

## CURRICULUM VITAE

### Proposed role in the project:

Family name: Divjak

First names: Tina

Date of birth: June 10<sup>th</sup>, 1981

Nationality: Slovene

Civil status: In relationship

### Education:

Institution (Date from – Date to)	Degree(s) or Diploma(s) obtained:
1 October 2000 – 27 October 2005	University degree in law

### Language skills: Indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
English	1	1	1
Serbian	1	2	2
German	3	3	4

Membership of professional bodies: /

**Other skills:** computer literacy, social skills, personal responsibility

Present position: Deputy Director and Head of advocacy at CNVOS Centre of NGOs Slovenia

Years within the firm: 9

### Key qualifications:

2009: national bar exam

2009: accredited auditor for ISO quality assurance system 9001:2008

2008: expert exam from administrative procedure in national public administration exam

- More than **10 years** of experience with development of monitoring methodologies and implementation of monitoring and peer review of the reports (Mirror to the Government in Slovenia 2009 and 2010 and in Macedonia in 2012, 2013; Monitoring Matrix for Enabling Environment for Civil Society Development, Results Framework of the Guidelines for EU support to civil society in enlargement countries, 2014 2020),
- More than **15 years** of experience with comparative legal analysis in the areas of CSO enabling environment,
- More than **10 years** of consultancy to CSOs and Governments on NGO – Government relations, public participation in decision-making process, NGO public funding, organizational development.

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- Trainer on quality assurance system, advocacy, lobbying and participative decision-making, NGO – Government relations on national and local level, project management, monitoring and evaluation.

Specific experience in the region:

Country	Date from – Date to
Serbia	Citizens decide (project in partnership with Civic Initiatives): June 21, 2010 – May 30, 2011 (handbook <i>Priručnik za uključivanja građana I civilnog društva u procese odlučivanja</i> , trainings and promotional events on public participation in decision-making process, consultancy to Civic Initiatives)
Serbia	Public Participation through Local Partnerships (project in partnership with Civic Initiatives): June 1, 2011 – May 31, 2012 (handbook <i>Studija izvodljivosti lokalnih partnerstva</i> , trainings for local actors in Uzice, Priboj, Leskovac, Pirot and Babusnica, consultancy and support to local partnerships in these cities).
Macedonia	Government Mirror (project in partnership with MCIC): Public participation in legislation preparation procedures: January 16, 2012 – January 15, 2013 (consultancy to MCIC in developing the monitoring system for public participation, advocacy trainings for NGOs)
Montenegro	Active participation of civil society in shaping and implementation of public policies (project in partnership with CRNVO): February 1, 2011 – April 20, 2012 (trainings for public officials on public participation in decision-making process, development of regulations for public consultations and NGO – Government cooperation)
Montenegro	TACSO Montenegro Office: June 15, 2014 – October 15, 2014 (Preparing analysis of models for quality assurance system and action plan for the introduction of quality systems into the work of CSOs)
Kosovo	TACSO Kosovo Office: April 1, 2013 – July 15, 2013 (Senior Short-term expert for Capacity Building of CiviKos Platform)
Kosovo	Working together. Toward a productive working relation between Civil Society and the authorities in Kosovo (project together with Civikos Platform): November 15, 2014 – October 15, 2016 (trainings for members of the Government

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	Council for the implementation of the Strategy for cooperation with CSOs, trainings for Civikos members and regional hubs, organizational development of Civikos platform, advocacy manual).
Region	TACSO Regional Office: November 15, 2014 – December 2015 (defining the elements of the monitoring system for the Results Framework of the Guidelines for EU support to civil society in enlargement countries, 2014 2020
Region	Balkan Civil Society Development Network: since 2012: co-development of the Monitoring matrix Monitoring Matrix for Enabling Environment for Civil Society Development, peer review of national and regional reports since 2013
Region	Regional Cooperation Council, April – July 2017: Development of <i>Recommendation on public participation in policy making process for Western Balkan.</i>
Macedonia	Going the distance: Building shared commitments for CSOs sustainability (project in partnership with MCIC), January 1, 2018 to April 30, 2021: Co-development of methodology for monitoring of the transparency and accountability of government support for CSOs, consultancy regarding needed legislation changes, trainings for CSOs
Slovenia	Consultant for Slovene ministries (Ministry of Public administration, Ministry of Family, Labour and Social Affairs, Ministry of Health, Ministry of Environment) on public funding (transparent public funding, public tenders, criteria, financial mechanisms) (2013 – present)

