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# BACKGROUND INFORMATION

## Beneficiary geographical area

Municipality of Gostivar, Struga, Tetovo, Kicevo, Kumanovo, Jegunovce, Brvenica, Vrapcishte, and Mavrovo-Rostushe.

## Contracting Authority

Association for Democratic Initiatives (ADI) Gostivar

## Country background

The project “Diversity is trendy – promoting local multiculturalism!” is implemented in the frame of IPA Civil Society Facility and Media Programme 2014 Support to Civil Society Organisations under the Civil Society Facility and Media Freedom Action 2014. The coordinator is Association for Democratic Initiatives (ADI) Gostivar and co-beneficiaries are: *“Economic Chamber of North-West Macedonia”* and Multiethnic association Florence Nightingale (FN).

The respect of cultural and ethnic diversity, recognition of human rights and democratic principles represent the basis for development of multiculturalism. The inter-ethnic and inter-cultural dialogue and collaboration, while with the signing of the Ohrid Framework Agreement (OFA) in 2001, embraced multiculturalism is declarative and requires considerable political and institutional commitment. The primary weakness of the Framework Agreement is the reliance on a political elite compromise, which would secure peace and inter-ethnic tolerance. The confidence building measures of the Agreement were focused exclusively on re-establishing security in the conflict areas, not on enhancing long-term social interaction between the communities. In many past and recent debates by political elites, analysts and policy makers on the provisions and implementation of the Agreement, the concepts of nationalism(s) and multiculturalism are often highlighted as factors around which our country builds its identity. Considering the diverse nature of our society, the two great principles of Ohrid— respect for the cultural identity of everyone and the equal rights of every citizen without regard to ethnic background—remain valid today as crucial to the long-term peace and prosperity and further development of the multiculturalism.

## Current situation in the sector

Accepting the multiculturalism anticipated with the OFA and the subsequent legal and institutional reforms are essential and high politically relevant for approximation of ethnicities, better interaction and decreasing level of discarding and mistrust towards the other. In the process of decentralization, as an integral part of the OFA, local authorities have responsibility for the implementation of local public policies, promotion of democratic culture based on respect for human and minority rights and in particular take a proactive stance towards multiethnic management.

The findings from the baseline Report on multicultural policies and practices in six multiethnic municipalities, conducted by ADI in 2013 confirm that there is a tradition of coexistence and there are structures and activities directed to issues of interethnic coexistence in the municipalities. However, representatives of those local institutions, commissions for inter-community relations and citizens themselves identify gaps and weaknesses that need to be overcome. The same point critics to political leaders for promoting a negative image for the coexistence. They consider that coexistence is a continuous process that should be constantly improved and that more effective ways of communication should be found in order to make decisions of mutual interest. The Report also underline the need for improvement of laws, systems and procedures of democratic decision-making, public dialogue about building trust and consensus on how multicultural life should look like in practice, the institutionalization of activities for integrated educational process and development of richer and more diverse cultural content for all citizens, and especially young people. The young people from different ethnic communities (especially Macedonians and Albanians) live at a high level of social distance, and the main reason for this lies in the insufficient knowing about each other, low level of interaction and existing ethnic stereotypes and prejudges, according to the research study “Coexistence in distance” in 2014, conducted by Florence Nightingale in Kumanovo. Continuing challenges remain to community cohesion and integration, particularly in relation to education, training and work, mainstreaming equalities in all aspects of service delivery, political representation and participation in local decision-making processes, consulting ethnic communities and balancing out responsibility, in leadership and action. The local stakeholders have to be engaged in initiatives to address these challenges and to assess them over regular periods.

## Related programmes and other donor activities

This action is based on the accumulated experience of the Association for Democratic Initiatives (ADI) through the process of implementation of the project supported by the British Embassy in Skopje, the development and adoption of local strategic documents for developing multicultural dialogue. These strategic documents were adopted by the municipal councils in three rural and three urban municipalities of the North West region: Brvenica, Vrapcishte, Gostivar, Jegunovce, Kichevo, and Tetovo. Within the project “Diversity is trendy – promoting local multiculturalism” were prepared and adopted another three strategies aimed to improve intercultural dialog among ethnic communities in the municipality of Struga, Kumanovo and Mavrovo and Rostushe.The strategies have the following aims as common: A transparent local government which fosters coexistence and contributing to intercultural cooperation; An integrated educational system that promotes intercultural dialogue; Enhanced awareness of the citizens about the need for tolerance and coexistence. This action correlates with the identified need to assess the progress towards the implementation of the adopted local strategies and other policies relevant to inter-ethnic relations in the municipalities, introduce this policy and practice in other municipalities and undertake various activities and local initiatives to be implemented by the local grass roots organizations towards the promotion and implementation of the concept of multiculturalism.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The **overall objective** of the action is: Improving inter-community relations and increasing local multicultural democracy.

