

## Terms of Reference (ToR) for Expert to Conduct Training for 5 CSOs

<b>Position Title:</b>	<b>Expert to Conduct Training for 5 CSOs</b>
<b>Project</b>	Strengthening Multi-Agency Local Bodies and Government Institutions to deal with P/CVE and R&R in Albania
<b>Location:</b>	Tirana
<b>Duration:</b>	May 2025 (5 days)
<b>Type of contract</b>	Service Agreement
<b>Starting Date:</b>	15 May 2025

### Introduction:

**The Initiative for Social Change ARSIS seeks to hire an expert to conduct training for 5 CSOs in part of the Sub-grating Application Schema. The sub-grating scheme falls under the second objective of the project that aims to finance 5 (five) initiatives that will promote Preventing and Countering Violent Extremism actions in five municipalities: Vlora, Fieri, Kavaja, Cerriku, and Pogradec.**

The purpose of this assignment is to enhance the capacity of five grassroots Civil Society Organizations (CSOs) by providing high-quality training and technical support. The training will focus on improving their operational efficiency, advocacy strategies, financial management, and overall organizational development. This initiative aligns with the broader goals of the programme to empower local CSOs in sustainable governance and civil engagement. This project is implemented by the Initiative for Social Change ARSIS in partnership with ACPD and in collaboration with the Coordination Center against Violent Extremism and with the financial support of the Global Community Engagement and Resilience Fund (GCERF) program.

### About Initiative ARSIS

**The Initiative for Social Change ARSIS** (Initiative ARSIS) is a non-profit organization established in February 2016. It is a non-governmental actor with influence in Albania's civil society sector. The mission of the Initiative ARSIS is to provide services and sustainable solutions to the most marginalized individuals and groups in Albanian society. The initiative ARSIS advocates and lobbies at local and central level on issues of child and youth protection, development and participation, improvement of socio-economic conditions of their families and strengthening the capacities of service providers, non-profit organizations, professionals and other actors working with children in vulnerable situations.

### About the project

The program aims to address the prevention of violent extremism (PVE) in six municipalities in Albania: Vlora, Fier, Kavajë, Cerrik, Pogradec, and Tirana, through a comprehensive and community-based approach. The focus is on supporting the CVE Center to enhance coordination and management of efforts related to violent extremism (VE) and reintegration and rehabilitation (R&R). This program seeks to build community resilience and promote social cohesion by raising awareness and developing the capacities of young people through civic education. It will also organize informational activities with parents, teachers, religious leaders, journalists, and local CSOs to promote democracy, the rule of law, and human rights. Additionally, it will provide psychosocial, educational, and well-being activities for returning children and their mothers in Tirana, facilitating their reintegration.

### Duties and responsibilities of the expert:

The expert will undertake the following duties and responsibilities:

- Conduct a needs assessment to tailor the training to the specific requirements of the CSOs.
- Develop a structured training curriculum that addresses key aspects of CSO development.
- Deliver interactive training sessions using participatory methodologies.
- Provide one-on-one or group coaching to CSO representatives as needed.
- Gather and incorporate feedback from participants to improve training effectiveness.
- Ensure all training materials are accessible and aligned with best practices in CSO capacity-building.
- Compile a comprehensive training report, summarizing key learnings, challenges, and recommendations for further CSO development.
- Maintain continuous communication with relevant stakeholders to ensure successful training implementation.

### Deliverables

1. Develop a comprehensive training outline and materials before the training session.
2. Conduct two full days of interactive training for 5 CSOs.
3. Submit a final report, including key findings, feedback from participants, and recommendations for future support.

### Required Qualifications & Experience

- Minimum of 5 years of experience in capacity building, training, and CSO development.
- Expertise in organizational management, advocacy, fundraising, and financial sustainability.
- Proven track record in conducting similar training workshops.
- Strong facilitation and communication skills.
- Fluency in [specify language].

### Child Protection Policies:

All individuals working with Nisma ARSIS programs are required to adhere to the child protection policies, the safeguarding and protection from sexual exploitation and abuse (PSEA) policies, the internal regulations of Nisma ARSIS, the Code of Conduct, the full Child Protection Legislation, as well as any other relevant document they are expected to be familiar with.

### Timeline

- **Preparation & Material Development:** 19 May 2025
- **Training Delivery:** During the end of May
- **Reporting & Submission of Deliverables:** 13 June 2025

### Payment Terms

- The total fee for this assignment is 100,000 ALL.
- Payment will be upon submission and approval of the final report.

### Application Process

Interested experts should submit:

- A CV highlighting relevant experience.
- A brief technical proposal outlining the approach to the training.
- A financial proposal aligned with the proposed budget.

Applications should be sent to [info@nisma-arsis.org](mailto:info@nisma-arsis.org) no later than 30 April 2025.

### Evaluation Procedure:

The selection of the expert will be based on:

- how well the application meets the requirements set out in the Terms of Reference,
- relevant previous experience,
- the financial offer,
- and also based on the evaluation table below.

Evaluation Criteria	Weight in %
Qualifications	30%
Work Experience	50%
Financial Offer	20%

Please note the following:

- The subject line of the email or envelope containing the application must state: Application for the Communication Consultant Call.
- Only shortlisted candidates will be contacted for an interview.