

## MENTORS FOR MACEDONIAN CSOs AND CSO ALLIANCES

### Terms of Reference

*September 29, 2017*

#### 1. Background

Civic Engagement Project in Macedonia (CEP) is a five year USAID-funded program in Macedonia that works to achieve two objectives:

- Strengthen the constructive engagement by civil society organizations (CSOs) on policies and issues of public concern, and
- Increases and sustains youth involvement in public life in Macedonia.

At the close of CEP, CEP supports CSOs, CSO alliances to obtain the knowledge, mechanisms, and resources to generate civic activism and lead public debate, action, and constructively engage government counterparts and institutions on transparent and accountable governance issues at all levels of decision-making. CEP will also create and support a cadre of youth leaders and youth-focused organizations that will develop the skills to connect with relevant government stakeholders and participate in public policy discussions.

Through a combination of information sharing, demand-driven capacity building and multiple grant opportunities CEP implements four components: (i) Strengthen CSOs alliances; (ii) Strengthening CSOs; (iii) Strengthen youth engagement; (iv) Strengthen youth activism.

**COMPONENT 1: Strengthen Civil Society Organization Alliances:** through its Partnership Grants Program, CEP will support CSO alliances that focus on priority issues of concerns to citizens in Macedonia including good governance, public services improvement, rule of law, anti-corruption, human rights, economic growth, business enabling environment, and monitoring and oversight of institutions. CEP will support the selected CSO alliances to: (i) implement joint actions, campaigns, and programs in line with CSO alliance's Strategic Plan; (ii) develop and provide alliance coordinating and membership services; (iii) implement CSO alliances' capacity development plans, and (iv) contribute to regional and international events, such as presentation of CSO shadow reports to UN bodies. CEP will provide tailored, multi-faceted capacity development assistance to the CSO alliance grantees.

**COMPONENT 2: Strengthen CSOs:** Through flexible and tailored grants and capacity development assistance, imbued with innovative approaches, CEP will assist strong CSOs to: (i) expand and strengthen their constituencies, be it citizens, interest groups, or communities, and engage them in actions to advance reforms that address citizens' primary concerns; (ii) strengthen their management practices to become sustainable, manage their resources efficiently, and benefit from innovations; (iii) cooperate widely and meaningfully with the media, private sector, the academia, and public institutions; and (iv) draw increased knowledge and capacity, as well as widened support for their initiatives by

networking with regional, European, and international networks. CEP will also provide assistance to all grantees in developing social marketing skills and cultivating individual and corporate domestic donors.

**COMPONENT 3: Strengthen Youth Engagement:** The Project will organize annual yearlong LEAD (Linking, Engagement, Advocacy, Development) program that will equip highly-motivated young people with skills that enable them to work within their communities and link them regionally thereby building a powerful network of future, community, business, and political leaders.

**COMPONENT 4: Strengthen Youth Activism:** Through grants and capacity development assistance, the Project will support youth CSOs and non-registered youth groups throughout Macedonia to provide opportunities for young men and women to participate in public life and decision-making processes that affect their lives, their communities, and Macedonian society.

## **2. Mentoring for Macedonian CSOs and CSO alliances**

CEP is committed to assist Macedonian CSOs and CSO alliances to further develop their organizational capacity, develop and implement successful advocacy initiatives on policies and issues of public concern. To this end, CEP will make available a roster of Macedonian mentors that can assist individual CSOs and CSO alliances in all phases of capacity building, advocacy initiative development, implementation, and monitoring. The mentors will be experienced specialists, lecturers, as well as CSO leaders and experts, capable of transferring skills and knowledge to CSOs.

The mentor will provide on-site training, expert advice related to implementation of activities, set in the awarded grants, as well as long-distance advice and information on variety of issues, depending on CSOs needs. Issues can include, but are not limited to: developing strategic and fundraising plans, human resources development, developing M&E systems, volunteer recruitment and management, improving client services; as well as advocacy strategy and tactics to maximize impact, constituency support, more effective advocacy messaging using IT tools, media presentation skills, press releases and preparation for meetings with decision-makers, and gender mainstreaming in the context of an advocacy effort.

## **3. Process**

After the selection of the mentors, they will work with the awarded grantees to define the mutual expectation and responsibilities, as an input in designing the plan and timeline of mentor support. The products of this arrangement will be added as annexes in the Memorandum of Understanding (MoU) signed between the grantees and the mentors. Subsequently, the mentors will sign a service contract with CEP describing the concrete deliverables and reporting requirements. CEP will monitor the implementation of the MoU between the grantee and the consultant and provide guidance.

Consultants should expect to serve in this position for maximum 12-months, with up to 20 days. CEP will cover costs of the engagement of the respective consultant.