The **specific objectives are**:

* To assess the implementation progress of the strategies and specific politics related to the integration of ethnic communities and inter-community relations;
* To develop and adopt local strategies for multicultural dialogue;
* To support implementation of local actions aiming to improve inter-community relations by local civil society/grass roots organizations.

## Purpose

## The purposes of this contract are as follows:

## Purpose 1: Conducting stakeholder consultations in order to develop Multicultural Planning Framework;

## The purpose of Multicultural Planning Framework is to be used as a tool aimed to assist local authorities, civil society, business community and other relevant stakeholders for a structural inclusion of the principles and values of Multiculturalism in their general politics, strategies and plans. Within this tool, the stakeholders will be equipped with general directions, suggestions and strategies of practical involvement of Multiculturalism, ensuring that programs, services and activities are culturally sensitive and inclusive for the people from different ethnic, language, cultural and religious backgrounds. The preparation of the Framework will be conducted in a participative manner including broad consultation with relevant stakeholders. In order to track needs, challenges and previous experiences of the relevant stakeholders regarding multiculturalism and interethnic integration will be organized four (4) stakeholder’s consultations in a form of workshops. At least 12 participants are expected to participate per workshop or 48 total. The process of consultations will be managed by one expert and one collaborator with technical support of the project team.

**Purpose 2:** Prepared Multicultural Planning Framework

The key conclusions, suggestions and directions from the workshops will be included in the final version of the Multicultural Planning Framework, which will be published in a form of a Booklet. Developing the content of the Booklet will be conducted in a consultative manner with the project team. The final content of it will be the responsibility of the engaged expert and project team.

## Results to be achieved by the Contractor:

**Result 1:** Prepared working materials for the workshops;

**Result 2:** Conducted four (4) one-days workshops for stakeholders consultations for developing Multicultural Planning Framework;

**Result 3:** Content developed of the Multicultural Planning Framework;

**Result 4:** Conclusions and recommendations resulting from the workshops are included in the Multicultural Planning Framework;

**Result 5:** Developed draft version of the Multicultural Planning Framework in a form of a Booklet;

**Result 6: D**eveloped the final version of the Booklet;

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

All project activities have been carefully planned and are based on past experience in implementing similar activities. However, possible risks exist for the project as a whole as well for the individual activities, which are out of control of the implementing partners. On the general level, possible general risks to the project include: political, economic and social destabilization.

## Risks

A sufficient number of stakeholders showing their interest for participation/involvement.

# SCOPE OF THE WORK

## General

### Description of the assignment

The contract will provide expert support in the preparation, conducting and executing four stakeholders consultations for developing Multicultural Planning Framework. The final product of the conducted workshops will be prepared Multicultural Planning Framework in a form of a Booklet.

The offers can be submitted, both, by individuals and legal entities. In case if the Contractor/Consultant is a legal entity, it must offer experts experienced in providing/implementation of similar activities. The proposed experts must satisfy the criteria described in section 6.

### Geographical area to be covered

The activities will be realized in the municipalities of Gostivar, Struga, Tetovo, Kicevo, Kumanovo, Jegunovce, Brvenica, Vrapcishte, and Mavrovo-Rostushe.

### Target groups

Civil society/grass roots organizations, local councilors and Committees for inter-community relations, the business community, education sector, media and religious leaders and other key stakeholders of the targeted area.

## Specific work

The contractor should undertake the following activities in order to achieve the contract results/job description:

**Activity 1:** **Conducting stakeholder consultations in order to develop Multicultural Planning Framework**

Multicultural Planning Framework is foreseen to be developed as a tool to assist local authorities, civil society, business community and other key stakeholders to plan and demonstrate their achievements with respect to the principles of Multiculturalism. The aim of this tool is to include strategies and recommendations in the mainstream programs, services and activities ensuring they are culturally sensitive and inclusive of people from diverse ethnic, language, cultural and religious backgrounds. Four (4) stakeholder’s consultations in a form of workshops will be organized. Local core groups and other local key stakeholders will participate in the workshops. At least 12 participants are expected per workshop or 48 in total. Besides the local stakeholders in the consultations will be also invited representatives from relevant national institutions with a mandate to promote and protect the rights of ethnic communities such as SIOFA, the Agency for realization of the rights of communities under the 20% of the total population as well ZELS. The process of consultations will be conducted by one (1) expert and one (1) collaborator with the organizational and technical support of the project team.

