

TERMS OF REFERENCES

for

CALL FOR A NATIONAL COMPANY

TO SUPPORT SIV IN:

- 1. Developing a manual with tools and forms for Monitoring and Evaluation**
- 2. Developing the Fundraising Strategy;**
- 3. Organize one day all staff workshop to re-assess all functions in the organization including allocation of responsibilities to assigned staff in the current organizational chart/organogram;**

Duration of the Assignment:

Approximately 19 working days over the period of 1 month (preferred start date 25 October 2024)

Organization	Syri i Vizionit (SiV)
Objective	<ul style="list-style-type: none">- Develop a manual with tools and forms for Monitoring and Evaluation- Developing the Fundraising Strategy;- Organize one day all staff workshop to re-assess all functions in the organization including allocation of responsibilities to assigned staff in the current organizational chart/organogram

I. PROJECT

1. Information about the organization

Syri i Vizionit (SiV) was officially registered as a local non-governmental organization in September 2001, but it started functioning even earlier, since 1999, as a Community-Based Organization (CBO) in the municipality of Peja. Since the beginning, the motto of the organization has been "Think globally, act locally", to which the organization has remained loyal. The mission of the organization is "Development of the community of people, informal groups, organizations, networks, institutions, and donors through advocacy, exchange of

information and awareness" and SiV through its action proves that it is an organization that carries out local actions based on the best practices.

2. Information about the project

Syri i Vizionit (SiV) is implementing the project "Our Obligation for the Future - Child Protection and the Child Rights Governance," in partnership with Save the Children Kosova/o (SCiK), financially supported by Sida. This project aims to increase the expertise and capacity of CSOs to advocate for children's rights and hold duty-bearers accountable to provide equal access to quality child protection systems and mechanisms for their rights, as well as create conditions and opportunities for children to organize and express their issues in the common interest.

3. Objective of the Assignment

The objective of this assignment is to:

- I. **Develop a stand-alone manual and tool for monitoring and evaluation of the organizational Strategy:** The new manual for M&E will help the Syri Vizionit office to make a general evaluation of all programs annually based on the overall Strategy of the organization, eliminating the project-based M&E processes.
- II. **Develop a Fundraising Strategy:** The new fundraising strategy will help the organization in identifying new donors, including the possibility of including businesses as well as the funds provided by the Government and the Municipality. This strategy will greatly assist the organization in strengthening its sustainability and expanding new programs in addition to existing ones.
- III. **Organize one day all staff workshop to re-assess the current organizational chart/organogram:** This will greatly assist SiV in reviewing all positions within the organization and in re-structuring and describing in more detail the role of each staff member within the office, including the allocation of additional duties and responsibilities in addition to tasks within the programs.

II Company/Expert

4. Tasks and Responsibilities of the Company shall include the following:

- I. **Develop a stand-alone manual and tool for monitoring and evaluation ;**
 - Organize a workshop with all the relevant staff;
 - Develop a manual with instruments and tools (forms) for M&E;
 - Train all staff on the new tool/instruments (forms) and manual.

II. Developing the Fundraising Strategy:

- Organize a two-day workshop to develop the strategy;
- Work on draft-strategy and incorporate all comments and suggestions from the workshop ;
- Submit the final version of the new fundraising strategy to SiV.

III. Organize one day all staff workshop to re-assess all functions in the organization including the allocation of responsibilities to assigned staff in the current organizational chart/organogram

- Organize a day workshop with all staff to re-assess the current organizational chart/organogram, including allocation of responsibilities within SIV;
- Work in groups and develop different scenarios;
- Discuss it in plenary, make revisions, and make a new chart with better distributions of tasks including M&E, HR, and PR roles in the new organogram;
- Develop and finalize a new Organogram for SiV.

5. Timeframe

The contract of the assignment should be for approximately **19 working days** within the timeframe of 1 month, preferably throughout the period starting from the 25th of October 2024.

Tentative timeframe for duties and responsibilities:

Familiarization with Documents, procedures, tools/instruments for M&E, the strategy of the organization, the strategy for the protection of children, and the regulation for the staff and the programs that SIV is implementing	2 day
Preparation of work methodology for workshops/training (Methodology, agenda, and other necessary materials)	1 day
The development of a one-day workshop with the organization's staff to develop a manual for monitoring and evaluation	1 day

Develop and finalize the manual with instruments and tools (forms) for the M&E	3 days
Holding the training of all staff on the new tool/instruments (forms) and manual M&E	1 day
Holding the two-day workshop for all staff (SiV) to develop a new Fundraising Strategy	2
Develop and finalize the new Fundraising Strategy	4
Holding the one day all staff workshop to look at the current organizational chart/organogram	1 day
Update and finalize a new Organogram for SiV	2 days
Preparation and submission of the narrative report/ timesheets for the workshops/training	2 day
Total	19 day

6. Evaluation criteria:

- Expertise of at least 5 (five) years in the development of strategies for CSOs, specifically on fundraising and resource mobilization;
- Expertise in the development of monitoring and evaluation tools or instruments for CSOs, including M&E for overall organizational strategy/programme;
- Expertise in organizational governance of CSOs, including human resources management;
- Proven experience in organizing and facilitating workshops;
- Good knowledge of the NGO sector and their work in Kosovo;
- Working experience with local and international NGOs;
- Good presentation skills;
- Proficiency in Albanian and English. Serbian language would be an asset.

7. Application procedure:

The company shall submit the following documents:

- Copy of the University Diploma of the staff engaged in holding the training (any licensing certificate from the responsible institution is considered an advantage)
- Registration certificate that proves the company/organization is registered
- Certificate or any other document proving that the company/organization is credible and licensed to provide training
- Work methodology, including planning the process of developing strategies and materials for workshops /training and holding workshops/trainings
- A motivation letter including work experience and expertise of the company/organization and at least two references;
- A tentative work plan (technical proposal);
- Curriculum Vitae (CV) for individuals and a statement on relevant previous experience proposed expert/trainers.
- Financial proposal *

* The financial offer should be detailed for each work to be performed, this should include the development of the module and training materials, the holding of trainings, the writing of the report and timesheets.

- Document from the court proving that the proposed experts are not under investigation.
This applies to the company that contracts for the service

Applications should be sent to the e-mail address: office@syriivizionit.org , by writing in the subject of the e-mail Application for Call for National Company to Support SiV in Developing its Internal Governance Documents by 21 October 2024, at 17:00.

Only short-listed candidates will be contacted!