

Promoting Human Rights and Minority Protection in South East Europe

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**Call for offers for the
preparation and delivery of training on Project Cycle Management of the EU/CoE
Regional Joint Project “Promoting Human Rights and Minority Protection in
South East Europe”
Belgrade (13-15 July 2016)**

May 2016

Background

The Joint European Union and Council of Europe (hereinafter: CoE) Project “Promoting Human Rights and Minority Protection in South East Europe” (hereinafter: the Project) has the **overall objective to improve access to rights for minorities at various levels of government in South East Europe based upon Council of Europe standards** in this field and in particular the Framework Convention for the Protection of National Minorities (hereinafter: FCNM) and the European Charter for Regional or Minority Languages (hereinafter: ECRML). Specifically, the Project supports seven beneficiaries¹ to address particular issues raised by the Committee of Ministers of the Council of Europe, the Advisory Committee on the FCNM and the Committee of Experts of the ECRML, thereby supporting the beneficiaries to honor their obligations under the binding treaties and at the same time promoting minority rights.

Three specific objectives contribute in a complementary manner to achieving the overall objective of the Project:

- 1) To support **local governments** to enhance **policies and capacity for implementing recommendations on minority rights in practice** in selected local governments in the region;
- 2) To **identify and share good practices** among the participating local governments and **develop adaptable models** for use in other local governments in the region;
- 3) Based on evidence from the local level coupled with recommendations from CoE monitoring reports, to provide support on **legislative and policy changes at the central government level**.

In accordance with the Project’s Description of Action under Objective 1, the Project has identified 35 local self-governments from seven beneficiaries, which implemented small grants specifically designed to address the issues of minority promotion and protection on local level. The small grants were implemented in the period between February 2015 and February 2016. During the implementation of the small grants it was evident that the local self-governments did not possess the capacity to fully monitor the implementation of their project, to plan and to mitigate the risks, to formulate clear, realistic and achievable objectives and to report adequately. Furthermore, from the implementation it was evident that additional capacity building trainings/workshops are needed in order to strengthen the capacity of local self-governments to position themselves as duty bearers of minority promotion and protection on local level.

To this extent, the project has organized a number of trainings/workshops with the aim to further develop the capacity of the local self-governments to effectively implement the small scale projects as well as realize their other duties. A number of consultants were hired under the project to provide guidance to the local self-governments in order to implement their project in a most efficient, transparent and accountable manner.

The process of implementation highlighted the importance of further strengthening the project planning and management by the local self-governments. **To this end, the Project will organize a three-day training on Project Cycle Management (hereinafter: PCM) for the representatives of the 35 local self-governments from seven beneficiaries that were part of the small grant program.**

¹ Albania, Bosnia and Herzegovina, Croatia, Montenegro, Serbia, “the former Yugoslav Republic of Macedonia” and Kosovo* (hereinafter: “Beneficiaries”)

Herewith, the secretariat of the Project invites you to submit your offer for the following tasks:

1. Preparation of training material:

- to develop training plan and program (short description of training methodology not longer than 2 pages and preparation of the training agenda);
- to develop the training content and relevant training materials, including case studies;
- to produce the training materials (handouts) in English that will be distributed to participants;
- to prepare the evaluation templates which will be filled by the participants at the end of training;
- to develop and submit a short report after the training based on the evaluations received by participants.

All documents shall be produced in English and shall be developed in close consultation with, and approval from, the Project' secretariat;

2. Provision of trainings:

- to revise and finalise the training material approved by the Project;
- to deliver three-day trainings to three groups of approximately 22 participants.

TASK SPECIFIC INFORMATION

Expected outcome

To further strengthen the capacity of the local self-governments to plan, implement and monitor/evaluate small-scale projects implemented on the local level with special emphasis on minority promotion and protection issues.

Methodology

A total of 70 representatives of local self-governments will participate in the training. For organizational reasons, the participants will be split in three groups, possibly in accordance with the language of instruction.

Each of the working groups would work in accordance to the same training objectives, principles and materials, which would be approved in advance by the Project.

The groups will be trained over two full days (preceded and followed by plenary sessions) in the basic elements of the PCM, with the training based around a case study that should be relevant to the activities of the Project and recommendations of the FCNM and ECRML with a special focus on minority promotion and protection at local level.

For the purpose of preparing and delivering the trainings, the successful bidder will hire at least 6 experienced trainers, who will work in pairs in delivering the trainings to the three groups.

It is essential that the training cover the following elements:

- Reviewing the definition of a Project;
- Understanding why PCM is important;
- Understanding the donor approach to PCM;
- Understanding how Logical Framework Approach fits with PCM;

- Understanding the purpose and process of the project identification and implementation (including stakeholder and risk assessments) phases of PCM;
- Understanding why indicators and source of verifications are important;
- Understanding the importance of monitoring, evaluation and reporting.

It is envisaged that the training will include two plenary sessions involving all three groups:

- At the beginning of the training: To present the objectives of the training and provide an overview of the CoE monitoring instruments, namely the FCNM and ECRML. The presentation will be delivered by the Project staff after which the participants will be divided in three groups;
- At the end of the training: The three working groups would present the results of the projects that they worked on during the training.

At the end of the training, each of the participants will be requested to fill in the evaluation form based on which the training impact will be assessed. A certification ceremony is also envisaged. Each of the participants will receive the certificate confirming their attendance on the PCM training under the Project. The trainers and Project management will sign the certificates.

Necessary qualifications

The selected trainers are expected to meet the following requirements:

- At least 5 years of relevant and proven professional experience in training delivery in the area of PCM. While not necessary, a valid trainer certificate from a renowned institution in the field of PCM is a distinctive asset;
- Experience in preparation of training materials;
- Relevant experience in working with local self-governments;
- Experience in usage of MS Office (MS word, Excel etc.);
- Fluency in written and spoken English and Bosnian/Croatian/Montenegrin/Serbian and/or Albanian language.

Proposed timeframe

It is planned that the PCM training will take place in Belgrade starting from 13 July (in the morning) and ending on 15 July (afternoon). The participants are expected to arrive in Belgrade on 12 July 2016.

Timeframe for preparation of training materials:

Activity	Timeframe
to prepare the training plan and program (short description of training methodology not longer than 2 pages and preparation of the training agenda);	Deadline: 20 June 2016
to prepare the relevant training materials, including case studies;	Deadline: 24 June 2016
to prepare the training materials (handouts) in English that will be distributed to participants;	Deadline: 28 June 2016
to prepare the evaluation templates which will be filled by the participants at the end of training;	Deadline: 01 July 2016

Timeframe for delivery of trainings:

Activity	Timeframe
Delivery of three-day trainings to two groups over the same three day period;	Deadline: 15 July 2016

Timeframe for report

Activity	Timeframe
to submit short report after the training is completed based on the evaluations received by participants;	Deadline: 20 July 2016

How to submit the offer?

Offers may be submitted by both incorporated professional partnerships and consultancies as well as by appropriately qualified and experienced agencies, acting either alone or in consortium.

Offers should include:

1. General overall price for the exercise (including all consultants working during the preparation and execution of the activity. Also including the travel and per diem costs of all consultants involved in the implementation of the activity on spot);
2. Relevant information about the provider of the service and possible previous references on the necessary qualifications (page 4 of this document).

Please submit your offer with the following details via e-mail **only to:** jpmin@coe.int by 15 June 2016.