Professional experience

Date from - Date to	Location	Company & reference person <sup>1</sup> (name & contact details)	Position	Description
November 15, 2005 – August 31, 2009	Ljubljana, Slovenia	Legal Informational Center for NGOs Slovenia (PIC), Katarina Bervar Sternad, <a href="mailto:katarina.bervar-sternad@pic.si">katarina.bervar- sternad@pic.si</a> , +386 31 684 182	November 2005 – August 2008 Legal advisor August 2008 – August 2009 Head of NGO and Environment Protection activity	International comparative studies on the enabling environment for development of NGOs, monitoring of the decision-making process (Mirror to the Government), drafting of NGO legislation, public participation in decision-making process, legal analysis on transposing EU legislation in Slovenia, Member of the Ministry's of Environment project group for Aarhus Convention – preparation, coordination and participation at 3 <sup>rd</sup> Meeting of the Parties in the scope of Slovenian presidency of EU, Free legal aid

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<sup>1</sup> The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

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<p>September 1, 2009 –</p>	<p>Ljubljana, Slovenia</p>	<p>Center of NGOs Slovenia (CNVOS), Goran Forbici, <a href="mailto:goran.forbici@civos.si">goran.forbici@civos.si</a>, +386 41 394 428</p>	<p>October 2009 – August 2011 Senior legal advisor August 2011 – Present Deputy director, head of advocacy</p>	<p>Consultant to Slovene ministries, consultant to different actors in the WBT region, international comparative studies on the enabling environment for development of NGOs, drafting of NGO legislation (Law on associations, Law on Foundations, Law on NGOs), public participation in decision-making process, organizational development of NGOs and networks in Slovenia and WBT region, Program manager of the Active Citizens Fund Slovenia, President of the Advisory Council of the Government of Slovenia for the Development of Volunteering, Voluntary and Non-Governmental Organisations 2011 - 2018, Member of the Committee for monitoring the implementation of the Operation programme (European Structural Funds) 2014 - 2020</p>
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June 21, 2017 -	Western Balkan region	Balkan Civil Society Development Network, Ilna Neshikj, <a href="mailto:ins@balkancsd.net">ins@balkancsd.net</a> , +389 2 614 4211	June 21, 2017 – present, Chair of the board	Management of the board, participation at strategic decisions, consultancy and peer review of the Monitoring matrix national and regional reports, as well as other reports regarding CSO enabling environment.
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Other relevant information:

### Publications:

- Šporar: Poročilo o položaju nevladnih organizacij v Sloveniji 2003/2004 (*Report on NGOs in Slovenia*), Ljubljana, Pravno-informacijski center nevladnih organizacij – PIC, 2004,
- Divjak, Šporar: Analiza vzpostavitve lokalnih razvojnih fundacij (*Analysis of the establishment of community foundations in Slovenia*), Ljubljana, Pravno-informacijski center nevladnih organizacij – PIC, 2005,
- Divjak: Skok v nevladne vode (Jump in the non-governmental waters), Pamfil, str. 39-40, februar 2005,
- Divjak, Šporar: *Analysis of involvement of NGOs in the European structural funds*, PIC, 2006,
- Šporar et al.: Celovita analiza pravnega okvira za delovanje nevladnih organizacij (*Complete analysis of legal environment for NGOs*), Ljubljana, Pravno-informacijski center nevladnih organizacij – PIC, Univerza v mariboru, Pravna fakulteta, 2006,
- Divjak: *Civil society and good governance in societies in transition: Slovenia*. In: *Civil society and good governance in societies in transition* (Benedek, W., ed.), Belgrade: Belgrade Centre for Human Rights – Vienna: Neuer Wissenschaftlicher Verlag; 2006,
- Vrbica, Divjak: Vloga civilnih iniciativ v slovenskem pravnem prostoru (*The role of civil initiatives in Slovenian legislation*), PIC, 2007,
- Vrbica, Divjak, Matoz, Šporar: Okoljska mediacija, priročnik (*Environmental mediation, handbook*), PIC, 2007,
- Legal analysis for EEB and Justice and Environment on transposition of environmental EU directives to Slovenian legislation.
- Forbici, Divjak, Osonkar, Dernovšek, Verbajs: Skupaj za skupnost, priročnik o sodelovanju med občinami in nevladnimi organizacijami (*Together for the community, handbook on cooperation between NGOs and local self-government*), CNVOS, 2010,
- Đorđević, Divjak, Pavlović: Studija izvodljivosti stvaranja lokalnih partnerstava u Srbiji (*Feasibility study for the establishment of the local partnerships in Serbia*), Gradjanske inicijative, 2012

