

## TERMS OF REFERENCES

for

### FACILITATOR FOR THE ORGANIZATION OF WORKSHOP ON ORGANIZATIONAL CAPACITY DEVELOPMENT (OCD)

#### Duration of Assignment:

Approximately 10 working days over the period of 1 month (preferred start date September 2022)

<b>Organization</b>	Syri i Vizionit
<b>Objective</b>	Assessing the Organizational Capacity by using the Save the Children Organizational Capacity Assessment – OCA - Tool

#### 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 leaders 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

An Organisational Capacity Assessment (OCA) is a process that seeks to assess the capacity of any organisation across a broad range of topics. The overall objective of the consultancy is to:

- a) Conduct an Organizational Capacity Assessment by facilitating a participatory workshop methodology outlined in the SCS tool for OCA. The workshop aims to identify areas for organizational improvement to achieve sustainable results;
- b) Ensure thorough documentation throughout the workshop and produce a report summarizing the outcomes;
- c) Assist (partner) with developing a four-year OCD plan to address the identified areas of improvement identified in the workshop.

It should be emphasized in the introduction of participatory workshops that different opinions are encouraged and the facilitator's role is to lead the discussion and ensure that the outcome reflects reality in the best way. Discussion and scoring on each of the criteria allow the organization to determine gaps and make recommendations for building the required capacity.

#### **4. Methodology of the Organisational Capacity Assessment**

The OCA and its workshop should be used as a first step in the process of organisational development and should involve many diverse representatives of the organisation through a participatory workshop consisting of a questionnaire and data entry sheet. The workshop aims to look at the overall situation at the time of assessment through the opinion of various groups within the organization and identify the current situation within various aspects and identify areas of improvement. The workshop consists of an introduction, division of four pre-decided groups that answer a large set of questions within the group and a plenary that brings all groups and their answers together and where the facilitator leads a discussion with all groups to find a consensus on the current state of each question and area. The current situation and areas of improvement are identified and documented during the plenum.

## **II. FACILITATOR**

### **5. Duties and Responsibilities**

- The facilitator must understand/analyze the Organizational Capacity Assessment Tool (OCA Tool) and the Organizational Capacity Development Framework (OCD Framework);
- The facilitator should develop the workshop module based on the requirements of Syri i Vizionit and the Guidelines for OCA/OCD developed by Save the Children;
- The facilitator should hold a 2-3-day workshop with members of the organization to complete the OCA Tool and draft the OCD framework;
- The facilitator must provide sufficient information about the tool and framework;
- The facilitator must adhere to the rules of inclusiveness and transparency during preparation and the workshop;
- The facilitator must work with the policies of Syri i Vizionit;
- The facilitator should lead the discussions during the workshop and create an open space for everyone;

- The facilitator must respect Child Safeguarding procedures and child participation standards when children and young people are present;
- The facilitator should report on the conduct and content of the workshop;
- Reviewing and approving the OCD Framework template and final Capacity Needs Assessment Report;
- The finance/grants part of the OCA tool will be prepared by Save the Children;
- Ensure completion of the OCD Framework detailing the OCD work for the next coming years.

## 6. Key Deliverables

- Maintain a neutral and professional approach during the review process and the overall workshop of the assessment;
- Facilitation and thorough documentation of participatory workshop;
- Draft comprehensive validated report which includes findings of the OCA and recommendations for the continued development of organisational capacity submitted within 6 days of the workshop;
- OCA Tool to be completed in English;
- Submit final report including the purpose of the workshop, methodology used, general outcomes and key recommendations for organizational capacity development plan in English;
- One day preparation of OCD Framework (in English) together with Syri i Vizionit to be held within 8 days after the workshop.

## 7. Qualification of the candidate

- Experience of at least 5 (five) years in capacity development of Civil Society Organizations (CSOs);
- Good knowledge of the internal governance of CSOs; managing the finances of CSOs; development of communication, networking, fundraising and other relevant policies for the organizational development of CSOs;
- Knowledge and experience in organizing, facilitating and holding workshops;
- Degree in law, political science, public policies, economics, sociology or other fields of social sciences;
- Knowledge of the Albanian and the English language is mandatory;
- Experience in monitoring, evaluation and reporting;
- Strong facilitation skills and ability to lead a plenary and document simultaneous ;
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

## 8. Timeframe

The contract of the assignment should be for approximately **10 working days** within the timeframe of 1 month, preferably throughout the period starting from the 1<sup>st</sup> of September 2022.

Tentative timeframe for duties and responsibilities:

Familiarization with OCA tool and initial meetings	1 day
Facilitation of OCA participatory workshop	2-3 days
Report writing	1-2 days
Feedback meeting and OCD Framework development with Syri i Vizionit	1 day

### III. APPLICATION PROCEDURE

Applications should be submitted by including the documents listed below:

- CV
- Motivation letter
- One (1) reference
- The document proving that the applicant is not under investigation
- Other documents proving experience (optional)

Applications should be sent to the e-mail address: [office@syriivizionit.org](mailto:office@syriivizionit.org), by writing in the subject of the email *Application for Facilitator\_NameSurname* by **26 Aug 2022, at 17:00**

Only short-listed candidates will be contacted!