

**Request for offer of services:  
“Expert for Transboundary Network Coordinator”**

**Association "Unë, Gruaja"**

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<b>Type of Contract:</b>	SERVICE PROVIDER – Expert for Transboundary Network Coordinator - project “Local & cross-border actors work together in the environmental protection of the Prespa -Ohrid region.”
<b>Available Fund:</b>	600 EUR/person

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<b>Issuing Date:</b>	24.01.2024
<b>Deadline for applications</b>	31.01.2024

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**1. General information about “Unë, Gruaja”**

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana Instant Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area through provision of services and coordinated psychological and legal support, advocacy, public awareness, citizen engagement, and environmental protection.

The association is recognized as a leader in the region regarding women’s issues and gender equality and has several years of experience in the implementation of various actions on good governance and civic participation, leadership, environment protection and gender equality, participation in local decision-making; monitoring of local government’s policies and decision making from gender perspective; advocacy and lobbying at local level; public hearings; environmental campaigns, etc.

**2. Purpose of the Service**

The Association "Unë, Gruaja" Pogradec (UG) has started the implementation of the project “Local & cross-border actors work together in the environmental protection of the Prespa -Ohrid region" which has the main purpose to strengthen the conservation capacities of the regional community through the sharing of best practices, knowledge, and joint actions among actors across the Local Ohrid Region (LOR).

During the implementation of the project, a transboundary coordinator is required to support the transboundary network of NGOs to be active, efficient, sustainable, and equipped with capacities, able to implement the MoU, its vision, mission, strategies, and joint cross-border actions.

The expert is required to work closely with “Une, Gruaja” Association and the transboundary network members, representatives of the Local Action group, local government and local state institutions’ representatives, City Council members, Civil Society, and other interest groups. Access to these key stakeholders will be provided to the expert from the project team.

### **3. Frame of engagement**

1 (one) Expert is required every 3 months for an expertise, consultation, coordination of work according to the calendar of activities. This call is available only for the Transboundary Network Members.

### **4. Specific tasks and responsibilities:**

The transboundary coordinator will be responsible to:

- To foster partnership and fulfill the Work Plan for developing and maintaining the transboundary network.
- To identify NGOs and active groups in N. Macedonia and Albania, taking into account their sensitivity, the importance of the actions they carry out for biodiversity conservation, and their willingness to collaborate and advocate with local government institutions on those issues.
- To arrange meetings with each of these organizations in the place they operate, inviting them to be part of the transboundary network and contribute to intensifying and accelerating the efforts and contributions to the conservation of biodiversity in the Ohrid-Prespa region.
- To develop the activities related to the formalization of the network.
- Be responsible to help members of the transboundary network to define a mission and a vision of the network, and draft the internal procedures of the network (membership, governance bodies, communication strategy/approaches, online and offline approaches, reporting, frequency of meetings, way of making decisions, admission procedures for new members, funding and fundraising, etc.).
- To determine the role of each member and the ways to react to environmental problems, damages, crimes, etc.
- Help to sign the memorandum of collaboration drafted in the previous project among network members within the first year of this project.

### **5. Experience and skills required for the candidate**

- Member of Transboundary Network of UG Project
- Experience in performing coordinated activities and in building organizational and advocacy capacities regarding environmental issues;
- Knowledge of environmental issues, laws, and plans, biodiversity conservation issues, etc.
- At least 3 years of relevant working experience with civil society with a specific focus on awareness raising, lobbying and advocacy, communication, public relations and policy-making;
- Strong negotiation and lobby skills, ability to influence others to reach an agreement
- Demonstrated planning and organizational skills;

- Demonstrated skills in working with local action groups or community groups
- Have very good communication and presentation skills.

## **6. Application Procedure:**

Interested applicants must submit the following documents in English:

- Curriculum Vitae
- Letter of interest including the financial offer

**The deadline for submitting the application is January 31, 2024 end of business hours.**

**The application can be submitted:**

by e-mail on the address: [une\\_gruaja@yahoo.com](mailto:une_gruaja@yahoo.com) with the subject: *Application: Expert for Transboundary Network Coordinator*

or

by postal mail enclosed in a sealed envelope at the address below:

Shoqata "Unë, Gruaja"  
Lagja 1, Rr. Rreshit Çollaku  
Pogradec

*Note:*

***-The outer envelope must also bear the information: Application: Expert for Transboundary Network Coordinator***