

**TERMS of REFERENCE**

**External Expert on Organizational Development and Strategic Planning**

**SOCIETIES**

**S**upport **O**f **C**SOs **I**n **E**mpowering **T**echnical Skills, **I**nclusion of people with disabilities and **E**U standards in **S**outh East Europe

**Background**

Caritas Serbia and 15 Partners created a partnership in the project "SOCIETIES – Support of CSOs in Empowering Technical skills, Inclusion of people with disabilities and EU standards in South East Europe" that was approved by the European Union, represented by European Commission.

The Civil Society Facility and Media Programme 2014-2015, under which the SOCIETIES project has been adopted by the European Commission in December 2015, with the objective to strengthen participatory democracies and the EU integration process in the Western Balkans and Turkey by empowering civil society to actively take part in decision making and by stimulating an enabling legal and financial environment for civil society and pluralistic media. The final aim is to strengthen their capacities to advocate and effectively dialogue with Governments in order to influence policy and decision making processes, and to produce lasting change in the society.

The project started on the 1st January 2016 and will last 48 months (until 31.12.2019)

**Overall objective** of the Action 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 objective 1:** 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.

**Required service:**

* Required service seeks the involvement of 2 external experts that may apply individually or in team for a service period, not less than 5 months, including the provision of 2 day training and 3 months consulting period.
* The External Expert(s) must be available to accomplish his/her assignment for the timeframe 15/05/2019-15/10/2019.
* The external experts will be in charge of designing and carrying out 2 day training in Belgrade, for minimum 12 representatives from CSOs active in the field of disability and mental health in Serbia. 2 day training must be carried out during the timeframe 15/05/2019-15/07/2019.

**Expected Results:**

* Capacities of minimum 12 CSOs’ representatives on organizational development and Strategic planning increased. The training sessions included organizational culture and the need for strategic planning; strategic orientation and designing of an Operational plan for 2019/2020.
* Appropriate expertise to the involved CSOs (July-October 2019) in designing and writing clear and feasible Operational plan for 2019/2020 provided for 3 months;
* Two reports in English, on training realization and consultancy period delivered. The first report should be submitted 2 week after the training realization and not later than 1 August. The report on consultancy period should be submitted by 1 November 2019.

**Criteria, qualifications and experiences:**

* Proven professional experience related to organizational development and strategic planning.
* Excellent English language skills, training, consulting and reporting skills.

**Conditions for the service:**

* Availability to complete the required service within the specified timeframe.
* Availability to support and provide the required expertise to 12 CSOs on organizational development and strategic planning
* Maintain the confidentiality of data that may be generated or disclosed during the provision of required consulting process for 12 CSOs.

**The successful candidate should also**

* Provide proven track record in delivering trainings on organizational development and strategic planning
* Send his/her CV to email address: marina.kostic@caritas.rs

**Deadline for applications:** 10 May 2019

**Payment conditions**

For the described service, the successful candidates shall receive 750 € (gross amount) each.

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 the training, and the second one after completion of the service – submission of written report on consultancy period.