



Technical Assistance for
Civil Society Organisations



This project is funded
by the European Union.

National Work Plan for Kosovo under UNSCR 1244/99 1/9 10 – 16/8/11

Planning has been done in details for the period September 2010-August 2011.

TACSO Kosovo Office • Fazli Grajqevci 4/a • 10000 Pristina • t: +377 44 153 852 • e-mail: info.ko@tacso.org

SIPU International AB Sweden • Civil Society Promotion Centre Bosnia and Herzegovina • Human Resource Development Foundation Turkey
Foundation in Support of Local Democracy Poland • Partners Foundation for Local Development Romania

Work Plan for 1/9 10 – 16/8 11

NOTE: please note that exact information with regard to number of STE and amounts of incidentals will be confirmed as we implement the activities.

Component 1: Project Visibility			WORK PLAN			
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Development of a communication strategy	Development of a communication strategy	Communication strategy used by all project offices				
Development and testing of the project brand	Development and use of the project logo in all project communication, correspondence and publications	Project brand is used in all project materials				
Establishment of contact network	Contact network and communication structure development through meetings with strategic CSO network and contacts. Development of different mailing and other contact lists. Organisation of kick-off events in each country. Regular meetings with stakeholders.	Network of beneficiaries and stakeholders has been established.	<p>Newsletter 3</p> <p>Newsletter 4</p> <p>Newsletter 5</p> <p>Newsletter 6</p> <p>Newsletter 7</p> <p>Update and advancement of the TACSO CSO database and contacts</p> <p>Disseminate</p>	<p>CSOs are informed about TACSO Kosovo activities and deliverables as beneficiaries of the project</p> <p>More than 900 verified contacts of Kosovo CSOs will benefit from the TACSO project</p>	Sept 2010- August 2011	-

			<p>information about TACSO regional and national activities</p> <p>Participation in activities of the civil society sector throughout Kosovo</p>			
Development of promotional material	<p>Preparation of a project flyer, project brochure, project fact sheet, notebooks, pens and other visibility materials bearing the project logo.</p> <p>Translation of materials to national languages.</p> <p>Production of promotional film/video and/or similar tool(s)</p>	<p>Visibility of the project is ensured.</p> <p>One promotional film/video (or similar toll) produced</p>	<p>Visibility is ensured through project deliverables: training, conferences, partnership events and manuals</p> <p>TACSO Kosovo documents are produced in three languages</p> <p>Visibility materials are prepared and used regularly in TACSO activities and partnership events</p>	Civil society sector is informed about the project activities and deliverables. Relevant CSOs will benefit from TACSO capacity building activities	Sept 2010- August 2011	-

PR and communication activities	Ensure media coverage in the printed press, radio and TV. Prepare and distribute press releases and press kits. Development of user-friendly brochure with examples of best practices. Use of materials at conferences/events Production of monthly newsletter	Relations with the media and communication products are established and maintained. Best practices and examples are accessible to the public via the national media, Web page and newsletter.	TACSO is present in the Kosovar broadcast and print media through its activities	CSOs, stakeholders and wider public is informed about TACSO project	Sept 2010-August 2011	-
Component 2: Research, help desk and guidance						
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Desk research and needs assessment is performed	Collect all relevant information, assessments and evaluation of CSOs development. Conduct meetings with donors, CSOs and government representatives to create an overview of CSOs' present situation and future development. Conduct site visits to assess CSOS present structures and identify their capacity building needs. Prepare a thorough needs assessment for the NGO sector in all eight countries. Identify the priorities for interventions within the project's framework.	Eight national needs assessment reports and a regional summary report are published.				

Webpage and database developed and maintained	Establish a web-page/portal with links to voluntarily operated databases of CSOs. Review of national databases and elaboration of an action plan for project support to enhance existing databases. Launching of a regional and national web-portal/pages. Web page regularly assessed and updated.	Web page/portal with a high visiting frequency.				
Helpdesk and information clearing house is set up and functioning	Invite and organise meetings with CSOs to inform them of the project and familiarize them with the project help desk. Publicize the helddesk services on the project Web site and through other PR campaigns. Provide helpdesk assistance to CSOs upon their requests.	A well functioning helpdesk is operational throughout the project duration.	a user friendly brochure on the Help Desk services will continue to be distributed to CSO in different events (trainings, conferences and round tables) Assistance will continue to be provided to CSOs in their request (PADOR and financial management)	CSOs are informed and using Help Desk services from project	Sept 2010 August 2010	PADOR STE- at least 10 days - TBC
			Organization of the 5 consultative partnership events with grass root organizations throughout Kosovo	Project activities and plans are discussed with a total of 180 Kosovar organizations	September 2010	PIE – 17.950 TBC

			covering Peja, Prizren, Prishtina, Gjilani and Mitrovica region to discuss project activities and plans	including 19 Serbian CSOs		
Project monitoring and guidance system for EC funded projects	A generic design and manual for monitoring and guidance visits is developed. Training/synthesizing experts enrolled to undertake the monitoring visits. Establishment of national monitoring/guidance agendas. Conduct prioritized site visits to assess CSOs	Improved effectiveness of EC funded projects	Implementation of the capacity building plan:			STEs
			¹ Financial management in line with EU Financial Regulation and Kosovo applicable legislation	Capacities of 25 CSOs implementing EC funded projects are improved in the area of financial management	September 2010	15 STE days including preparation of the Manual PIE : 9.900 Euro including translation and printing of the manual
			Preparation of the manual “ Financial Management “as a mentoring tool		October 2010	