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- Divjak, Michieli, Novaković, Knežević: *Manual for the implementation of the Code of Good Practice for Civil Participation in Decision Making Process*, CRNVO, Podgorica: 2012
- Divjak: *Code of conduct for civil society – public dialogue/relations in the eu and the world, Findings of desktop research*, TUSEV, 2012
- Divjak, Kramar: *Sistem kakovosti za nevladne organizacije, priročnik za nevladne organizacije (Quality assurance system for NGOs, manual for CSOs)*, third revised edition, CNVOS, Ljubljana: 2013
- Divjak, Forbici: *Public Participation in decision-making process, International analysis of the legal framework with a collection of good practices*, CNVOS, Ljubljana: 2014
- Divjak, Forbici, Škrl Marega: *Smernice za vključevanje javnosti v pripravo predpisov, navodila in obrazci (Guidelines for public participation in preparation of legislation, instructions and forms)*, Ministry of Public Administration, Ljubljana: 2015
- Forbici, Divjak et. al.: *Vključevanje javnosti v pripravo predpisov: priročnik za načrtovanje in izvajanje posvetovalnih procesov (Public participation in preparation of legislation, manual for planning and implementing consultation processes)*, Ministry of Public administration, Ljubljana: 2015
- Divjak, Forbici: *Javni razpisi za nevladne organizacije, Priročnik o načrtovanju, izvajanju in vrednotenju nacionalnih javnih razpisov (Public calls for NGOs, manual on planning, implementing and evaluation national public calls)*, CNVOS, Ljubljana: 2015
- Kostanjevec, Divjak et al.: *Financiranje nevladnih organizacij na lokalni ravni, Priročnik o izvajanju občinskih predpisov (Public funding of NGOs on the local level, manual for implementation of public tenders for municipalities)*, CNVOS, Ljubljana: 2015
- Divjak: *Selection procedures for representatives of Civil Society Organisations in consultative bodies established by public institutions, legal analysis with recommendations*, Ljubljana, 2016 (commissioned by KCSF)
- Divjak, Forbici: *Study on the future evolution of civil society in the European Union*, European Economic and Social Committee, Brussels, 2017

### Trainings:

- Senior trainer for NGOs in the area of quality assurance system, advocacy, lobbying and participative decision-making, NGO – Government relations on national and local level, project management from 2008 more than 50 trainings implemented:
- quality assurance system for NGOs */strategic planning, governance, human resource management, financial systems, internal processes, monitoring and evaluation/*: five 24-hour trainings, twelve 4-hour trainings with more than 150 participants since 2010
- advocacy, lobbying and participative decision-making */policy making cycle, strategic approach to advocacy, identifying stakeholders, legislative process, role of CSOs in decision-making process, cooperation between decision makers and stakeholders.../*: fifteen 8-hour trainings from more than 240 participants in Slovenia (national, regional and local level), Serbia, Macedonia and Kosovo since 2009
- project management */problem analysis, setting objectives, activities and indicators, logical framework, monitoring end evaluation, building partnerships/*: six 24-hour trainings for more than 60 participants since 2012

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