



TERMS OF REFERENCE – FACILITATOR FOR ACTIVITIES FOR DRAFTING THE GOVERNMENT STRATEGY FOR COOPERATION WITH CIVIL SOCIETY

Overall Objective

CiviKos, within the framework of the Citizen Engagement Activity, is looking for a **Facilitator for activities for drafting the Government Strategy for Cooperation with Civil Society.**

About CiviKos

CiviKos Platform is an initiative of civil society organizations in Kosovo established to create and promote an enabling environment for the cooperation of the formal civil society sector and state institutions of Kosovo. Continuously growing and currently with 305 member organizations of civil society, CiviKos Platform is committed to deepening the cooperation between member organizations, as well as public authorities and other relevant stakeholders in the development of civil society in Kosovo. With its mission to enable a civil society environment in Kosovo, CiviKos will utilize the expertise and the already solid formalized structure with public institutions to create a sustainable environment for CSOs.

About the Citizen Engagement Activity

The Citizen Engagement Activity is a 5-year commitment to foster a culture of activism that makes life in our neighborhoods and cities better, caring, and meaningful. This initiative imagines a future built upon a civil society that brings fundamental change within our communities through bold activism, bottom-up representation, wide-spread cooperation, professional action, structural transparency, a transformative mobilization of resources, and a reencountered sense of solidarity with one another.

***The Citizen Engagement Activity** in Kosovo is implemented by the Kosovar Civil Society Foundation in Kosovo (KCSF) in partnership with the United States Agency for International Development (USAID). CiviKos Platform is a partner of KCSF in implementing this activity.*

Background and Scope

CiviKos Platform facilitates the process of cooperation between civil society and the government and is co-chairing the Council for Cooperation between Civil Society and the Government. In April 2024, a decision by the Secretary General of the Prime Minister's Office led to the establishment of the working group tasked with drafting the Government Strategy for Cooperation with Civil Society. CiviKos Platform will support the Strategy development process, by organizing meetings/workshops and providing other necessary technical support for this process.



With the aim of providing this support, CiviKos Platform, within the Citizen Engagement Activity is looking for a *Facilitator for activities for drafting the Government Strategy for Cooperation with Civil Society*.

Aim and Objectives

The aim of this engagement is to provide technical support for the drafting process of the Strategy, based on the work plan.

Specific objectives:

- Participating in meetings for drafting the Strategy.
- Taking meeting notes.
- Compiling summaries of meeting discussions, with special emphasis on the specific recommendations emerging from meetings.

The facilitator will be engaged for a total of 12 days during the period from June to November 2024.

Deliverables

Facilitator will participate in the meetings organized for drafting the Government Strategy for Cooperation with Civil Society. After the meetings, facilitator will compile summaries of the meetings discussions. These summaries should be presented in reports formats, which should be written in English and fully reflect the discussions developed during the meetings.

Expected outputs/deliverables will include the following:

- Taking notes during the meetings.
- Compiling meetings summaries.
- Listing recommendations that arising from meetings.

Criteria

The facilitator/company shall have:

- Extensive experience in completing similar assignments.
- Demonstrated knowledge and experience working with the civil society sector.
- Experience working with the Council for Cooperation between Civil Society and Government is considered an advantage.
- Demonstrated high level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
- Excellent report writing skills.
- Communication and cooperation skills.
- Full working knowledge of English. Serbian language is an advantage.



Proposal and budget

The interested parties can express their interest in the engagement by sending their CV and a short description of the facilitator/company, including an outline of their recent experience on similar undertakings. The budget proposal should be in euros. The required documents should be delivered to info@civikos.net no later than 7 June 2024.

Note: Members of the Council for Cooperation between Civil Society and Government are not eligible to apply for this call.