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To organizations working on issues of
marginalized groups in BiH

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In Iliđža, 14 September 2018

PUBLIC CALL

**For local civil society organizations concerned with issues of marginalized groups in BiH
to apply for participation in the training program for organizational capacity building and
development**

Marginalized Populations Support Activity (PPMG) of the United States Agency for International Development (USAID) is inviting civil society organizations whose activities are aimed at improving the position of persons with disabilities, the Roma, women, youth, the LGBT population and other marginalized groups in BiH to apply to a training program for organizational capacity development. By providing this type of support to civil society organizations we are working on building capacities for promoting and protecting the rights of underrepresented BiH citizens.

Training

The training program comprises five 3-day trainings that will be held according to the schedule below:

- **Legal and Organizational Structures, 23-25 October 2018**
- **Project Cycle Management – Project Proposal Writing, 13-15 November 2018**
- **Financial Management, 4-6 December 2018**
- **Administration and Human Resources, 5-7 February 2019**
- **Strategic planning, 5-7 March 2019**

The trainings are designed to empower all levels of an organization's structure and will allow the participants to improve their knowledge on:



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- Creating a system of written policies and procedures for their organization, taking into consideration current needs and organizational development needs, along with legal regulations and requirements of donors and other stakeholders;
- Project cycle management process, and writing project proposals;
- Financial management process;
- Concepts and elements of the development and management of human resources;
- Team building process as a prerequisite for the successful work of any organization;
- Elements of the strategic planning process, and the strategic plan as a document defining the basic directions of an organization's work.

Application

Each local civil society organization working on improving the position of marginalized groups in BiH that expresses interest in participating in the trainings will delegate 2 representatives. Organizations are encouraged to ensure that the field of expertise of the representatives matches the training topic. It is possible to apply with different representatives for each individual training.

We therefore invite you to **apply for participation in the first three trainings by September 28, 2018** at the latest.

For the training Legal and Organizational Structure, do the following:

- Apply using the following link: <http://ppmg.ba/url/onlineprijava34>
- Fill out an online questionnaire, available at: <http://ppmg.ba/url/onlineupitnik34>

For the training Project Cycle Management – Project Proposal Writing:

- Apply using the following link: <http://ppmg.ba/url/onlineprijava35>
- Fill out an online questionnaire, available at: <http://ppmg.ba/url/onlineupitnik35>

For the training Financial Management, do the following:

- Apply using the following link: <http://ppmg.ba/url/onlineprijava36>
- Fill out an online questionnaire, available at: <http://ppmg.ba/url/onlineupitnik36>

Please note that these are individual applications, meaning that both representatives from each organization should fill out individual applications. Since the trainings start in the morning, we require participants who need accommodation for the day before the training starts to inform us of this in the application form, in the section “Additional comments”.

The selected organizations will receive an invitation to the final two trainings in a timely manner.

Selection of participants

This call offers 16 places. After we receive 16 applications for each individual training, the application forms listed above will be automatically closed, thus completing the selection of participants for all three trainings.



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Technical information

Accommodation, meals and travel expenses are covered by the organizer.

The agenda, technical information, request for travel expenses reimbursement and all other information about the training will be provided to the participants in a timely manner, via email.

Additional information

For any additional questions and clarifications you can email us at aida.susic@ppmg.ba or call 033 778 766.