¹ Financial management training – for CSOs implementing EC funded projects

	present capacity and provide guidance on how to improve.		² CSO management training	Capacities of 25 CSOs implementing EC funded projects are improved in the area of CSO management	November 2010- TBC	9 -10 STE days -TBC PIE: 8.000- TBC
			³ EU visibility Training	Capacities of 25 CSOs implementing EC funded projects are improved in the area of EU visibility	Nov-Dec 2010 – TBC	9-10 STE days- TBC PIE : 8.000- TBC

² CSO management training for CSOs implementing EC funded projects

³ EU visibility training for CSOs implementing EC funded projects

Component 3: Capacity Development						
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Generic course agendas and training methods are developed.	Elaboration of a programme for regional and national courses in consultation with project partners and stakeholders. Development of training materials in English and subsequently translated to national languages. Consultations with the Programme Committee. Training of trainers based on decisions regarding training methodology.	CSO institutional capacity and sustainability increased.				

	Recurrent reviews of the relevance and quality of training.					
Pilot training session is organised.	Basic training course on EC funding regulations and application developed and conducted. Advanced pilot training course developed and conducted.	Pilot project training implemented and evaluated. Pilot training modules introduced in all beneficiary countries				
An on-line e-learning tool is developed.	Development of the project e-learning concept. Consultations with the Programme Committee and partners. Establishment of the e-learning facility as part of the web-portal. Promotional activities to support the use of the tool.	Training courses including materials, on-line mini-lectures and a chat room available through the project web-portal.				
National capacity building initiatives are developed and implemented	Elaboration of training programmes for the beneficiary countries and territories in consultation with the local advisory groups and project partners. Translation of training	CSOs institutional capacity and sustainability are increased	National Training Programme: Organization 6 training activities :		October 2010 August 2011	- Total number of STE- for 6 training activities 50-70 STE-TBC - PIE for all 5 training activities: 59.125.00 Euro -TBC
			1. Preparation and mng. of the EU funded projects for Serbian minority NGOs	Capacities of the 20-25 minority CSOs will me increased on the subject of the training	26-29 October 2010	- Recourses already allocated

<p>materials to national languages. Training of trainers in collaboration with main network organisations and other relevant institutions. Launching of the training programme at national or territorial level.</p>			2. Preparation and mng. of the EU funded projects for grass root organizations	Capacities of the 20-25 grass root CSOs will me increased on the subject of the training	November 2010	-
			3. Preparation and mng. of the EU funded projects for grass root organizations including minority CSOs	Capacities of the 20-25 grass root CSOs will me increased on the subject of the training	May 2010	-
			4. CSO management training	20-25 CSOs will increase their capacities in the subject of the training	Nov- Dec 2010	-
			5. Advocacy and Lobbying	20-25 CSOs dealing with advocacy will benefit from the training	Nov-Dec 2010	-

			6. Civil Participation in decision making process	20-25 CSOs	Nov-Dec 2010	
			Partnership-TACSO – HANDIKOS conference and round table “Free Environment – Society for all”	Handikos benefited in advancing the objectives of the event and enable broader cooperation in the region.	21 and 22 September 2010	STE : RA and PO PIE: 4.522 EURO
Component 4: Relationship between CSOs and External Stakeholders						
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Kick-off events	Planning of national kick-offs jointly with partner organisations and beneficiaries. Implementation and follow-up to national kick-offs.	Beneficiaries and stakeholders aware of the project and its activities/services	Follow up – case study : Review process of the Law on freedom of association of NGOs” – role of the civil society in this process	Best practices on the involvement of the civil society in drafting legislation process in Kosovo	Dec 2010 – February 2011	STE: 10 - TBC PIE: 3.000 - TBC

Information and partnership events, facilitation service	Establishment of the local advisory groups. Maintain regular meetings and contacts with CSOs (country-wide) to promote collaboration and joint initiatives.	Strengthened network of CSOs and other relevant stakeholders in the country.	LAG- IPA programming A special LAG – ECLO meeting focused on how to support the civil society in Kosovo	Contributions for civil society and other sectors through LAG on IPA programming process will be enabled	24 September 2010 -	-
	Organise regular contacts, meetings, roundtables, collaboration with all relevant stakeholders including government entities and private sector representatives. Organize jointly with public institutions workshops to strengthen the role of the government and		4 th LAG 5 th LAG 6 th LAG 7 th LAG	Coordination and advancement of the project activities	October 2010- August 2011	Total PIE for LAG meetings: 2500 Euro- TBC
			Round Table: Challenges and experiences implementing EU funded projects	Collaboration and synergies between projects will be enabled , Best practices will be identified	January- February 2010	PIE: 2000-TBC

	the contribution of CSOs in the decision-making and EU integration processes.		1. Financial Management training in line with EU financial regulation and Kosovo applicable legislation	CSOs that will be awarded with contracts from EIDHR call and other IPA calls will advance their skills in financial management of the EC funded projects	April-May 2011	STE: 10-TBC PIE: 6000-TBC
Strengthening administrative capacity of government to cooperate with NGOs	Organise workshops and seminars at the local level with the local government on strengthening the dialogue between CSOs and the local government			Series of 3-4 thematic workshops on civil participation in decision making process TACSO in cooperation with OGG-OPM	Dec 2010 – June 2011 - TBC	STE: 10 STE -TBC PIE: 9.000 - TBC