The contractor will be responsible to:

* prepare working materials for the workshops for Multicultural Planning Framework;
* execute four one-day workshops for Multicultural Planning Framework;
* analyze conclusions and recommendation of the workshops;

The period of implementation is May – June 2017.

**Activity 2: Prepared Multicultural Planning Framework**

The process of stakeholder consultations will lead toward finalization of the content of the Multicultural Framework that will be published in form of booklet. The project team, together with the engaged expert will be responsible for developing the final content and publishing the Booklet.

The contractor will be responsible to:

* prepare the draft content of the Multicultural Planning framework;
* prepare the final version of the Multicultural Planning Framework in form of a Booklet;

The period of implementation is June 2017.

The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgment of EU financing of the project. (See <http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en> .

## Project management

### Responsible body

The Contracting Authority- *Association for Democratic Initiatives (ADI)* Gostivar is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The day-to-day operational project implementation will be also performed by *Association for Democratic Initiatives (ADI)* as coordinatorand co-beneficiaries are: Multiethnic association “Florence Nightingale” and “*Economic Chamber of North-West Macedonia (ECNWM)*”. The project is implemented in the frame of IPA Civil Society Facility and Media Programme 2014 Support to Civil Society Organisations under the Civil Society Facility and Media Freedom Action 2014. The project is funded by the European Union, represented by the Delegation of the European Union to the former Yugoslav Republic of Macedonia.

### Management structure

The overall responsible for the implementation of the whole action is the Executive Director as a legal representative of the Contracting Authority. In this sense, all financial arrangements must be confirmed by the Executive Director.

The project management will be performed jointly by the following team: Project Manager (ADI) will be: responsible for the overall coordination, planning, monitoring and evaluation of the project activities and communication among partners, with stakeholders, media and general public. Project Officer (ADI) will be responsible for providing administrative and technical support to the project manager and other members of the project team. Project Assistant (FN) will responsible for the support and assistance of all project activities and providing input and an ongoing assistance in all aspects of the program that require specific expertise.

### Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority will provide all necessary facilities, including printing of the materials.

# LOGISTICS AND TIMING

## Location

The operational base for the project is ADI office in Gostivar. The activities carried out by the Consultant will be in the municipalities of Gostivar, Struga, Tetovo, Kicevo, Kumanovo, Jegunovce, Brvenica, Vrapcishte, and Mavrovo-Rostushe.

## Start date & Period of implementation of tasks

The intended start date is 10 May 2017 and the period of implementation of the contract will be two (2) months from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Key experts are defined and they must submit CVs and signed Statements of Exclusivity and Availability.

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

**Key expert 1**

*Qualifications and skills*

* University degree
* Master degree will be an asset;
* Strong analytical skills and report writing abilities;
* Good interpersonal skills, clear communication and ability to establish working relationships with institutional stakeholders and civil society;

*General professional experience*

* Minimum three (3) years of professional experience in research, analysis, development of strategic documents and reporting.

*Specific professional experience*

* Previous experiences and assignments in developing /implementing of research and analysis and development of the strategic documents, manuals, toolkits in the field of inter-ethnic relations, human rights, public policy or other related fields.

**Collaborator**

*Qualifications and skills*

* University degree;
* Strong research and analytical skills;
* Strong report writing abilities;

*General professional experience*

* Minimum one (1) year experience in conducting/moderating workshops, forums and other public events;

*Specific professional experience*

* Previous experiences in facilitating workshops, conducting consultations with stakeholders in the field of inter-ethnic relations, human rights, civil society, public policy or other related fields.

### Other experts, support staff & backstopping

N/A

## Facilities to be provided by the Contractor

The Contractor shall ensure that expert is adequately supported and equipped. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## 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

The Contractor will submit the following reports in English in one original.

* **Final report** of maximum 5 pages (main text, excluding annexes). This report shall be submitted after completion of the required activities but no later than one month after the contractual date.

**Submission and approval of reports**

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

* Prepared/adopted working materials for the workshop;
* Conducted workshops;
* Conclusions and recommendations resulting from the workshops are incorporated in Multicultural Planning Framework,
* Produced draft content of the Multicultural Planning Framework;
* Produced final Multicultural Planning Framework in a form of Booklet;

## Special requirements

N/A