

Terms of Reference

INTERNATIONAL CONSULTANT for

START-UP OF SOCIAL BUSINESS

Project O.P.T.I.O.N. – Ref: 2015/360-232

Background - The Action

The project “ Overcoming the prejudice and Promoting new Tools for professional Integration Of people with special Needs in Bosnia and Herzegovina and Montenegro ” (O.P.T.I.O.N.) is an Action funded by the European Union, Cross-border Programme Bosnia and Herzegovina – Montenegro (2007-2013) under the framework of the Instrument for Pre-Accession Assistance (IPA II).

The referents are the Delegation of the European Union to Bosnia and Herzegovina and the Delegation of the European Union to Montenegro.

The Action has been planned for the municipalities: Sarajevo, Mostar (Bosnia and Herzegovina) and Kotor, Berane (Montenegro).

The **implementation period**, was 30 months in Montenegro (from 25th July 2015 to 25th January 2018), and in Bosnia and Herzegovina 28 months (from 25th July 2015 to 25th November 2017).

The **partnership** of the Action links all the organisations which are implementing Project O.P.T.I.O.N.. Caritas Barske nadbiskupije (Montenegro) and Vedri osmijeh (Bosnia and Herzegovina) were the Applicants, while Partners were: *Udruženje Paraplegičara Bar (MNE)*, *Caritas BK BiH* and *Youth Center of the Archdiocese “John Paul II” Sarajevo (BiH)*.

The **overall objective** of the Action was to support the social, economical and cultural development of the cross-border area through the creation of new links among communities, institutions, Civil society organizations and private companies of the region that are working on social and work integration of people with disabilities.

1. This overall objective has been split in three more detailed specific objectives:
2. to increase cultural exchanges and public awareness on the issue of professional integration of people with special needs
3. to promote new tools for the social cohesion in the cross-border area by providing new professional skills to disabled people and facilitating the start-up of social enterprises in both countries
4. to increase the exchange of information about the existing best practices in the cross-border area among Civil society organizations, Institutions and Professional Associations.

The direct beneficiaries of Project O.P.T.I.O.N. (target groups):

- 4 municipalities
- 150 people from 40 public and private institutions (CSOs, public Institutions, professional Associations, enterprises) of BiH and Montenegro
- 40 people with special needs in BiH and Montenegro

The final beneficiaries can be defined as follows:

- 200 members of families of people with special needs in BiH and Montenegro
- Civil society (2.000 citizens) in BiH and Montenegro

The **estimated results** are the following:

- Increased cross-border cultural exchanges in the field of welfare and professional integration of people with special needs

- The population of both countries are more sensitized and more informed about the issues of the people with special needs.
- Increased social cohesion in the cross-border area with the employment of people with special needs and the start-up of social enterprises
- Good practices concerning professional integration of people with special needs and social enterprise have been spread and shared in the cross-border region, and the capacity of CSOs, institutions and privates have been increased

Purpose of this assignment

The Expert will support 1 local NGOs to develop its social business development (a printing shop in Berane Municipality – North of Montenegro) from business planning design to implementation, management and follow-up.

Qualifications/Responsibilities

Recruitment Qualifications

- Academic University degree (at least 5 years), preferably in Business Education
- Previous experience in business development, business planning and monitoring
- Previous experience with local NGOs
- Good report writing skills
- Three years progressively responsible professional work experience
- Sound knowledge of Social Business and Social Entrepreneurship, as well as standards in social and work integration of people with disabilities.
- Strong interpersonal skills and ability to perform tasks timely with high level of accuracy
- Knowledge of EU funded programs with specific regards on social and job inclusion of vulnerable groups.
- Previous working experience in target area (Western Balkans) with follow-up and monitoring of social enterprises (at least 6 months).

Main responsibilities:

- Provide mentoring to one Montenegrin social enterprise, consulting service, financial support for development of prototype of a social business start-up;
- Facilitate assigned social enterprise efforts to develop their capacity building plan based on the assessment;
- Coach the assigned social enterprise in developing their business plan;
- Coach the assigned social enterprise in launching their social enterprise;
- Coach the assigned social enterprise by providing regular visits to monitor the implementation of the business plan and providing advice for improvements as needed;

- The Expert will engage the social entrepreneurs and the senior staff to determine which additional capacity-building actions or activities are needed to be taken by the enterprise in order for the social entrepreneur's idea to be implemented;
- The Expert will work with local Social Enterprise on designing and monitoring performance-based, technical assistance plans;
- The Expert will provide a final report on progress of the assigned social enterprise.

Period of engagement

International consultant will be engaged in period from 15 August 2017 – to 15 February 2018.

Financial Resources

As previously stated, the Start-up and Follow-up of Social Enterprises is one of the activities foreseen by the Action, and it has a specific budget line: *6.1.3 International consultant for start-up in Montenegro (Act 2.3.)*

The total available gross amount is **EUR 6.000,00**. The estimated cost for such a consultancy is 6.000 €/per service 180 working days.

The Expert will be contracted by the Caritas Barske nadbiskupije, with a local contract defined as *Ugovor o djelu*.

Attachments

Annex A Full Application Form

Application procedure

To submit his/her candidature, the candidate evaluator should submit his/her CV in European format, no later than 5th August 2017, to the following email address: carbar@t-com.me