**Community Actions Programme**

**TERMS OF REFERENCE**

**Background:**

The north – east region of Macedonia covers 9.3% of the country’s total land area, and includes 6 municipalities. In 2012, 8.5% of the total population of Macedonia lived in this region. The Northeast region has the smallest share (5.5%) in the GDP of the country, and the unemployment rate in the period 2010-2012 has been highest in the Northeast Region 63%. Community actions programme would offer a platform for moderated and structured public discussion where citizens address local issues and propose solutions resulting in specific projects. Through several sessions, citizens would work together in deciding common topic or issue and engage in finding solution for the identified issue. Potential topics selected by the citizens might include improving the local infrastructure in various areas such as education, water supply, public space, local economic development, environment, etc. The key ingredients of the programme are working together, engaging with local authorities and learning about participation in decision making at local level.

This initiative complements an earlier programme funded by the Swiss Government for the past 9 years which included 6 communities in the Northeast region. This project will cover communities that were not covered by this or any other programme.

**Objectives:**

To improve the well-being of citizens in selected municipalities of the Northeast region and address some causes leading to economic and political distress.

**Expected outputs**

1. Six community based structured sessions (including one for implementation) implemented by local community representatives, allowing contributions from experts, project ideas and proposals from local citizens;

2. Prioritisation and selection of community based project ideas;

3. Implementation of sustainable projects with tangible and visible social and economic effects in the community.

**Methodology**

Phase 1: Initiation

* Initial assessment of communities to be targeted by the project
* Establishment of stakeholders network
* Communication and coordination with local authorities

Phase 2: Selection of community action priorities

* Adjustment of community forum methodology for smaller communities
* Implementation of the methodology for community forums

Phase 3: Implementation of community actions

* Procurement of services and goods
* Completion of works

**Timeframe and Reporting**

June 2015 – March 2016

**Budget:**

£ 100,000

**Expertise Required**

Civil society organisation with at least 3 years relevant experience of working in the Macedonian social context able to offer a team of experts with at least 2 years experience of working in country, focussing on , in particular the municipality and community development.

The implementing organisation should have a portfolio in coordination and networking, being able to act as an umbrella organisation for a pool of local experts and companies in the related fields (as identified in initiation phase).

The implementing organisation needs to have experience in programme and project management.

Understanding community forum methodology and approach and previous experience in implementation of such would be an asset.

**Requirements**

# Community based NGOs are invited to submit:

1. Background of the organisation plus CVs of expert team with:
* Portfolio of projects related to municipal/community development;
* Experience/understanding of community forum or community actions methodology;
* Proficiency in project management including financial and administrative management;
* Working/leading within networks.
1. Further elaboration of planned methodology with financial proposal within the budget.

The Team Coordinator will have to be fluent in both spoken and written English.