

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)

Organization	<i>Kosovo Disability Forum</i>
Objective	Assessing the Organizational Capacity by using the Save the Children Organizational Capacity Assessment – OCA - Tool

I. PROJECT

1. Information about the organization

The Kosovo Disability Forum is a non-governmental organization, formalized in January 2017, as a comprehensive mechanism of disability organizations, with the aim of addressing issues that affect the lives of people with disabilities in Kosovo. KDF advocates for the adoption and implementation of comprehensive policies for persons with disabilities in state institutions and society in general in order to improve the lives of persons with disabilities.

The vision of Kosovo Disability Forum is: "To be the driving force behind the creation of a society that ensures that all persons with disabilities are equal in economic, social, political and cultural participation in Kosovo, in the creation of an inclusive society that will to be based on the principles of the "International Convention on the Rights of Persons with Disabilities"

The mission of Kosovo Disability Forum is: "Dedication to the creation of a society aware of the category of persons with disabilities, addressing and advocating the essential issues that affect their lives through raising public, political and media awareness, so that this society comprehensive life based on the principles of the International Convention on the Rights of Persons with Disabilities".

2. Information about the project

The objectives of the project "Nothing for us without our voice" are:

- a) Advancing the rights of children with disabilities
- b) Capacity building of civil society organizations in disability
- c) Capacity building of the organization in the fields of protection and rights of children in general and with special emphasis on children with disabilities

Therefore, it is very important for the Kosovar Disability Forum (KDF), through the consultant who will be selected for the Organizational Capacity Assessment, to identify the areas for improvement of the organization in order to achieve sustainable results in our objectives.

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);



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- The facilitator should develop the workshop module based on the requirements of *Kosovo Disability Forum* 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 Kosovo Disability Forum;
- 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;
- Final report including the purpose of the workshop, methodology used, general outcomes and key recommendations for organizational capacity development plan in English submitted;
- One day preparation of OCD Framework (in English) together with Kosovo Disability Forum 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;



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- 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;
- Knowledge of the field of disability, including the specifics of all types of disability.

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 1st 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 Kosovo Disability	1 day

III. APPLICATION PROCEDURE

Applications should be submitted by including the documents listed below:

- CV
- Motivation letter

info@kdf-ks.org



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

Applications should be sent to the email address info@kdf-ks.org by writing in the subject of the email *Application for Facilitator_Name Surname* by **26.08.2022 at 16:00**.