



## Terms of Reference

Expert for conducting a need assessment of CSO's

Project: Strategic partnerships to develop a social agenda for change:  
“Recognize, Respect and Realize RIGTHS” Ref. no. IPA/2017/392-541

### 1. BACKGROUND

The project **Strategic partnerships to develop a social agenda for change: “Recognize, Respect and Realize RIGTHS”** funded by EU directly aims to enhance civil activism and build the capacity of civil society organisations in the FYR Macedonia to become active agents in enhancing policy development of human rights and the rule of law with focus on human trafficking, exploitation and migration.

The project coordination commits to building a lasting and effective network able to address issues of concern on local and national level in a co-ordinated, coherent and comprehensive manner. It aims to achieve this through building a transparent and accountable CSO network capable to provide a voice to citizens. Through this network, representatives of civil society will advocate and conduct independent and objective monitoring and research. Based on reported findings, they will propose policy developments and influence the public decision-making processes. The goal is to align national public sector policies and operations with standards and values, adopted by the EU through transfer of international knowledge by EU partner organisations. The thematic focus of the network and the proposed set of actions are respecting fundamental rights in addressing human trafficking, exploitation in relation with (irregular) migration through influencing public sector reforms to embrace EU acqui (chapter 23-24)

The project overall objective is:

To contribute to democratisation and EU integration processes in FYR of Macedonia through improving civil activism environment, capacity, commitment and influence of civil society networks in debate on human rights and the rule of law. Despite efforts to promote civil activism as one of the important preconditions to an open and democratic society, work and contribution of civil organisations nationally is still not appropriately utilised. The reasons are multiple and include lack of capacity of civil society organisations to conduct high-level professional work in their respective domains. Hence the co-applicants designed the specific objectives for this project as follows:

- To enhance the capacity of CSOs to conduct independent and objective analysis and monitoring, reporting and advocacy related to human rights laws and monitoring bodies with a focus on human trafficking and exploitation in relation with (irregular) migration;
- To influence policies in FYR Macedonia, to broaden the understanding on trafficking in human beings, the root causes and consequences in relation to policies on migration, women rights and labour rights, based on the experiences from trafficked persons, affected groups and grass roots NGO's;
- To establish cooperation and networking between national civil society organisations and corresponding EU level organisations, international organisations and other social movements.

In order to achieve these objectives, co-applicants will produce the following results through this project:

R1- Operationalized overarching CSO national strategy focusing on short, medium and long-term goals aimed to develop social agenda for change for improvement of public sector policies and practices in relation to human trafficking, exploitation, migration, women rights and labour rights

R2 -National CSOs strengthened in high level analysis, advocacy and monitoring; in giving voice to citizens; accountability and working together; access to funds and resources; Implemented targeted local advocacy actions that add value to national efforts to improve public sector policies and practices and have sustainable outcomes; Finalization and promotion of quality analysis and monitoring reports that build upon objectively harvested and processed data and incorporate citizens' views and opinions;

R3 -CSOs and public sectors in FYR Macedonia improve their partnership ties and joint work

R4- Strengthened CSO sustainability through cooperation and transfer of know-how between national civil society organisations in partner countries and corresponding EU level organisations;

Key stakeholders for the action are local and national grassroots CSOs working on human rights issues (women, children, labour and social rights, migration and combating organized crime especially human trafficking and exploitation) in the country, public bodies working in targeted sectors and communities, other social movements and citizens themselves.

## 2. DUTIES AND RESPONSIBILITIES

The duties and responsibility of the assignment is to conduct a CSO's need assessment for capacity building and identification of social issues that need to be tackled. The expert will carry out the CSO's assessment with the aim to collect information from the target audience about their current capacity and gaps in their relevant knowledge and skills. This will help to design the trainings, and identify topics for advocacy initiatives and will provide input for the granting programme for national CSOs. To gather this information, different methods will be used such as surveys and forum discussions.

## 3. SPECIFIC TASK

- **To prepare a detailed methodology for the assessment of the needs of CSOs.** The methodology will clearly describe the aim of the assessment and specific tasks to be undertaken, accompanied with a proposal of use of suitable instruments (questionnaires, focus groups, interview, and desk research).
- **Review of existing needs (and gaps) of national CSOs in realizing the change they would like to see to be achieved through data assessment and analysis, advocacy and monitoring.** This should be performed through desk analysis of assessments and reports, and by conducting interviews or focus groups with at least 10 CSO's and other stakeholders that will focus on the following main questions: What topics do the selected CSO's cover and which change they aim to make? What are existing barriers and gaps to realise this change? What are their programs and, services set up to reach their goal? What are their human resources and financial capacity? What is their expertise related with analytical research, advocacy and monitoring? What are their capacity building needs?
- **To prepare a need assessment report (15- 20 pages)** written on English language, that will be based on the findings, which will contain analysed data and recommendations. The recommendations should give guidance for further development needs of the capacity building program of the CSO's.

#### **4. QUALIFICATIONS:**

- Formal university education in the field of social science or other related field.
- Demonstrate experience of having undertaken similar assignments
- Excellent analytical and research skills;
- Proven experience in conducting EU-funded projects assignments;
- Good documentation/report writing skills in Macedonian and English language;
- Knowledge of CSO functioning at different levels and CSO's environment in the country;
- Ability to meet tough deadlines;
- The consultant is further expected to possess a high level of commitment, integrity, partnership and respect.

#### **5. RESULTS TO BE ACHIEVED BY THE CONSULTANT**

CSO's need assessment completed containing the results that would be necessary for the capacity building program and will provide input for the granting programme for national CSOs. Finalized Need Assessment will be considered as a final report

#### **6. DURATION OF THE ASSIGNMENT**

The duration of the assignment is 1 month after signing of the agreements.

#### **7. REMUNERATION**

Payments shall be made in MKD into the bank account notified by the Consultant to the Contracting organization. The gross amount of the remuneration is 1400EUR.

#### **8. TO APPLY:**

- All interested candidates are required to submit a letter of interest and curriculum vitae listing relevant qualifications and background;
- The interested candidates should submit their application to: [lastrada@lastrada.org.mk](mailto:lastrada@lastrada.org.mk) to the attention of Marija Todorovska - Program Director; by 18 May, 2018, 17:00 hrs. CET.