

YOUNG RESEARCHERS OF SERBIA

announces

Call for providing service of creating programme and facilitating strategic planning of Young researchers of Serbia

within defined activities by project "ECO SYSTEM - Environmental reforms supporting programme"
(hereinafter Project) which is financed by Sweden.

ABOUT YOUNG RESEARCHERS OF SERBIA

Young Researchers of Serbia (YRS) is a civil society organization that gathers young people around common interests, ideas and goals. The organization's motto is " THINK BIG – do little: start an avalanche!". YRS's mission is to contribute to the development of volunteerism and the promotion of its values, the protection and promotion of the environment through education, guided by scientific knowledge, while promoting the principles of sustainable development, creativity and active participation of young people.

The goals of MIS are to protect nature and preserve the environment in accordance with the principles of sustainable development, the development and promotion of volunteerism, as well as the popularization of scientific research and creativity among young people. Young Researchers in Serbia are the founders and members of numerous CSO networks: Natura 2000 Resource Center of Serbia, Coalition 27, Climate Forum, Green Chair, CCIVS – Coordinating Committee of International Voluntary Service, YEE – Youth and Environment Europe, CEEWEB – Central and East European Working Group for the Enhancement of Biodiversity, Alliance of European Voluntary Service Organizations, and a partner of the YAP and SCI networks in Serbia. MIS is one of the founders of SEEYN – South East Europe Youth Network and Youth CAN – Youth Culture in Action Network.

More details about YRS can be seen on www.mis.org.rs

JOB DESCRIPTION

- (1) Preparation of the strategic planning process (3 days)
 - analysis of programs and achievements
 - preparatory meetings with the YRS team
- (2) Context analysis and strategic position of the organization (1 day)
- (3) Defining program strategic directions / goals for a period of 3-5 years (2 days)
- (4) Action planning (2 days)
 - defining an action plan for 1-2 years: program and capacity building

- (5) Analysis of internal capacities (human resources and other capacities) and the need for further development (3 days)
 - conducting an evaluation process with employees
 - determination of a new proposal of organizational structure in accordance with the new program portfolio
- (6) Defining a capacity building plan (2 days)
- (7) Facilitation of strategic planning in the period 28 - 31 October, location: outside Belgrade (4 days)
- (8) Work report (1 day)

Deadline for completion of the work: December 31, 2021.

Language: Work language is Serbian.

APPLYING PROCEDURE

The offer is submitted to the Young Researchers of Serbia by e-mail, to the address tijana@mis.org.rs with subject "Offer for procurement number 29/2021 on project ECO SYSTEM".

The offerer may submit only one offer.

The offer must contain the following elements:

- Updated biography of the interested offerer;
- Price offer and detailed description of the proposed work methodology.
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Offerer can be a natural or legal entity.

The offerer is obliged to submit an offer that has been filled in in accordance with the requirements specified in this Call.

The contact person regarding this procurement is Tijana Ljubenović, email tijana@mis.org.rs

Deadline for receiving offers by email is 22 October 2021 till 1:00 PM.

EXPRESSING PRICE OFFER

The price offer price must contain the gross amount in RSD or EUR. If the offerer is a natural person, the price offer should include all taxes and contributions that later shall be borne by the service provider.

BUDGET AND PAYMENT PROCEDURE

Maximum allowed budget per day is 160 EUR. Payment dynamics will be defined in the contract made with the chosen offerer and payment will be done in RSD. If the bidder is a natural person, the price offer should be expressed in a gross amount that includes all taxes and contributions that will be borne by the service provider (Young Researchers of Serbia).

NEEDED QUALIFICATIONS OF THE FACILITATOR

- University education - VII degree and five or more years of relevant experience and / or training or an equivalent combination of education and experience
- Knowledge and understanding of the civil sector in Serbia
- Good knowledge of the socio-economic environment for the work of the civil sector in Serbia
- Excellent written, verbal, organizational, analytical skills
- Skills and ability to lead an effective focused group discussion
- Experience in the processes and drafting of strategic documents of civil society
- Skills for writing reports, giving presentations and defending recommendations

EVALUATION OF OFFERS

The offer will be evaluated by the Committee for the selection of offerers, no later than 2 days after the deadline of receiving offers.

Young researchers of Serbia respects gender equality and guarantees equal opportunities in hiring associates and service providers.

The Committee will determine in advance whether the offer meets all the conditions described in the call. Incomplete and untimely offers will not be considered.

After the final decision on the chosen offerer, all offerers will be informed about the decision by e-mail, in period of 3 days after the decision has been made.

The offer will be evaluated with points ranging from 0 to 100 (where 100 represent the highest possible number of points) according to the criteria in the table below.

Criteria	The highest possible number of points
Biography of the offerer	80
Price offer	20

In Belgrade, 08 October 2021