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## CALL FOR EXPRESSION OF INTEREST

**128/SiV/2021 - Seeking a company/organization for holding a series of workshops and trainings for 300 participants** for the “Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo” – Project funded by European Union funds and implemented by Syri i Vizionit (SiV) in partnership with The Balkan Forum and Municipality of Istog.

Terms of Reference  
June 2021

### About Syri i Vizionit

Syri i Vizionit (SiV) was officially registered as a local NGO in September 2001, but it started operating in the municipality of Pejë since 1999 as a Community Based Organization (CBO). Since the very beginning, organization’s motto was “Think globally, act locally,” to which it stood loyal. Organization’s mission is “developing community of people, non-formal groups, organizations, networks, institutions and donors through advocacy, information exchange and awareness raising” and SiV through its action proves that it is an organization that accomplishes local actions based on best practices.

### General information

Syri i Vizionit in partnership with The Balkan Forum and the Municipality of Istog are implementing the project “Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo”, which is supported by European Union funds.

The project aims to provide additional active labour market measures, such as providing support for specific training, on-the-job training, providing internships and self-employment of vulnerable groups in Kosovo. Furthermore, it will support development of new enterprises to develop opportunities for creating employment perspectives for particularly vulnerable groups in the labour market.

Target groups include communities with the lowest average participation in the economy: youth, working-age women, people with disabilities and ethnic minorities including Bosniak, Serb, Roma, Egyptian and Ashkali individuals in five municipalities in Kosovo: Istog, Pejë, Klinë, Deçan and Junik.

Implemented by:



## **Objective**

Syri i Vizionit, The Balkan Forum and the Municipality of Istog invite professional training companies/organizations in the field of training with (at least 5 years) experience in capacity building for young people, working-age women, persons with disabilities and ethnic minorities - Bosniaks, Serbs, Roma, Egyptians and Ashkali, to be better prepared to access the labour market and apply for employment or self-employment.

Beneficiaries of the workshops/trainings will be a total of 300 people from the above groups in a total of 13 areas:

1. Development of employment skills; communication, management, critical thinking, job search/professional image/CV writing
2. Writing projects
3. Business registration/Development of business plans
4. Creating an audience through online forms
5. Entrepreneurship
6. Hospitality/tourism/hosting
7. Production and assembling
8. Knowledge about the cultivation of agricultural crops
9. Communication skills
10. Management and teamwork
11. Use of technology at work
12. Business management, finance, and
13. Digital marketing.

## **Necessary qualification:**

- Adequate qualification in providing workshops/trainings as a company/organization
- Proposed trainers to have experience and qualification in one of the following areas - Human resources, communication skills, business management, hospitality and tourism, agribusiness, and media (Master qualification and vocational/non-formal education in training areas is an advantage)
- Work experience of at least five (5) years in providing workshops/trainings and their implementation in those areas related to target groups
- Knowledge of minimum standards for working with people with disabilities and other marginalized groups.

**Duties and responsibilities:**

The engaged company/organization is expected to:

- Develop the module of workshops/trainings for the set areas in consultation with the responsible staff of SiV, for review and prior approval
- Prepare additional necessary workshop/training materials including the Power Point presentation for each workshop/training module, training agenda, and questionnaires before and after the training, in consultation with responsible SiV staff for review and prior approval
- Conduct the workshop/training with professionalism, clarify and elaborate the relevant topics and terms in a language comprehensible to the participants
- Prepare a narrative report no later than five (5) working days after completing the training and the entire engagement.

**Engagement of the company/organization:**

The company/organization will be engaged through a service contract with the Syri i Vizionit - under the coordination of the Finance and Administration Manager. This contract will specifically set out the points which are not included in this document.

<b>Duties</b>	<b>Timeline</b>
Preparation of work methodology for workshops/ trainings (Module/methodology, agenda, questionnaires before and after the training and other necessary materials)	13 days
Holding of the workshop/training for young people, women, people with disabilities and non-majority communities from five municipalities (Pejë, Klinë, Istog, Deçan and Junik)	13 days
Preparation and submission of the narrative report for the workshop/training	13 days
<b>Total:</b>	<b>39 days</b>

**Payment terms:**

Payment of the trainer will be made according to the relevant invoice for the performance of services, which will be issued by the company/organization for the workshops/trainings held. Payment will be made through a bank transaction in euro. The payment will be made upon successful completion of the workshop/training module and submission of the narrative report approved by SiV.

The costs of holding the trainings (materials, drinks, and food) will be covered by the organizer.

**Documents and the application procedure:**

- Copy of the University Diploma of the staff engaged in holding the trainings (any licensing certificate from the responsible institution is considered an advantage)
- Registration certificate that proves how the company/organization is registered
- Certificate or any other document proving that the company/organization is credible and licensed to provide training
- Work methodology, including planning the process of developing materials for workshops /training and holding workshops/trainings
- A motivation letter including work experience and expertise of the company/organization in the field of similar training
- A tentative work plan
- Curriculum Vitae (CV) for proposed trainers
- Financial proposal \*
  - *\* The financial offer should be detailed for each work to be performed, this should include the development of the module and training materials, the holding of trainings, the writing of the report and*

Applications must be submitted electronically to the e-mail address: [info@syriivizionit.org](mailto:info@syriivizionit.org) or [office@syriivizionit.org](mailto:office@syriivizionit.org) with the subject: Public call for companies/professional organizations in the field of training, or also by regular mail to the address of NGO: "Syri i Vizionit", Rr. Isa Demaj, no. 14, 30,000 Pejë, Kosovë. Deadline for submitting the application is **18 June, 2021** (Friday), **16:00hrs**.

***Only successful candidates will be contacted!***