

TERMS OF REFERENCE

Call for Applications for a National Expert to provide training to municipal councillors on designing project proposals and identifying funding sources

INTRODUCTION AND PURPOSE

In the framework of the project “Decentralisation from the Child Rights Perspective”, which is based on the global concept of “Child-Friendly Municipalities”, UNICEF-Skopje is seeking a qualified individual to deliver **three two-hours long training sessions** to municipal council members from 11 participating municipalities. The training will focus on the following aspects:

- Preparing project proposals (defining priorities, goals, objectives, activities, tools, methodology and budget) that will serve as applications for various donor funds to support the implementation of activities related to child-wellbeing at the municipal level (45min)
- Partnering for successful project-proposals and implementation (role of the NGO sector, academia, independent experts, international organisations) (15 min)
- An overview of donors active in the country, identifying their preferences and funding priorities (special attention should be paid to EU funds and how to seek EU funding) (45min)
- Q&A session (15 min)

BACKGROUND

A Child-Friendly Municipality (CFM) entails good governance by placing the child in the municipality development agenda and giving children an opportunity to participate in the decision-making process. A child-friendly municipality requires certain legal, institutional and budgetary frameworks as well as a strategy to ensure child rights implementation. The main components of these frameworks are:

- Child-friendly laws
- Action plans for children
- Child Friendly Institutional Framework
- Child impact assessment and evaluation
- Child budgets
- Situational analysis of children in the municipality
- Making children’s rights known
- Independent advocacy for children
- Capacities to plan and make important decisions regarding child wellbeing
- Involving children in the decision-making process

In their effort to promote the CFM concept in the country, UNICEF, together with its implementing partner the Centre for Human Rights and Conflict Resolution (CHRRCR), works closely with eleven municipalities to ensure that the CFM concept is fully implemented and functioning in a sustainable manner. In all of the participating municipalities there are Child Rights Commissions within the municipal councils, many have action plans for children, and most have delivered visible positive results for children at the local level.

WORK DYNAMICS

In cooperation with its implementing partner The Centre for Human Rights and Conflict Resolution (CHRCR), UNICEF is organizing three regional one-day conferences for three clusters of municipalities. The conferences will take place in **Skopje** (for the municipalities of Saraj, Cair, Tetovo and Gostivar), **Veles** (for the municipalities of Bitola, Prilep and Veles), and in **Kocani** (for the municipalities of Kocani, Stip, Strumica and Radovis). The training sessions will take part on three different days, **21, 22 and 29 November 2009** respectively.

The participants are municipal councillors and administrators (municipal civil servants) who are members of the Municipal Child-Rights Commissions. It is expected that each conference will be attended by approximately 15-20 participants. The training session on writing project proposals and donor identification is foreseen as the last, closing session of each day of the conference (late afternoon). A detailed agenda will be provided upon availability.

REQUIRED SKILLS AND EXPERIENCE

- Advanced (at least Master's level) university degree in social sciences or a related field
- At least five years of relevant work experience in the field of development and/or international assistance
- Solid work record on development and appraisal of project proposals.
- Demonstrated experience in delivering trainings on project cycle management and related areas.
- Experience with training of civil servants will be considered a strong asset
- Strong interpersonal and communication skills

DURATION OF ASSIGNMENT AND REMUNERATION

The total number of working days required for the completion of the assignment is **3 ½ days** (1 day training in Kocani, ½ day in Veles, ½ day in Skopje and 1 ½ days of preparation = 3 ½ days). The estimated total amount for the consultant is **\$420 US**, based on UNICEF National Consultants and Individual Contractor Fee Chart for at a "Junior Professional" level, and it includes the travel costs to and from the training destination.

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