

CAPACITY BUILDING TRAINING FOR CIVIL SOCIETY ORGANIZATIONS

14 – 30 October 2022

Prishtinë/Priština

CALL FOR APPLICATIONS

The Organization for Security and Co-operation in Europe Mission in Kosovo (OSCE) hereby invites representatives of small and medium size Civil Society Organizations (CSOs), based outside of Prishtinë/Priština, to participate in a training programme aimed at: (i) enhancing their internal organizational and managerial capacities, (ii) improving their compliance with the applicable administrative and legislative framework, (iii) developing partnerships with other CSOs/relevant actors, as well as joint advocacy initiatives.

BACKGROUND AND RATIONALE OF THE TRAINING PROGRAMME

In the first half of 2022, the OSCE conducted a needs assessment as well a series of consultations with CSOs' umbrella organizations, international organizations, donors and governmental institutions on issues that the civil society faces. Upon the completion of this process, the following trainings needs were identified in relation to capacity building and strengthening of the local CSOs:

- Training on project management cycle aimed at assisting small and medium-size CSOs to define missions, develop strategic plans and measure their achievements.
- Training on development of internal SOP's that would aim to achieve efficiency and would result in an improved performance and better internal and external communication.
- Training on enhancing financial management with the aim of increasing the financial sustainability of an organization.
- Training on enhancing CSOs compliance with applicable legal framework aiming to assist them in overcoming difficulties in accessing available public funding at ministerial and local levels and ensure compliance with applicable administrative/financial regulations.
- Training on advocacy aiming to assist CSOs to build up cross-sectorial partnerships with other CSOs and relevant actors.

Small and medium-size CSOs generally display financial vulnerability and low sustainability of their activities. In this context, capacity-building efforts, particularly in the areas of advocacy and partnership building remain necessary.

TRAINING OUTLINE AND TENTATIVE DATES:

The training will consist the following three modules:

I. Module One - Drafting quality internal documents

A one-day course with one-day mentorship to develop/fine-tune CSOs' internal documents, such as organization's mandate and SOPs - 14 October 2022 TBC

II. Module Two - Enhancing CSOs compliance with applicable legal framework, with a focus on financial reporting and the use of the most common financial management software.

A two-day course with practical exercises on the use of financial management software and financial reporting, 15-16 October 2022 TBC

III. Module Three - How to advocate successfully and build partnership with other CSOs and relevant actors

A two-day course with practical exercises and one-day mentorship to support the development capacities/skills for advocacy and/or partnership building, 29-30 October 2022 TBC

Each training module will take place in person, in Prishtinë/Priština or surrounding area, and it will be conducted in Albanian/Serbian/English languages. All COVID-19 measures will be respected during the training programme.

TRAINING DURATION: Five days plus three days mentorship.

Participants' knowledge on proposed topics will be evaluated before and after the training programme.

Only the participants who will attend the entire duration of the training will obtain a certificate of completion.

The training programme is intended only for representatives of small and medium-size CSOs actively working outside of Prishtinë/Priština.

Representatives of CSOs established in areas inhabited by non-majority communities are encouraged to apply.

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APPLICATION REQUIREMENTS

Participants are expected to be present and actively engage in all aspects of the training programme. Discussions and sharing of opinions will be encouraged and highly valued, with respect of each other's differences in thought and background. Significant attention in the programme will be dedicated to building partnerships and joint advocacy efforts among CSOs and relevant actors, for which participants are expected to be fully engaged.

ELIGIBILITY CRITERIA AND SELECTION PROCESS:

The selection process will be done in two steps: (i) review of the motivational letters and descriptions of the organizations, (ii) online interview with shortlisted candidates.

Applicants should represent organizations that are legally registered in Kosovo, and active in their role.

The eligibility of applicants is based on following criteria:

- **Geographical area** – Only CSOs working outside of Prishtinë/Priština will be accepted, and CSOs working in areas predominantly inhabited by non-majority communities will be prioritized;
- **Size of the CSO** - Only small and medium-size CSOs whose budget do not exceed EUR 50.000 will be considered as eligible.
- **Field of work** - Advantage will be given to CSOs involved in following areas: (i) public participation of non-majority community groups, especially young people and women, (ii) youth public participation, (iii) inclusion and public participation of vulnerable groups, including people with disabilities.

In total 20 successful applicants, who meet the above-listed criteria, will be selected to participate in the training programme.

APPLICATION:

If this opportunity interests you, and you meet the above requirements, **please submit your motivation letter explaining how your organization would benefit from this training programme.**

In addition, please **provide description of the organization's vision, mission, and completed activities/programmes in the last two years, including following:**

- Geographical coverage, i.e. where the organization is established and where it operates;

- Number of fix-term employees and/or volunteers;
- Annual revenue for the last two years;
- Description of specific areas of work and beneficiaries;
- Description of specific trainings, if any, attended by your members/employees during the last year;
- Description of relevant collaborations/partnership with other CSOs/relevant actors your organisation has already established;
- Brief description of on-going projects, including source of funding;
- Contact details (telephone number and email address).

The description should not exceed two pages.

Please send the application package to the following e-mail address: Dafina.Bajrami@osce.org. In the subject line include: *Application for CSOs Capacity Building Training*.

If you are notified as being one of the short-listed applicants, we might ask you to provide us with additional documents such as registration from and proof of annual revenue.

Please note that applications that do not follow **all** listed instructions **will not be considered**.

Please send your application by midnight CET, 15 September 2022

The OSCE is committed to achieving diversity, applicants from all communities are encouraged to apply.

NOTE¹:

Participants shall be selected based on the criteria set out in the Call for Applications based on the quality of their submitted application, with consideration given to gender equality, diversity, and geographical balance.

When applying, please note that all participants selected to attend shall be notified by email latest by 20 September 2022.

Any eventual queries can be directed to the following email address:

Boris.Sekulic@osce.org

Dafina.Bajrami@osce.org

¹ Please note that by providing your personal data, you provide your consent to the OSCE Mission in Kosovo (OMIK) to collect, process, retain and transfer your data as necessary for the purpose of this activity. The personal data you provide will be used in furtherance of OMIK's mandate, which includes human resources capacity building and the monitoring, protection and promotion of human rights. Your personal data may be used internally for the purposes of this training. It may be used externally for the purpose of bringing public attention to this training; however, it will not be shared outside of OSCE without your consent.