.2 Development of intersectional gender indicators for local programming towards gender equality and diversity enhancement on local level

1.3 Intersectional gender analysis of local Strategic documents, policies and action plans and tools for their alignment with municipal annual programmes and budgets

1.4 Developing practical Guide for Intersectional gender assessment

1.5 Seventeen (17) Equality and Diversity consultations with CSOs, citizens and Government

1.6 Public conference for presentation of the findings to the existing structures for EU negotiation

WP2: Capacity building on Intersectional Gender approach and networking

**2.1. Needs assessment of the CSOs to assess their advocacy capacities and needs, knowledge, skills to work on improvement on the specific local policies (relevant for this public call for experts)**

**2.2: Capacity building on Intersectional Gender approach and diversity mainstreaming into local strategic documents and programmes (relevant for this public call for experts)**

**2.3: Training interventions organised (relevant for this public call for experts)**

**2.4: Networking, consultation, communication and coordination among local and national stakeholders towards enhancing grass root/local CSOs to participate in the work of the**



	<p><b>sectorial working groups for EU accession and negotiations</b> (relevant for this public call for experts)</p> <p>2.5. Capacity building thought mentoring on institutional and individual level for grass root CSOs</p> <p>WP3: Sub-granting for 17 CSOs countrywide</p> <p>3.1 Development of sub-granting scheme</p> <p>3.2 Implementation of sub-granting scheme</p> <p>3.3 Evaluation of the impact and dissemination of the results of sub-granting scheme</p> <p>3.4 Increased visibility of the project results</p>
<p><b>General Description</b></p>	<p><b>Objectives of the assignments:</b></p> <p>The objective of these assignments is to conduct a comprehensive needs assessment of Civil Society Organizations (CSOs) operating within 17 municipalities, focusing on their advocacy capacities, knowledge, and skills related to local policy improvement. This assessment will serve as the foundation for developing a Capacity Building Programme tailored to address the identified needs, as well as the implementation of two thematic workshops in order to strengthen their capacities in policy creation in the pre accession process. Additionally, the objective is to establish effective communication channels between CSOs and municipal representatives at the local level, leveraging existing inter-sectoral structures.</p>
<p><b>Tasks and outputs</b></p>	<p><b>Experts' tasks:</b></p> <p><b>Task 1:</b> A needs assessment of the CSOs to assess their advocacy capacities and needs, knowledge, skills to work on improvement on the specific local policies should be developed. Namely, in order to develop Capacity Building Programme, the contractor will carry out Needs assessment of the local CSOs in 17 municipalities. Main needs will be identified for CB of CSOs for training and mentoring (both on institutional level and expertise needed). The needs assessment (30 pages) will be developed in Macedonian language.</p> <p><b>Task 2:</b> The need assessment will serve as basis to develop the Capacity building programme. The main target groups will be CSOs and municipal representatives, thus establishing channels for communication on local level. The project will build on existing inter-sectoral local structures. The programme will consist of four (4) training modules: (1) Gender, intersectionality and public sector equality duty; (2) Intersectional gender analysis of the local annual programmes (including indicators) and citizens' participation in evidence-based policy creation and monitoring: how to put in practice the developed indicators; (3) advocacy and lobbying (how to use data collected as arguments) including communication and media; and (4) Preparation and Management of EU funded projects. Within the training programme for local (public) administration, target group will be the existing Inter-sectorial working groups for enhancement of gender equality where they exist, or their establishment will be initiated. Following the development of the Capacity building programme, a training plan will be prepared (following COVID19 rules and restrictions). The training interventions will be combining the participants from several municipalities, in order to ensure best practice exchange among participants (based on previous developed training plan for CB according to</p>



several criteria such as rural/urban, multilingual, experience with gender responsive budgeting as a tool etc.). Training kit will be prepared, each consisting of the training materials relevant to the topic and practical guide from Lot 1. The Capacity building programme (30 pages) will be developed in Macedonian language

**Task 3:** The bidder will provide expert support for implementation of a set of four (4) trainings for CSOs and administration (some of them repetitive according to their preferences to the trainings' topics). It is planned at least 100 participants to gain above set of skills to pursue the further cooperation among CSOs and public administration. This sample should include adequate gender representation among the participants. The training intervention each should be implemented in 2 days and take place in Skopje and will be conducted in Macedonian language. Opportunity for online training should be considered, or providing for hybrid learning (some participants to undergo in-person training and some to follow through online platform), depending on the situation with the pandemic.

