



This project is implemented by:

## CALL FOR AN EXPERT ON THE SUBJECT ADVOCACY

### Introduction

Women's Civic Initiative ANTIKO from Skopje is looking for interested experts that have the expertise on the subject Advocacy. The engagement of the expert is part of an activity from the project Joint Forces for Common Interests, financed by the European Union, and implemented by Women's Civic Initiative ANTIKO, COSV Branch Prilep and CGI Prilep.

The overall objective of the project is strengthening the civil society impact in promoting intercommunity relation through a participatory democracy. The project's specific objective is supporting the building of trust among the communities by stimulating joint interests and local actions in the decision making process; through strengthening the capacities of the local CSOs to advocate based on evidence; as well as promoting cooperation and networking among the decision makers and other stake holders.

### Job description

The expert will be engaged for the period of 2 years through:

- Delivering 2 three day workshops (total of 6 days engagement – 3 days the first year and 3 days the second year);
- Participation in the Community Forums in 12 municipalities (total of 24 days engagement i.e. 12 days the first year in 6 municipalities and 12 days in other 6 municipalities);
- Participation in an Expert team, working and supporting the process of creating an annual program in 12 municipalities.

The participants in the trainings are 48 persons from the LGUs and the Civil Society from Republic of Macedonia, in the period of two years (i.e. 24 persons from the LGUs from 12 municipalities and 12 persons from CSOs – representatives from the project mentor organizations). The project has planned the workshops in the following manner: the first year 1 three day workshop will be organized for 24 participants and also the second year 1 three day workshop will be organized for new 24 participants.

The content of the workshops should cover the following basic subjects for development of expertise and knowledge in the field of Advocacy:

- Defining the issue;
- Ascertain the interests;
- Create opinions;
- Evaluate opinions;
- Decide on solution or combination of solutions;
- Create an action plan.



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The content and the grade of the workshops should be delivered through a proper methodology, adjusted to the needs and previous knowledge of the participants regarding the subject. The expert should provide high level of interaction and active participation of the participants, as well as he/she should use different tools that will provide better results and increased knowledge for the participants.

#### Time frame for the engagement

The engagement of the expert is planned in two segments:

1. 2 (two) three day workshops that will be conducted in the period:
  - 31.10 and 01-02.11.2016 in Ohrid;
  - August-October 2017 in Ohrid.
2. Participation in the expert team, working and supporting the process of creating an annual program, as well as participation in the Community forums, in 12 municipalities:
  - November- December-January 2016/2017;
  - November- December-January 2017/2018.

#### Agreement and compensation for the expert

The compensation for the engagement will be provided after a set of activities will be delivered on an yearly base, thus:

- The compensation for the first year is preliminary planned for January 2017, i.e. after the following activities have been delivered: 1 three day workshop, 12 days participation in the community forums in 6 municipalities, participation in the expert team, working and supporting the process of creating an annual program in the municipalities;
- The compensation for the first year is preliminary planned for January 2018, i.e. after the following activities have been delivered: 1 three day workshop, 12 days participation in the community forums in 6 municipalities, participation in the expert team, working and supporting the process of creating an annual program in the municipalities.

The expert should submit a financial offer that will include the following expenses:

- The net amount for the engagement;
- Personal Tax for engagement;
- Travel expenses.

The project will cover the expenses for the accommodation and food for the workshops.

The engagement will cover the following specific obligations:

- Preparation of the program and the content of the workshops in collaboration with WCI ANTIKO;
- Conducting the workshops;
- Evaluation of the conducted workshops;
- Preparation of a final report that will include the results of the evaluation, as well as possible recommendations for the future;



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- Participation in the Community forums in 12 municipalities i.e. 24 days working engagement in the period of 2 years (12 days in 6 municipalities the first year and 12 days in 6 municipalities the second year);
- Participation in the work of the expert team, giving support and expertise in the process of creating an annual program in 12 municipalities.

#### Required qualifications

The expert should have the following qualifications and expertise:

- A degree in high education;
- Experience in the civil society sector and in designing, conducting and evaluating workshops on different target groups on the subject Advocacy (at least 5 years);
- Experience in mediating and/or facilitation in community forums;
- Expertise in preparation of annual programs in CSOs and LGUs.

#### Required documentation

The offer should be comprised of the following documents:

- Financial offer represented in denars;
- Draft program for the workshops;
- Detailed biography (CV);
- Motivation letter;
- Referent list on conducted workshops in the past, that will include the party that engaged you, the subject and the target group.

#### Selection criteria

The selection criteria for the expert are the following:

- Compatibility of the financial offer with the planned budget – 40 points;
- Previous experience in development and delivering of workshops – 35 points;
- Quality of the draft program for the workshops - 25 points.

#### Deadline

The applications with the required documentation should be submitted no later than October 7<sup>th</sup> 2016 on the email [contact@antiko.org.mk](mailto:contact@antiko.org.mk) and [antico@t.mk](mailto:antico@t.mk)



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