

## Open Call

### Regional training on CSO management

**Skopje, the former Yougoslav Republic of Macedonia**

**3-5 March 2010 (first Module)**

**and**

**Bosnia and Herzegovina,**

**29-30 April 2010 (second Module)**

#### Background information

The general objective of the project Technical Assistance for Civil Society Organizations (TACSO) is to strengthen the civil society within a participative democracy, to stimulate a civil society-friendly environment and culture, as well as to strengthen the overall capacities and accountability of Civil Society Organisations (CSO) within IPA beneficiaries (Western Balkans and Turkey), to guarantee the quality of service of CSOs and a sustainable role of the CSOs in the democratic process. An important project component is capacity development of CSOs and on this occasion we are organising

#### Objectives and training outcomes

The objective is to increase the capacity and skills of the participants from the CSOs in management of their organisation. The focus of the regional CSO management training will be to offer to the participants new knowledge, methods, techniques, tools and approaches to assess their organisation from management perspective and develop strategic position for their organisation by designing internal management interventions.

The training consists of eight interrelated steps that will take approximately two months to complete (March-April 2010). This training module is designed at the advanced level and combine and mix theory and practice in the form of mini-lectures, group work, sharing of experiences, participative methods, practical assignments to be applied in every-day operation, on-line coaching and personal advising to ensure that learning takes place. Training will also apply training of trainers approach.

Upon the completed module the participants will be able to:

- Perform strategic analysis of their organisation including positioning in the local and international context and identification of internal organisational strengths and weakness;
- Develop/adjust long-term visions and missions of their organisations taking into account challenges in the environment and internal assets of the organisation;
- Design institutional/organisational interventions important for strategic management of their organisation;
- To develop a useful and practical documents like new/revised strategic plan; governance, HRM and other systems and procedures, etc.
- To participate in delivery of the (adjusted) training module to the local CSOs

CSOs with legal personality and belonging to non-governmental organisations, trade unions, mass movements, cooperatives, professional associations, cultural and religious groups and grassroots community

groups are eligible to apply. Each organisation interested in this regional training will nominate an individual to participate. Once admitted to the training the participating CSO will commit itself to ensure full participation of its participants throughout the foreseen steps in the module including delivery of 2 two day training courses for the local CSOs.

### Required qualifications of the participants

- University degree is required or equivalent. Master degree would be considered as an advantage.
- At least five years of experience in the work of Civil Society Organisations
- Previous practical experience in CSO management on executive, middle management or governance positions
- Previous training experience
- Excellent computer literacy
- Excellent communication, presentation and report writing skills
- Good command of written and spoken English language

### Application procedure

Interested CSOs from the countries of the Western Balkans and Turkey are requested to submit:

- Application form,
- updated Curriculum Vitae of the nominated candidate in EU format,
- motivation letter in which the expected contribution of the training to the development of the organisation will be explained (not to exceed one page),

Recommendation letter for the nominated candidate from the network or coalition would be an advantage.

Please send your application **by 18 February 2010** at the latest to one of the following emails depending on where your CSO is situated:

Albania, [info.al@tacso.org](mailto:info.al@tacso.org)

Croatia, [info.hr@tacso.org](mailto:info.hr@tacso.org)

Bosnia and Herzegovina, [info.ba@tacso.org](mailto:info.ba@tacso.org)

Kosovo, [info.ko@tacso.org](mailto:info.ko@tacso.org)

Montenegro, [info.me@tacso.org](mailto:info.me@tacso.org)

Serbia, [info.sr@tacso.org](mailto:info.sr@tacso.org)

Turkey, [info.tr@tacso.org](mailto:info.tr@tacso.org)

Macedonia, [info.mk@tacso.org](mailto:info.mk@tacso.org)

Only short-listed CSOs will be contacted.

The organiser will provide accommodation for the selected participants and cover all costs related to the training such as travel costs.

**In order to ensure good representation of CSOs in our project activities, we strongly encourage organisations of different types, profiles and backgrounds, and those operating in urban as well as rural areas to apply for participation in this training.**