



Implemented by Kali Sara Roma information center



Funded by OSF

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TOR Reference: **RIO2019\_PBW\_1\_2019**

## **CALL FOR CONSULTANT**

### **TERMS OF REFERENCE FOR EXTERNAL CONSULTANT FOR**

#### **Policy Brief Workshop**

**for project**

**RIO 2019: Advocacy for Socio-Economic Inclusion of Roma in BiH (ASEIR)**

**Engagement period:**

**May 2019**

**(2 days)**

#### **Background:**

#### **Main targets of the project are:**

- Increasing budget allocations for programs on Roma housing envisioned in the National Action Plan;
- Promoting of a model of holistic/combined approach of implementation of housing and employment measures, and piloting it on a smaller scale;
- Streamlining the CSOs reporting mechanism on data collection for monitoring the implementation of National Roma Integration Strategy and National Action Plan;
- Ensuring wider and coordinated community advocacy and participation in the policy and decision making process through the means of creation of Platform of professionals and practitioners and a coalition of influencers.

#### **Key activity clusters are:**

- Research: Collecting evidences through national and local level budget analysis;
- Advocacy: Utilizing traditional advocacy approaches (workshops with community members and local stakeholders, direct meetings with decision makers, development of policy briefs and shadow reporting) to influence budget allocation, realization and policymaking and implementation of measures on Roma;
- Networking: Coalition coordination meetings and project progress discussions

## Selection Consultant's Qualifications criteria

### The consultant should have the following education background & work experience:

- University degree (Economics preferred)
- Relevant professional experience in Policy Brief preparation
- Relevant professional experience in training
- Demonstrated experience in working with civil society organizations, international organizations in BiH etc.
- Demonstrated work experience in working on Roma inclusion issues is considered an asset

### Personal qualifications

- Ability to deliver quality work within the expected timelines
- Excellent communication, coordination and facilitation skills
- Approaches work with a positive and constructive attitude
- Excellent interpersonal skills
- Excellent presentation skill

## The consultant's application

Consultant's application should consist of detailed information concerning past experience in the field of consultation, particularly dealing with the as well as the list of biographical information of the conducted consultations as well as the fee he/she is requesting from Kali Sara - Roma Information Center as part of the contract, including the currency. **Consultant's CV attach as an Appendix.**

## Description of the Task

- Conduct a two day workshop on policy brief writing for 20 people, covering:
  - Policy brief as an advocacy communication tool
  - Purpose and focus of the policy brief
  - Brief as one type of policy paper
  - Structural elements of policy brief
  - Branding and look of the brief
  - Important notes for policy brief writers
  - Writing checklist to plan a brief
  - Sample policy brief
- Submit a report based on pre and post workshop evaluations focused on participants' knowledge, attitude, and behaviors related to Policy Brief writing

## Kali Sara – RIC Outputs

1. Agree work plan with the expert
2. Coordinate with the expert
3. Provide requested working materials to the expert
4. Provide support to the expert

**APPLICATION DEADLINE: May 13<sup>th</sup>, 2019 12:00**

**CONTRACT AWARD NOTICE: May 14<sup>th</sup>, 2019**

**Application should be sent to email: [vladimir.kalisara.ric@gmail.com](mailto:vladimir.kalisara.ric@gmail.com)**

**Please include ToR reference (RIO2019\_PBW\_1\_2019) in your application**

**NOTE: Only shortlisted candidates will be contacted.**

### **Management and Organization**

The external consultant will report directly to Project Manager.

#### **Sanela Bešić**

Executive Director

Kali Sara - Roma information center

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