**Task 4:** The contractor is expected to provide facilitation and expert support during implementation of two thematic workshops thus enabling institutional networking for consultation, communication and coordination among local and national stakeholders and grass root CSOs. This activity aims to contribute to the amendment of the Rulebook of the Council related to the consultation with grass root CSOs i.e., to ensure active involvement and bottom-up feedback by right based grass root CSOs, with significant contribution from those CSOs based outside of Skopje (enriched by data collected via project) to policy creation in pre-accession process. As first, an initial workshop is planned to be organized with the Government (General Secretariat, Unit for Cooperation with CSOs) and the Council for cooperation of the Government and CSOs with the project's partners to define the methods of consultations and expected impact of the work under the project related to gender, ethnicity, disability using the intersectional approach. Through mutual agreement, two (2) thematic workshops will be organized on: (1) Justice and (2) Education, Employment and Social Policy, with local grass root CSOs and sectorial working groups. As a follow up, it is expected local networks to be created for consultation, communication and coordination among local and national stakeholders.

**Output/s:**

1. Needs assessment of the CSOs to assess their advocacy capacities and needs, knowledge, skills to work on improvement on the specific local policies;
2. Capacity building programme;
3. Institutional networking for consultation, communication and coordination among local and national stakeholders and grass root CSOs;

**Modality of engagement:** local expertise with specific knowledge and experience in gender equality, anti-discrimination, inter-sectional approach, and rights of persons with disabilities.

**Time schedule:** May 2024 – October 2024 (with possibility of no-cost extension if needed)

**Maximum expert's days allocated for these tasks:**

**Task 1:** 25 expert days

**Task 2 & 3:** 28 expert days

**Task 4:** 10 expert days



	<p><b>Total:</b> 63 expert days</p>
<p><b>Qualifications of experts</b></p>	<p><b>1. Expert profile: Needs Assessment (up to 2 experts)</b></p> <p><i>Qualifications and skills</i></p> <ul style="list-style-type: none"> <li>• Academic profile: University degree in social sciences, law or similar in related field or equivalent (i.e., 5 years of relevant professional experience following secondary education)</li> <li>• Master’s degree will be an asset;</li> <li>• Proven ability in managing processes;</li> <li>• Strong analytical skills and report writing abilities;</li> <li>• Proven ability to manage a complex constellation of stakeholders;</li> <li>• Good interpersonal skills, clear communication and ability to establish working relationships with state and local stakeholders, public administration and civil society sector;</li> <li>• Fluency in Macedonian and English, spoken and written;</li> <li>• Ability to work with minimum supervision.</li> </ul> <p><i>General professional experience</i></p> <ul style="list-style-type: none"> <li>• Minimum ten (10) years of professional experience in working on human rights, equality and non-discrimination, including gender equality</li> <li>• At least 10 years of working experience on assignments and experiences on research and reporting related to vulnerable/marginalized groups (for example: persons with disabilities, minorities, Roma etc) i.e. inter-sectional approach in gender inclusion and gender mainstreaming;</li> <li>• Minimum ten (10) years of experience in working with CSOs in the field of public policies and/or institutional and CSOs’ capacity building;</li> <li>• Minimum ten (10) years of experience in project management, managing team of experts and managing processes.</li> </ul> <p><i>Specific professional experience</i></p> <ul style="list-style-type: none"> <li>• At least 10 years of working experience, out of which at least 5 years of professional experience in development of methodologies (in addition to the years of relevant professional experience required to compensate for the absence of a university degree);</li> <li>• At least 3 years of experience in GRB and/or gender analysis;</li> <li>• Proven knowledge of the latest EU strategies concerning gender equality and CSOs role within the EU accession process will be an asset.</li> </ul> <p><b>2. Experts Profile: Capacity Building Expert (up to 2 experts)</b></p> <p><i>Qualifications and skills:</i></p> <ul style="list-style-type: none"> <li>• Academic profile: University degree in social sciences, law or similar in related field or</li> </ul>



equivalent (i.e., 5 years of relevant professional experience following secondary education)

- Master degree will be an asset;
- Strong capacity building skills including on adult learning methodologies;
- Proven ability to manage a complex constellation of stakeholders;
- Good interpersonal skills, clear communication and ability to establish working relationships with state and local stakeholders, public administration and civil society sector;
- Fluency in Macedonian and English, spoken and written.
- Strong analytical skills and report writing abilities;

*General professional experience:*

- Minimum ten (10) years of professional experience in working on human rights, equality including gender equality and non-discrimination;
- At least 10 years of working experience on assignments and capacity building related to vulnerable/marginalized groups (for example: persons with disabilities, minorities, Roma etc.) i.e., inter-sectional approach in gender inclusion and gender mainstreaming;
- Minimum ten (10) years of experience in working with CSOs in the field of public policies and/or institutional and CSOs' capacity building;

