



## CALL FOR PROPOSALS

**Title:** Call for Applications for Drafting a Coalition Building Manual/Toolkit

**Period of assignment:** October – mid-December 2017

### **Background Information**

The OSCE's 2014 Basel Ministerial Council Declaration No. 8 on Enhancing Efforts to Combat Anti-Semitism calls upon ODIHR to promote dialogue and strengthen the capacity of civil society to foster mutual respect and understanding. Furthermore, the Ministerial Council in Maastricht 2003 emphasized "the importance of a continued and strengthened interfaith and intercultural dialogue to promote greater tolerance, respect and mutual understanding". ODIHR is currently implementing a German-funded, multi-year project on "Turning words into action to address anti-Semitism," which, among other things, seeks to support coalition building processes that aim at promoting tolerance and understanding between different religious and cultural communities.

Within the framework of this project ODIHR plans to develop a practical coalition building manual with accompanying tools, which is to provide civil society organizations and community activists a basis for building successful coalitions around the topics of tolerance and non-discrimination following a human rights approach. The manual is also expected to include examples of successful coalitions already built and to be applicable across the OSCE region. The design of this publication will be informed by previous ODIHR civil society coalition building events on tolerance and non-discrimination (in particular in Brussels, Warsaw, and Vienna).

In addition, ODIHR established a group of practitioners and experts in the field of coalition-building. This group has supported the development of the draft publication and provided practical examples of both good coalition building practices and challenges that existing coalitions have successfully overcome.

At the meetings in Warsaw and Vienna, the group concluded that the publication should:

- provide both a conceptual framework and, no less important, provide practical tools for coalition-building;
- adopt a practical approach that is user-friendly for those who participate in, and especially those who facilitate, coalition building processes;



- Combine the content of coalition building with examples focused on promotion of tolerance, respect and mutual understanding between all communities.

The group also agreed that the following principles should guide the development and the content of the coalition building manual:

- Engage a broad spectrum of the community groups, especially those most affected by incidents of hate crime, intolerance and discrimination;
- Encourage true collaboration as a form of exchange;
- Practice democracy where each member of the coalition has a say;
- Employ a holistic approach that emphasizes the individual in his/her setting. Thus looking at the wider contextual issues that lead to intolerance;
- Ensure that the manual is gender mainstreamed.

With the support of an external consultant, ODIHR developed a draft text with practical tools that would become the basis of a final product. ODIHR is now seeking the services of an experienced coalition-building organization to work on the existing draft of the coalition building manual. The selected organization should take into account the inputs from the consultation process (i.e. Brussels, Warsaw, Vienna events) as well as the revised draft document.

### **Objective**

To produce a coalition building manual and practical tools for use by ODIHR and civil society organizations, that could serve as a starting point for the creation of long-term, successful coalitions seeking to end anti-Semitism, intolerance and discrimination.

### **Expected project outputs**

- A final draft of the coalition building manual based on the existing draft, with a clear structure of each chapter and references to the practical tools;
- A final draft of the coalition building tools, examples of their implementation, well-structured and easy to understand;
- Concept of how the coalition building manual and tools could be easily accessed online.

### **Qualifications**

- At least 5 years' practical experience of coalition building;

- Knowledge of different approaches towards coalition building in different areas of the OSCE region; Familiarity with initiatives that address intolerance through coalition building;
- Demonstrated understanding of the needs and views of Jewish (and/or other) communities in relation to coalition building;
- Demonstrated gender awareness and sensitivity and an ability to integrate a gender perspective into the drafting tasks;
- Thematic expertise in the field of tolerance and non-discrimination desirable;
- Proven track record of relevant publications, including training manuals;
- Fluency in English, proven experience in drafting reports and other documents in English;
- Strong drafting and editing skills and ability to meet deadlines.

### Tasks

- Desk-review of the existing draft, as well as project documents, reports of relevant events and consultations, and other research studies that are relevant to building coalitions for tolerance and non-discrimination;
- In-person meeting at ODIHR to discuss concept and output with ODIHR staff.
- Turn the existing draft of the manual and tools into a well-structured 40-50 page long document making sure that the finalized coalition building manual appropriately reflects and acknowledges:
  - ODIHR's mandate and relevant OSCE commitments in the field of anti-Semitism, tolerance and non-discrimination;
  - OSCE style guide, as well as ODIHR's road-map on gender-mainstreaming;
  - The international human-rights framework;
- Review and analyse previous coalition-building approaches adopted by OSCE/ODIHR;
- Carry out individual consultations with representatives of at least 5 NGOs identified by ODIHR, especially NGO stakeholders in the field of tolerance and non-discrimination;
- Identify, in co-operation with the civil society experts and ODIHR, at least 5 national or regional level case studies of successful coalitions which have contributed to effectively tackling intolerance and discrimination within the OSCE region;
- Identify, in co-operation with the expert group and ODIHR, at least 5 key challenges to building successful coalitions for tackling intolerance and discrimination; each of the good practices and challenges should illustrate a particular chapter of the manual.

- The manual should include a coalition building workshop model for those interested in facilitated coalition building processes;
- Based on the final draft, facilitate an in-person consultative meeting with relevant ODIHR civil society partners in Paris.
- Based on feedback of the stakeholders and ODIHR, submit a proofread, final manual.

### **Application procedure**

The deadline for submitting proposals for the assignment outlined above is **12 October 2017**.

The proposal itself should be between two and four pages and contain the:

- Conceptual approach to coalition-building and tolerance;
- Proposed structure of the manual and its chapters;
- Best manner to integrate the accompanying practical tools into the manual;
- How materials could be best utilized as online tools;
- Time schedule and budget for producing the various outputs, considering the final product should be ready by the end of December 2017;
- Budget breakdown for the project (note that cost of travel and meetings will be covered by ODIHR).

If the applicant is an organization, the proposal should include an organizational profile documenting relevant past experience.

All proposals should be sent in English by the deadline above, with the subject line “Coalition Building Manual for Tolerance”, to the following e-mail address: [wordsintoaction@odihr.pl](mailto:wordsintoaction@odihr.pl)

### **Selection process**

Successful applicant will be selected through a competitive review process by mid-October. Project documentation must be complete and present a convincing case that the project can be managed within the time frame and budget proposed. ODIHR reserves the right to amend project proposals in agreement with the applicant before making a commitment to fund it. Final funding modalities will be decided by ODIHR after consideration of the project and budget which have been submitted, and discussion with successful applicants. ODIHR may use implementing partner agreements, consultancy contracts, direct payments by ODIHR to a service provider, etc.