



Project funded by EU



## SOCIETIES PROJECT

### TERMS OF REFERENCES

#### For Consultancy for Policy Paper

SOCIETIES - SUPPORT OF CSOs IN EMPOWERING TECHNICAL SKILLS, INCLUSION OF PEOPLE WITH DISABILITIES AND EU STANDARDS IN SOUTH EAST EUROPE"

#### Project presentation

**Overall objective of project is** to improve the capacities of CSOs in South East Europe (SEE) in managing social inclusion processes and in promoting social inclusion policies, through an efficient dialogue with Public Authorities during the decision-making processes. Specific objectives are to strengthen the CSOs' skills in promoting the social inclusion of people with disabilities and mental disorders: capacity building, exchange of knowledge, regional networking, managing of social inclusion initiatives and services, monitoring and evaluating of the social impact; to foster the CSOs' capacities in the dialogue with the Public Authorities responsible for social inclusion: strategic and communication planning, advocacy, local networking, participation to decision making processes.

**Target groups** are 5 Instrument for pre-accession assistance (IPA) beneficiary countries: Albania, Bosnia and Herzegovina (BiH), Montenegro, Serbia, Kosovo. Italy and Bulgaria are involved with expertise and good practices as EU member countries. 15 NGO-s and 6 ministries from all these 7 countries are involved in project activities.

**Final beneficiaries** are: Persons with disabilities (PWDs) and mental disorders benefiting of new social inclusion policies (among them: 500 beneficiaries of services and initiatives promoted by the CSOs); Civil societies in SEE sensitized.

The **main activities** are separated in 3 clusters: 1. **Inception phase**; 2. **Regional conference, Capacity building** program for CSO-s, **Study visits** to EU best practices in social inclusion, **Sub granting** in local grass-root organization initiatives on social inclusion, **Monitoring and Evaluation** of sub-granted initiatives; 3. Activation of **Working groups** for social inclusion on each country, Production of national **Policy papers** and recommendations on social inclusion of people with disabilities and mental disorders, Regional and local **Awareness campaign, Regional forum** on best practices of social inclusion in South East Europe (SEE): policies, new services, CSOs empowerment.

Caritas Serbia is looking for a **Consultant** who will

- Participate in designing of Working group meetings on proposed topics  
(The WGSi goals are the following:
  - to improve the public participation and CSOs role in decision-making processes,
  - to exchange knowledge and experience between organizations and institutions in the social inclusion practices and policies,
  - to improve the communication between the organizations and institutions in order to raise the quality of life of people with disabilities and mental disorders
  - to produce 16 advices - 1 Policy paper)
- Facilitate **four** working group meetings involving at least 12 representatives of CSOs, national authorities and institutions, health and local care providers, local Governments and other stakeholders.
- At the end of the working sessions, gather the recommendations, advices and suggestions on how to improve the public participation of PwD and how to increase social inclusion of people with disabilities and mental disorders.
- Submit a report for each WG meeting five days after its realization.
- Produce Policy paper as a result of the Working Groups on social inclusion, composed of 16 advices, that will be presented during a National forum on best practices of social inclusion scheduled for Spring 2019. The Policy paper should be written in both Serbian and English.

#### **Duration and deadline**

Each WG meeting should have the duration of minimum 2 hours. The last meeting should be completed and reports submitted by December 30, 2018. The Policy paper should be written by March 1, 2019.

#### **The candidate should satisfy the following**

- Ability to facilitate working groups
  - Ability to work in a multi-stakeholder environment and
  - Have extensive experience in social inclusion of persons with disabilities or mental disorders
- OR
- Have a deep knowledge and/or experience of social inclusion policies

#### **The successful candidate should also**

- Provide proven track record in drafting advice and policy papers on social inclusion processes
- Send his/her CV to email address: [marina.kostic@caritas.rs](mailto:marina.kostic@caritas.rs)

**Deadline for applications:** 5 September 2018

#### **Payment conditions**

For the described service, the successful candidate shall receive 1.000 € (gross amount). The payment will be made in two instalments based on the signed service contract or invoice of the service provider.

The first instalment will be made after the implementation of 4 WG meetings, and the second one after completion of the service – submission of written Policy paper.