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CIVIL SOCIETY SUSTAINABILITY PROJECT (CSSP)

REQUEST FOR PROPOSALS (RFP) No.:35-SA/2014

DEVELOPMENT AND DELIVERY OF TRAINING PROGRAMS

Sarajevo, March 5, 2014

**Subject:** Letter of Invitation

1. Centers for Civic Initiatives (CCI) and Center for Civil Society Promotion (CCSP), two civil society organizations from Bosnia and Herzegovina, are implementing 5-year Civil Society Sustainability Project (CSSP), supported by United States Agency for International Development (USAID).

The main goal of the project is to strengthen and sustain the capacity of civil society in Bosnia and Herzegovina to influence and oversee development and implementation of government policy-making processes, with the broader goal of increasing its long-term sustainability.

The project will assist selected 10-12 core CSOs partners to: 1) partner with a wide array of stakeholders from business, government, media sectors; 2) strengthen their internal capacities and organizational structures to ensure sustainability and financial viability; and 3) increase engagement in policy development and government monitoring and oversight of key structural, political, social and economic reforms essential for EU integration.

2. CSSP Management Team now invites proposals from consulting firms and independent trainers to provide the following training services: Development and delivery of two training programs on: 1) Stakeholder management - Building and maintaining constructive stakeholder relationships, and 2) Building and strengthening effective cross-sectoral networks. More details on the services are provided in the attached Terms of Reference.
3. Candidate(s) will be selected on the basis of comparison of record of experience in the field of the assignment and list of references of working with CSOs, and individual qualifications of trainer(s) (Curriculum Vitae and Experience).
4. RFP includes the following documents:

This Letter of Invitation  
Terms of Reference



5. Please inform us upon receipt:
- That you received the Letter of Invitation;
  - Whether you will submit a proposal or not, and
  - Would you be interested in receiving RFPs for other consulting and training services envisaged in further implementation of the CSSP (i.e. organizational capacity assessment, training programs on CSO sustainability, communications, advocacy, strategic planning etc.).
6. Your proposal shall comprise:
- Letter of intent and availability;
  - Technical proposal for training methodology and program;
  - Financial proposal with trainer's fee and travel costs;
  - Profile/ updated CV of trainer;
  - References from similar assignment would be appreciated.
7. E-copy of the proposal should be sent no later than Wednesday, **March 19, 2014**, by 17:00 (loc. time) to the following e-mail address: [milan.mrdja@cpcd.ba](mailto:milan.mrdja@cpcd.ba) with the subject title:Trainer proposal RFP No:35-SA/2014 - Development and Delivery of Training Services. If necessary, you may request any additional information and/ or clarifications by sending an email to the same email address.

Looking forward of receiving your proposal,

Sincerely yours,

Milan Mr a

Center for Civil Society Promotion (CPCD)  
CSSP / CSO Capacity Building Manager

E-mail: [milan.mrdja@cpcd.ba](mailto:milan.mrdja@cpcd.ba)

Tel/Fax:+387 (0)33 644 810, 611 798

Enclosed: Terms of Reference (ToR)