*Specific professional experience:*

- At least 10 years of working experience, out of which at least 5 years of professional experience in development of methodologies and implementing capacity building programmes (in addition to the years of relevant professional experience required to compensate for the absence of a university degree);
- At least 3 years of proven experience regarding policy analysis and policy creation;
- At least 5 years of experience working along or with civil society organizations;

**3. Expert profile:** International Expert (up to 2 experts)

*Qualifications and skills:*

- Academic profile: University degree in social sciences, law or similar in related field or equivalent (i.e., 5 years of relevant professional experience following secondary education)
- Master degree will be an asset;
- Strong capacity building skills including on adult learning methodologies;
- Proven ability to manage a complex constellation of stakeholders;
- Good interpersonal skills, clear communication and ability to establish working relationships with state and local stakeholders, public administration and civil society sector;
- Fluency in Macedonian and English, spoken and written.
- Strong analytical skills and report writing abilities;

*General professional experience:*



	<ul style="list-style-type: none"> <li>• Minimum ten (10) years of professional experience in working on human rights, equality including gender equality and non-discrimination;</li> <li>• At least 10 years of working experience on assignments and capacity building related to vulnerable/marginalized groups (for example: persons with disabilities, minorities, Roma etc) i.e., inter-sectional approach in gender inclusion and gender mainstreaming;</li> <li>• Minimum ten (10) years of experience in working with CSOs in the field of public policies and/or institutional and CSOs' capacity building;</li> </ul> <p><i>Specific professional experience:</i></p> <ul style="list-style-type: none"> <li>• At least 10 years of working experience, out of which at least 5 years of professional experience in development of methodologies and implementing capacity building programmes (in addition to the years of relevant professional experience required to compensate for the absence of a university degree);</li> <li>• At least 3 years of proven experience regarding policy analysis and policy creation;</li> </ul> <p><b>Required documentation:</b></p> <p>An offer submitted <b>by natural persons</b> should contain the following information:</p> <ul style="list-style-type: none"> <li>• Brief biography (Annex 1);</li> <li>• Proposal of methodology (Annex 2);</li> <li>• Signed declaration of exclusivity and availability (Annex 3).</li> <li>• Financial offer (Annex 4);</li> </ul> <p>An offer submitted <b>by legal entities</b> should contain the following information:</p> <ul style="list-style-type: none"> <li>• Current status of the supplier no older than 6 months;</li> <li>• Brief biography of the experts (Annex 1);</li> <li>• Proposed methodology (Annex 2);</li> <li>• Signed statement of exclusivity and availability (Annex 3).</li> <li>• Financial offer form (Annex 4);</li> <li>• Overview of performed services (Annex 5);</li> <li>• Proposed experts (Annex 6);</li> <li>• Statement on non-existence of conditions for exclusion of a supplier for the performance of services for the project (Annex 8)</li> </ul>
<p><b>Project management Responsible body</b></p>	<p>The Contracting Authority <i>Union-National Council of Gender Equality (NCGE)</i> and its partners, Polio Plus and ADI are responsible to launch the public call for experts, sign the contract, authorize payments to the contractor/s and handle the financial management and control during project implementation.</p> <p>The day-to-day operational implementation of the activities, subject of this public call will be performed by Polio Plus – Movement against disability as a lead of the activities, in close</p>



	coordination with NCGE and ADI.
<b>Reporting</b>	
<b>Reporting requirements</b>	<p>Timesheets for review and approval at the end of each month, sent <b>no later than by the 3rd of the month</b> for review.</p> <p><b>Narrative Report</b>, with all related outputs, shall also state observations on problems/ risks encountered and recommendations for improvements/additional activities/risks mitigation actions shall be delivered with the last Time Sheet of the mission. <b>The experts will send her/his report together with a timesheet to be reviewed by the project manager (NCGE) and project coordinator (Polio Plus), no later than 5 days following the end date of the assignment.</b></p> <p><i>Payments will be made in instalments upon receipt and approval of the deliverables and the submission of the experts Timesheets as well as the Interim reports.</i></p>
<b>Deadline for submitting offers:</b>	<p>All offers must be submitted by to the following e-mail addresses: <a href="mailto:sozm@t.mk">sozm@t.mk</a>; <a href="mailto:polioplus@polioplus.org.mk">polioplus@polioplus.org.mk</a>; <a href="mailto:teazografska@gmail.com">teazografska@gmail.com</a>; <a href="mailto:sergej.shavreski@polioplus.org.mk">sergej.shavreski@polioplus.org.mk</a> with the subject line: <b>PUBLIC CALL FOR EXPERTS: Needs assessment and capacity building for Local CSOs: Empowering Advocacy and Policy Improvement.</b></p> <p><b>Deadline: 10.05.2024 (10<sup>th</sup> May, 2024)</b></p>



