

Capacity building of the Balkan Network for Local Democracy

Terms of Reference for Experts

The [Balkan Network for Local Democracy](#) in the framework of the project [Regional Youth Compact for Europe](#) is looking for consultant or team of consultants to support the Network in **Organizational development and strategic planning**

1. Background

Information about Balkan Network for Local Democracy

Balkan Network for Local Democracy (BNLD) is a regional network promoting active citizen participation, democratic governance principles, local development and co-operation between civil society organisations and local public authorities in the Western Balkan Region. BNLD is founded by the [European Association for local democracy](#) (ALDA) and the 7 [Local Democracy Agencies](#) (LDA) from Western Balkans aiming to support regional cooperation. BNLD action is based on the principle of partnership and multilateral decentralized cooperation.

The vision of BNLD is to contribute to good neighborhood relations, regional stability and prosperity based on good local governance while supporting culture of dialogue and respect of diversity in Western Balkans.

The mission of BNLD is to empower civil society and local authorities to jointly engage in democratic reform process and local democracy principles and to support regional cooperation and policy dialogue towards EU integration of the Western Balkans region.

Information about the project

The project "Regional Youth Compact for Europe" aims to help enhance CSOs participation in policy design and in monitoring the process of EU integration in the Western Balkans and to engage youth to participate more actively in the process. The project aims to bring a significant change in capacity of CSOs, particularly the youth organizations, to participate and contribute more effectively to reforms relative for the EU integration of the Western Balkans, to open and foster dialogue with governments, influence policies, consolidate regional exchange platforms and foster participatory culture. The project is financially supported by the European Union.

2. Description of the engagement

BNLD is looking for a short term consultant/ or team of consultants to provide capacity building for the its members in forms of training, coaching and mentorship. The activity aims to assess the needs of the Network and to propose a development strategy. The participants are members of the BNLD working in the Western Balkans, they are around 20 participants with community development experience. The capacity building activity will be held online.

Objectives:

- Assess the needs of BNLD and its members
- Create a Strategic plan 2021-2023 for BNLD
- Create an Internal regulation for BNLD
- Reinforce the Internal functioning of BNLD

Activities:

- Needs assessment of the Network and its members
- Two-days workshop for strategic planning and organizational development (8 hours in total)
- Coaching to the BNLD President, Director and interested GB members (12 hours in total)
- Creation of Strategic document for BNLD 2021-2023
- Creation of Internal regulations for BNLD

Outputs:

- Needs assessment report
- Two-days' workshop realized (8 hours in total)
- Coaching meetings and consultations realized (12 hours in total)
- Strategic framework for BNLD 2021-2023
- Internal regulations for BNLD

Expected results:

- The needs of BNLD and its members assessed
- BNLD Strategic plan 2021-2023 created
- BNLD Internal regulations created
- BNLD management's capacities reinforced
- BNLD internal communication and cooperation improved
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Tasks	Number of estimated days
Desk research and consultation with project team	5 working days
Needs assessment (preparation, interviews, reporting)	5 working days
Workshop (preparation, delivery and reporting)	3 working days
Coaching sessions / Mentoring	4 working days
Creation of Strategic plan	5 working days
Creation of Internal regulation	2 working days
Reporting	1 working day
Total	25 working days

3. Implementation period

25 February to 19 April 2021

4. Qualifications

BNLD requires expert or team of experts with proven experience and capacity to provide the required activities and outputs as described above.

- Relevant experience in capacity building, strategic planning and organizational development of networks and civil society organisations on regional level in Western Balkans
- Good experience in needs assessment and conducting training and workshops
- Knowledge of the civil society sector in the Western Balkan Region
- Previous experience in coaching and mentoring of civil society organizations and networks
- Adequate academic background
- Fluent in English, knowledge of local languages is an asset
- Be available between 25 February to 19 April 2021

5. Submission of Application

- Personal CV indicating all past experience from similar activities and list of references of previous experiences with contact details
- Brief description of the methodology and elaborated proposal of the working plan.

6. Budget available

The available budget for the action is 3745 EUR. Candidates are expected to provide an offer for their service, inclusive of all the elements mentioned in the terms of reference. The selected applicant will be paid after completion of the expected tasks and delivering of all the expected outputs.

Submission of Application

The complete proposals should be sent to the Balkan Network for Local Democracy on bnld@aldaintranet.org by the 17th February 2021 at 23:59 CEST.