**TERMS OF REFERENCE**

**BACKGROUND INFORMATION**

**Contracting Authority**

Association of Roma of the Branicevo district

**Project**

Improving employability of Roma in the region of Branicevo

**Background**

Roma community is the one the largest ethnic minority in the Republic of Serbia according to the official Census figures from 2011, but the largest ethnic minority in Europe, facing social exclusion, discrimination and unequal access to employment. Most of the declared 147,604 Roma people living in Serbia today still face intolerance, discrimination and exclusion. Despite all efforts so far, policy makers and public entities are still lacking in-depth knowledge of the target group, proper institutional capacities and tools for integrating fragmented and inefficient services, an efficient institutional framework to interweave interventions and cooperate with key stakeholders, especially civil society.

In the municipality Pozarevac the official number of Roma is 3.848, out of which 1.905 male and 1.943 female. According to the assessment of the applicant, the number is ca. 14.000. There are 10 informal settlements inhabited by 200 families with app. 1.000 persons. 21 Roma IDP families are beneficiaries of social housing. 300 families have employed members in the police, public utility company, health and other public institutions, production businesses, small businesses, in education. 1.070 are engaged in the informal economy in trade, recycling, daily labor in agriculture and construction, musicians and painters, food preparation and catering. The employed women in both sectors (formal and informal) are slightly under-represented, but not completely excluded. There is one Roma NGO active with Roma and women engaged, one pedagogical assistant and one female health mediator and the municipal coordinator is newly appointed.

The problems at the local level are identified as following: complete exclusion of Roma children from the pre-school education and no capacities of the educational system to overcome the issue. The action is addressing the problem in establishing social and educational inclusion activities in their own premises. Vocational and high scholars attend 350 Roma scholars during the actual school year. They drop out most during the first grade and 25% until the end. Low achievements of the vocational and high scholars will be supported through text books and non-formal training in business related skills. Low capacities for formal and self-employment will be addressed through introducing opportunities of business incubator services, consultancy support during the initial period and micro granting to eligible small businesses. Limited capacities of the LSG to provide elaborated strategic planning for the following period will be overcome in supporting the team and supporting of elaborating the Roma inclusion policies with results from the field. Inter-sector cooperation will be stimulated through the involvement of all relevant institutions and organizations in employment area, the vocational training institutions in capacity building, the companies that will be included in internship process and relevant institutions and media in exchanges of good practice. Low visibility of Roma needs, and potentials will be addresses through media and practical public and joint actions for social inclusion.

**Current situation**

The project is related to improving the position of Roma in Branicevo region. The overall objective of this specific task is to deliver **Strategic training for Roma organizations according to the Project and CSOs needs.** Strategic training for Roma CSOs is considered as highly important due to lack of knowledge in this area at local and regional level.

**OBJECTIVE, PURPOSE & EXPECTED RESULTS**

**Overall objective of the Project:**

The overall objective of the project is achieving an improved employability of Roma in the region of Braničevo.

**Purpose**

The purposes of this contract is to raise capacities of young Roma and Roma CSOs.

**Results to be achieved by the Contractor**

* Third strategic training for CSOs prepared and delivered for Roma CSOs.

**ASSUMPTIONS & RISKS**

**Assumptions underlying the project**

n/a

**Risks**

n/a

**SCOPE OF THE WORK**

**General**

**Description of the assignment**

In the previous period the First training has been delivered to Roma CSOs and Memorandum of Understanding (MoU) has been signed with relevant CSOs to jointly work on the implementation of the local measures for social inclusion of Roma. The second strategic training focused on “Lobbying and Advocacy”

The training provided was intended for representatives of the citizens' associations of the Branicevo district. The training was held for 20 participants, who in various ways cooperate with each other, and this was an opportunity for additional networking and networking.

The training objectives were:

1. Increase knowledge of advocacy and lobbying;

2. To better understand the importance of planning for the work of citizens' associations;

3. Encourage co-operation, teamwork and networking among members / members of different citizens' associations.

The content of the paper was focused on public advocacy activities consisting of:

• Advocacy - require political decision-making on your own behalf (self-representation) and on behalf of others

• Mobilization - Encourage others to support the demand for political decision-making

• Empowerment - empower and encourage people to independently initiate the decision-making process

The third training shall be delivered, and lessons learned shall be included. The training package will be developed, and methodology will be elaborated by the Project team based on this ToR and documented in the Final Report, which is subject to approval by the Project.

A Contractor shall carry out following activity;

* Curriculum and power point presentation for the relevant topics
* Handouts for training participants
* Final narrative report on implemented activities

The proposed design for this training should include the following:

* To establish a link between the participants and the content of the training that engages the participants and motivates them to learn
* To present content to participants
* To enable participants to practice using the content of training to build skills
* Recapitulation and clarification of the topics learned

**Outputs:**

Handouts and power point presentation for training participants, including training agenda to be submitted to the Project for future clearance

Organization of the training and technical support to all participants including meals and refreshments to be provided

Delivered tailored made training for up to 25 participants

Final report of activities undertaken to be submitted to the Project management

*All data should be sex-disaggregated and different needs of participants should be considered throughout the evaluation process.*

**Project management**

**Responsible body**

The Contracting Authority is the Project team responsible for the purpose of implementing the project

‘Improving employability of Roma in the region of Branicevo’.

**Location**

Republic of Serbia, City of Požarevac

**Start date & Period of implementation of tasks**

The intended start date is the date of signing of the contract and the period of implementation of the contract will tentative one month from this date.

**REQUIREMENTS**

**Office accommodation**

Office accommodation will be provided by the Contractor.

**Equipment**

No equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

**REPORTS**

**Reporting requirements**

n/a

**MONITORING AND EVALUATION**

**Definition of indicators**

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference”.

**Special requirements**

n/a