

Call for Applications

For Capacity Building Training For Civil Society Organizations

Prishtinë/Priština
Democratization Department
Public Participation Section

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) to participate in a capacity building training programme, with the aim (i) to increase knowledge and compliance with applicable legislative and administrative framework, (ii) to increase skills in drafting key quality internal documents, (iii) to enhance financial management and reporting skills, (iv) to strengthen advocacy skills and cross-sectorial partnerships, and (v) to enhance communication with media.

Background and Rationale of the Training Programme:

Based on the success stories and lessons learned from the training implemented in 2022, the OSCE Mission in Kosovo continues enhancing capacities of small and mid-size locally based CSOs in Kosovo. Upon completion of the training, participating CSOs will have strengthened their internal capacities in the following areas:

- Project management cycle tailored to assist small and medium-size CSOs to define missions, develop strategic plans and measure their achievements;
- Development of internal SOP's that would aim to achieve efficiency and would result in an improved performance and better internal and external communication;
- Enhancing financial management skills with the aim of increasing the financial sustainability of an organization;
- Enhancing CSOs compliance with the 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;
- Enhancing advocacy skills with the aim to assist CSOs to build up cross-sectorial partnerships with other CSOs and relevant actors;
- Enhancing communication skills with the aim to increase cooperation with media.

Training Outline:

The training will consist the following four modules:

- I. Module One (Day 1) – **Drafting quality internal documents**
A half-day course with practical examples of internal documents, such as organization’s mandate and SOPs;
- II. Module Two (Day 1) – **Enhancing CSOs compliance with applicable legal framework**
A half-day course with practical exercises on the use of financial management and financial reporting;
- III. Module Three (Day 2) – **How to advocate successfully and build partnership with other CSOs and relevant actors**
A half-day course with practical exercises on the development of advocacy initiatives and partnership building;
- IV. Module Four (Day 2) – **Enhancing communication with Media**
A half-day course with practical exercises covering best practices in communication and coordination with media outlets.

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

Training Duration:

The training will last for two days. In order to reach all locally based CSOs, Kosovo-wide, three sessions of the same training will be implemented in line with following schedule:

05-06 June – for CSOs coming from Gjilan/Gnjilane and Prizren AoR

08-09 June – for CSOs coming from Pejë/Peć and Prishtinë/Priština AoR

13-14 June – for CSOs coming from Mitrovicë/Mitrovica North and South AoR

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.

Representatives of CSOs established in areas inhabited by non-majority communities, and working with young people, women and vulnerable groups are highly encouraged to apply.

Eligibility Criteria and Selection Process:

Applicants should represent and be nominated by civil society organizations (CSOs) that are legally registered in Kosovo, and active in their role.

The eligibility of applicants and criteria on which participants will be selected are as follow:

- **Geographical area** – Representatives of CSOs working in areas predominantly inhabited by non-majority communities will be prioritized;
- **Size of the CSO** – Only representatives of small and medium-size CSOs whose budget does not exceed EUR 50.000 will be considered as eligible.
- **Work experience** – The training is intended for CSOs' representatives who have no or little experience in: (i) complying and implementing applicable legislative and administrative framework, (ii) drafting key quality internal documents, (iii) financial management and reporting, (iv) advocacy and communication with media.
- **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 and (iv) women empowerment.

Application Requirements:

If this opportunity interests you, and you meet the above requirements, please submit following:

1. A CV and a motivational letter explaining how your organization would benefit from this training programme.
2. A 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.

3. A registration certificate showing that your organisation is legally registered in Kosovo, and still operational.

The selection process will be done in two steps:

- **Step 1** – Based on the review of CVs, motivational letters, descriptions of the organizations, and provided legislative documents a short list of suitable applicants will be defined;
- **Step 2** – Shortlisted applicants will be invited for an interview as the final step of the selection process.

In total **51 successful applicants** (17 per one training session) will be selected for the training programme.

Selected applicants will be required to attend all four training modules. As significant attention in the programme will be dedicated to building partnerships and joint advocacy efforts, applicants will be required to engage in discussions and sharing of opinions with each other.

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*.

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

Please send your application by midnight CET, 07 May 2023.

The OSCE is committed to achieving diversity, so applicants belonging to all communities, of different gender, age, as well as persons with disabilities 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 xx May 2023 (tbc).

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 (OSCE) 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 OSCE'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.