



Date: 28.10.2023

CRM Contract Reference No.: **CRM-0102**

Name of the action: STRENGTHENED WOMEN - RESILIENT SOCIETY (SWRS)

Name of CRM beneficiary: Association for the advancement, support and sustainable development of women APPLE TREE

**Terms of Reference for thematic expert for developing Educational program for Conflict management, Communication skills and Career strengthening**

Project Action Description	
General information for action	The action will strengthen women, by supporting them towards positive social challenges, for their better promotion, personal and professional development, to encourage them to take steps and risks to seek for better life and opportunities. Designed workshops and sessions with experts will provide conditions for improved attitude and mental set among the women involved, and the action will result with more aware public and connection with professionals, experts and representatives from institutions as support in the process.
Scope of the work	
General description of the assignments	Create an educational program for one, two or all three of the following workshops: 1. Conflict management; 2. Communication skills; 3. Career strengthening.  Each training needs to be realized in 1 day time.
Tasks:	<ul style="list-style-type: none"> <li>• Lead and coordinate curriculum development efforts;</li> <li>• Research and map best practices for each of the topics in Europe;</li> <li>• Ensure regular coordination and updates to the project coordinator;</li> <li>• Produce <b>1-page survey</b> for the workshop topic(s), for the real needs on field for the group of women to be involved;</li> <li>• Develop a <b>1-page methodology</b> for implementation of the workshop(s), which includes the realization of the workshop (agenda);</li> <li>• Develop the <b>25-pages training program syllabus</b> per workshop that should include: topics, objectives, case studies, exercises and expected outcomes;</li> <li>• Outline key areas to be covered, include practical sessions and group work (at least one per training).</li> </ul>
Outputs/deliverables	<ul style="list-style-type: none"> <li>• Develop a comprehensive learning program for each topic that includes:               <ul style="list-style-type: none"> <li>- Methodology and approach;</li> <li>- Tentative agenda for running training program and presentation</li> <li>- An instructor guide for running of the program;</li> <li>- Annexes for issuing call for participants (call, survey form, brief application form for each group of trainees for the three topics);</li> <li>- Develop assessment techniques and evaluation guidelines;</li> <li>- Final report of the workshops.</li> </ul> </li> </ul>



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Logistics and timing	
Location	Skopje
Start date	The expert will commence only after the approval of TA CRM team signing of the contract.
Implementation period	<b>The expert must be independent and free from any conflict of interest.</b> The assignment is to be (initially) implemented during <b>November- December 2023</b>
Working days	<b>Up to 3 Working Days (WD)</b> – 1 WD / 8h per one workshop, according to the Budget of Action 1. Human Resources - 1.2 Fee for Thematic Expert
Expert profile and selection criteria	
<b>Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>• University degree in law, public administration, political sciences, social science, economics or i.e. 8 years of professional experience after secondary education;</li> <li>• Good knowledge of computer applications especially MS Office package;</li> <li>• Fluency in English;</li> <li>• Ability to go beyond established procedures and models and propose new approaches.</li> </ul>
<b>General professional experience:</b>	<ul style="list-style-type: none"> <li>• <b>At least three years</b> of experience of training and/or project work with women and women's development.</li> </ul>
<b>Specific professional experience:</b>	<ul style="list-style-type: none"> <li>• <b>At least five years</b> of experience in the area of educational development for women, with focus on program and training design and implementation;</li> <li>• Demonstrated skills of preparing quality reports and other knowledge products;</li> <li>• Experience of working in national non-governmental organization, EU, UN and/or international agencies will be preferable.</li> </ul>

Expert profile and selection criteria											
<b>Evaluation criteria</b>	<p>The following grid will be conducted during the evaluation process:</p> <table border="1"> <thead> <tr> <th>Requirements</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Qualification and Skills</td> <td>20</td> </tr> <tr> <td>General professional experience</td> <td>30</td> </tr> <tr> <td>Specific professional experience</td> <td>50</td> </tr> <tr> <td><b>Total</b></td> <td><b>100</b></td> </tr> </tbody> </table>	Requirements	Score	Qualification and Skills	20	General professional experience	30	Specific professional experience	50	<b>Total</b>	<b>100</b>
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General professional experience	30										
Specific professional experience	50										
<b>Total</b>	<b>100</b>										
Reporting											
<b>Language</b>	All reports and outputs must be delivered in <b>English</b> . The appropriate translation (of the training material and/or simultaneously during the training) will be additionally provided by the project team.										

This activity is part of the project "STRENGTHENED WOMEN - RESILIENT SOCIETY" supported by the EU Civil Resilience Mechanism (CRM) within the framework of the EU funded project "Technical Assistance for improving the enabling environment for Civil Society Organisations in the Republic of North Macedonia".



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