



This project is implemented by
CARE International



Better social protection through
building capacities of CSOs in BiH



This project is funded by
Czech Development Agency

TERMS OF REFERENCE FOR THE CONSULTANCY: DESIGN/UPDATE OF COMMUNICATION AND ADVOCACY STRATEGY OF THE TARGET CSOs

**For the project:
Better social protection through building capacity of CSOs in Bosnia
and Herzegovina**

Deadline for application: Monday 15th, February 2019, 15h

About CARE and the project

CARE International is a federation of international non-government organizations implementing its programs for fighting poverty and social injustice in more than 90 countries throughout the world. CARE's aim in the Balkans is to ensure recognition and fulfilment of social, economic and political rights of the vulnerable and marginalized groups, thus contributing to sustainable peace in the region.

The proposed project "Enhancing social protection by empowering CSOs in Bosnia and Herzegovina" is being implemented in Bosnia and Herzegovina (BiH), contributing to strengthening the weak social welfare and social protection, as well as access to rights and social inclusion for the marginalized and most vulnerable. Poor economic performance and high unemployment cause shocks in the country's social welfare system which largely effects the socio-economic position of citizens, especially most vulnerable and marginalized. The state and non-state service providers are under-capacitated and underfunded.

The project is implemented by CARE International, which has a vast experience in developing capacity of CSOs and advocating in cooperation with CSOs for various causes in BiH.

The project seeks to protect the most vulnerable population groups, but also to provide benefits for all BiH citizens. Hence the goal of the project is to professionalize and enhance mandate and role of civil society actors (CSOs) in Bosnia and Herzegovina by building their capacity to provide services for marginalized and vulnerable population and by enabling them to actively participate in design and implementation of relevant policies. By implementing the proposed activities, it is expected that capacity and better organisational management of 7 targeted CSOs in BiH will be strengthened (Expected Result 1); their capacity to provide relevant services for their target groups (TGs) and at national level will be improved (Expected Result 2) and they will have stronger advocacy position and improved policies in specific areas of their mandate (Expected Result 3).

Purpose of the consultancy

CARE International is looking for a Consultant(s)/ organization/ company to undertake the following activities:

- Together with CSOs staff, review the existing communication and advocacy (CA) documents and propose concrete improvements for CA engagement,
- In cooperation with CARE, organize a two days CA workshop with representative staff from all partner CSOs,

Project partners:





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- In communication with the partners, design/update of comprehensive individual CA strategies for each of the 7 partner CSOs, to be approved by CSOs responsible bodies within the consultation period,
- Provision of the Consultancy Report to CARE

CARE's Outputs

- Provide necessary information and documentation on the project to the Consultant and agree on the work plan with the Consultant;
- Coordinate with partner organisations and the Consultant during the entire preparation and realisation of the task,
- Provide logistical support to the Consultant necessary for the realisation of the task, other than travel logistics (travel and accommodation costs for the fieldwork envisaged should be included in the Consultants' bid).

Schedule

The Consultant will be engaged for 90 full consultancy days in, over the period 18th February to 20th June 2019, according to the following timetable:

| Action | Responsible | Date |
|--------------------------------------|------------------|---------------------------------|
| Submission of bid (electronically) | Consultant | 15 Feb, 19 |
| Contract signing, initial agreements | CARE, Consultant | 18 Feb, 19 |
| Deadline for realisation of the task | Consultant | until 15 th June, 19 |
| Submission of the Consultancy report | Consultant | 20 June, 19 |

Payment schedule

| | |
|---|--|
| I Instalment (25% of contracted amount), not later than 20 th of April | Upon the report approval by CARE for reviewing existing communication and advocacy (CA) documents and proposed improvements, |
| Final payment (75% of contracted amount), not later than 25 th of June | Upon the approval of the Consultancy report by CARE |

The detailed payment schedule will be outlined in the Consultancy Contract and will be made upon the work completion and the approval of the final consultancy report by CARE. The Payment will be carried out in line with all necessary documentation as per CARE's administrative procedures (time sheets, consultancy report, etc).

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Required qualification of the Consultant:

CARE invites individual experts, teams of experts, NGOs and agencies, familiar with the type of work required in the context of a CSOs development project, to submit their bids and present in details their expertise, experience, division of work and responsibility levels/responsible persons (in case of teams or agencies). The general requirements are:

- Excellent knowledge and vast experience in CSOs communication and advocacy strategy design.
- Excellent knowledge of CSO scene in Bosnia and Herzegovina.
- Excellent workshop and coaching techniques, incorporating participatory approach.
- Clear demonstration that the consultancy team is able to meet the needs of 7 CSOs in limited timeframe of the consultancy task.
- Excellent command over local and English language, oral and written. Excellent writing skills.

The Consultant's bid/application should consist of the following:

1. Consultant's CV (preferably in EU Format) or portfolio, with detailed information relevant to the required qualifications.
2. Draft consultancy plan –implementation plan (schedule) for the consultancy.
3. Bid – financial offer: The Consultant shall suggest a daily fee/rate in BAM per consultancy day. (Transportation, food and accommodation costs should be included). There is no standard format for the bid.

THE APPLICATION- BID SHOULD BE IN ENGLISH!

Interested candidates are invited to apply to the address:

CARE International, Balkans, Hasana Kaimije 11, 71000 Sarajevo,
or to the e-mail: shalkic@care.ba

Closing date for applications is February 15th, 2019, 15h

We thank to all applicants for their interest. Only selected applicants will be contacted. For any additional information concerning the application, please contact:

Branislav Tanasijevic, Project Manager

Phone: +387 65 467 187

E-mail: btanasijevic@care.ba

Sarajevo, 31th January 2019

Project partners:

