**TERMS OF REFERENCE FOR TRAINER**

1. **Position Objectives**

Within the “**Fostering sustainable organizational development for CSOs in Kosovo’’** project funded by European Union, managed by EU Office in Kosovo, and implemented by Forum for Civic Initiatives (FIQ) and Institute for Development Policy (INDEP) is required the contracting of a physical/legal entity or company offering training services in “**Communications**”.

1. **Description of Tasks and Responsibilities**

The contracted person shall provide services to the **“Fostering sustainable organizational development for CSOs in Kosovo’’** Project, 1 (one) day of preparation and 2 (two) days of lectures.

* 1 (one) day of preparation and 2 (two) days of lectures “**Communications”** as foreseen by the Project.

1. **Expected results and final outcomes**

* Submission of prepared training materials (1 day)
* Holding 2-day training;
* Compliance with foreseen deadlines;
* Professionalism in performing tasks;
* Written report on the held training.

1. **Expert Profile and Requirements**

* The contracted person shall be a professional of the field of Communications or other relevant field;
* Must have experience in the field of communications in Kosovo;
* Must have provided the same lectures in Communications;
* Excellent command of Albanian;
* Must be able to work independently;
* Expert qualification and experience must be proven through the CV.

1. **Task Duration**

* The lecturer shall be engaged as follows:

The training will be held in October 2019, 16/10/2019, 17/10/2019

* The engagement will be made on the basis of a service contract between the Forum for Civic Initiatives (FIQ) and the contracted person;
* This service will be provided by external contractors;

1. **Other**

* These terms of reference will be an integral part of the contract between the Forum for Civic Initiatives and the contracted person.