

**Terms of Reference for CSOs  
to become engaged in monitoring and oversight of local institutions**  
(Project 2100971, Activity 1.2: Facilitating the training of additional CSOs by certified  
trainers)

**Background:**

Under its Project “Support to participatory mechanisms for monitoring and influencing decision making processes”, the Public Participation Section (PPS) of Democratization Department of the OSCE Mission in Kosovo seeks to increase participation and advocacy efforts of civil society organizations (CSOs), women caucuses and youth in working with municipal and central institutions.

Specifically, the project aims to increase the capacities, provide tools and foster ownership for CSOs to participate in decision making and provide oversight over the work of the relevant local institutions. In the framework of this project, PPS will support up to eight (8) **CSOs from municipalities of Kaçanik/Kaçanik, Kamenicë/Kamenica, Hani i Elezit/Elez Han, Štrpce/Shtërpçë, Podujevë/Podujevo, Glogoc/Glogovac, Zubin Potok/Zubin Potok, and Gračanica/Gračanicë to benefit from training and engage in monitoring and oversight of municipal institutions.**

**Objective:**

The objective of the engaging CSOs in this project is to increase their capacities in monitoring and oversight of local institutions.

**Tasks:**

Under the mentorship of PPS, the selected civil society organizations will:

1. Prepare all logistics and organize the trainings (5+2 days, potentially additional workshops)
2. Assign four (50% women) relevant staff members to attend a five one-day general and two one-day advanced training and make efforts to produce quality reports for monitoring and oversight of local institutions;
3. Complete six monitoring exercises and report on the same based on the training methodology on a specific municipality. The exercise will be performed in three municipal assembly sessions and three municipal assembly committee meetings. The exercise should cover gender-related requirements.
4. Conduct at least two other independent monitoring and oversight activities in the local institution;
5. Co-operate with municipal structures and existing mechanisms of public participation at the local level; interlocutors within relevant municipal structures; relevant community interlocutors, etc.

In fulfilling the tasks, the selected CSOs are encouraged to engage with community-based and locally active CSOs on various issues at municipal level, as well as promoting equal participation of men and women throughout the activities.

### **Deliverables:**

Within the scope of this project, and as part of the cooperation with the OSCE, the selected CSOs will deliver the following, under the overall supervision of the project manager:

- 1) Within *two (2) weeks* of being selected, each CSO will have confirmed a final list of professionally relevant committed participants for selection and interest for the training.
- 2) Within *two (2) months*, prepared all logistical and organizational issues in cooperation with the OMiK Project Manager
- 3) Within *five (3) month* have completed the trainings (and potentially workshops).
- 4) Within *three (4) months*, a report on the monitoring of the municipalities is to be submitted;
- 5) In *November 2016*, CSOs will have presented their findings at the final event of the project.

### **Duration:**

The duration is from 01 August until 01 November 2016

### **Performance Indicators:**

Based on the tasks undertaken by each CSO, the foreseen deliverables and the envisaged timeframes, the following performance indicators should be achieved:

- Each CSO engages relevant stakeholders and conducts gender and age sensitive monitoring;
- All necessary materials are timely developed and agreed with OMiK;
- Meetings are regularly scheduled and updates are regularly provided (as stipulated in the activity plan) to relevant stakeholders (including the mentoring field focal points);
- Findings and recommendations for further action are presented at the final event of the project.

### **Location:**

The proposed project will focus on the following municipalities: Kačanik/Kaçanik, Kamenicë/Kamenica, Hani i Elezit/Elez Han, Štrpce/Shtërpçë, Podujevë/Podujevo, Glogoc/Glogovac, Zubin Potok/Zubin Potok, and Gračanica/Graçanicë

### **Eligibility**

- Only officially registered CSOs are eligible to apply for the small scale projects scheme.
  - The project must be linked to the theme identified in this Terms of Reference, and should not attempt to cover multiple topics at once;
  - The project must adequately mainstream gender issues under the targeted theme;
  - The project should not duplicate other ongoing efforts. In particular, the same project cannot be supported by several organisations;
  - The project and all accompanying documents must be submitted in English language;
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- Compatibility of organizational mission statement with the mandate of the OSCE Mission in Kosovo.

**Financial allocation:**

Projects budget should be between 500 – 1,000 Euros. The project budget should only include the costs pertaining to goods and services (**no staff costs**) which will be directly managed and financially procured by OMiK.

**How to apply:**

- Project proposal (max. 5 pages), including a) objectives and results to be achieved, b) approach and methodology to be used, c) activity schedule, and d) evaluation/reporting tools
  - Detailed Project budget
  - CV's of proposed project team members
  - Implemented projects history (max. 1 page)
  - Copy of registration certificate
- Approval/Agreement from the Municipality

For further information please contact Mr. Fitim Xharra, Democratization Department, OSCE Mission in Kosovo, at [fitim.xharra@osce.org](mailto:fitim.xharra@osce.org) or 038/240100, ext. 1154.

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