

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

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Nationality	B&H
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WORK EXPERIENCE

- Dates (from – to) **OCTOBER** 2012- end of April 2012
 - Name and address of employer UNDP B&H, Main office in Sarajevo
 - Type of business or sector NGO
 - Occupation or position held **PCM Trainer Assistant**
 - Main activities and responsibilities Design, prepare materials and facilitate with Trainer team leader 10 two days training/modules in Project Cycle Management PCM (Project planning, Logical framework, Project proposal writing, Monitoring and evaluation, LOD Methodology) for 15 LOD III partner local self-governance units and partner civil society organizations.
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- Dates (from – to) September 2012-...
 - Name and address of employer Pax Christy and REMI, Derventa
 - Type of business or sector NGO
 - Occupation or position held **Facilitator on KUVI project**
 - Main activities and responsibilities After finishing Training course about Dialogues “Young people and veterans” (from August 2011- April 2012, that includes 4 modules and practical placement), which is part of the programme KUVI (Constructive usage of veteran’s experience), facilitating and reporting one day dialogues sessions “Young people and veterans” in Dobož and Derventa.
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- Dates (from – to) JULY 2012
 - Name and address of employer CARE International BiH
 - Type of business or sector NGO
 - Occupation or position held **Trainer**
 - Main activities and responsibilities Design, facilitate and report 2 days training “Management and communication within teams” for 6 Roma coordinators and few other team members within project Support to implementation National Action Plans for Roma inclusion is project funded by the European Union (IPA 2008) implemented by CARE International North West Balkans and implementing partner Roma organization Euro- Rom from Tuzla.
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- Dates (from – to) MARCH- JUNE 2012
 - Name and address of employer World Vision, Field office Tuzla
 - Type of business or sector NGO
 - Occupation or position held **Trainer**
 - Main activities and responsibilities Design, facilitate and report 3 days training “Activism of young people in local community” for 30 young people from rural areas of Majeveca region.
Design, facilitate and report 3 days training “Being volunteer and basics of volunteerism” for 20 people activists from NGOs and local communities in Ozren region.
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- Dates (from – to) MAY 2012
 - Name and address of employer OSCE B&H, Field office Travnik
 - Type of business or sector IGO
 - Occupation or position held **Trainer**
 - Main activities and responsibilities Design, prepare materials (manual and power point presentation), facilitate and report 2 days training “Public Opinion Research Techniques” for Youth Council of Municipality Gornji Vakuf-Uskoplje.
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- Dates (from – to) April 2012
 - Name and address of employer IBHI (Initiative for Better and Humane Inclusion, B&H)
 - Type of business or sector NGO
 - Occupation or position held **Trainer**
 - Main activities and responsibilities Design, prepare materials, facilitate and report 2 days training “Public advocacy for raising awareness” for 60 participants from 11 municipalities in B&H.

<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>March- end of April 2012 Prism Research, Sarajevo Business sector, NGO sector Research consultant One of the researches on “Thematic study on how to improve the response of service providers in identifying, reporting and referring cases of violence against children in Albania, Bosnia and Herzegovina, Serbia, Turkey”. Organizing and conducting interviews and questionnaires with key informants and service providers (professionals) who have first-hand knowledge and involvement with the system representing different sectors (i.e., health care, social welfare, child protection, education, and interior/justice) as well as both urban and rural contexts in 5 local communities (Novi Travnik, Novi Grad, Sanski Most, Kotor Varos, Laktasi).</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>November 2011- end of February 2012 UNDP B&H, Main office in Sarajevo NGO PCM Trainer Assistant Design, prepare materials and facilitate with team leader 9 two days training/modules in Project Cycle Management PCM (Monitoring and evaluation, Logical framework, Project proposal writing) for 15 LOD II partner local self-governance units and partner civil society organizations.</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>January 2012 Universal school of sport, Jelah, B&H NGO Facilitator Facilitate and report of one working group on Conference “Social inclusion of returnees in B&H”.</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>November- December 2011 CzOR- Center for Youth Work Novi Sad, Serbia NGO Trainer and Tutor Preparation, facilitation and reporting of 6 days University course training module “Working with adolescents” with group of youth workers in Novi Pazar, Serbia Reading and marking participants/students essays.</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>October 2011and March 2012 United Women, Banja Luka NGO sector Research consultant Qualitative analysis of 15 focus groups and 9 interviews, writing report- part of the project “Toward social cohesion – Influencing social inclusion policy for multiple vulnerable groups of women who are affected by violence”. Prepare and present presentation about research results on national meeting.</p>
<ul style="list-style-type: none"> • Dates (from – to) 	<p>July 2011</p>

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- TACSO/Technical assistance for civil society organizations in Bosnia and Herzegovina
NGO sector
Trainer/short term expert
Prepare and facilitate 3 one day trainings “Quality in community youth work assessment” for youth organizations in BiH, trainings were held in Sarajevo, Mostar and Banja Luka. Reporting from trainings.
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- June 2011
World Vision Field Office Tuzla
NGO sector
Trainer
Prepare and facilitate 12 one day trainings about “Introduction in leadership and community youth work” in 3 rural communities in Kalesija, Sapna and Zvornik for young people age 15-24 years old.
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- May 2011, February 2011
CPCD/Center for promotion of civil society- Resource Center of civic society from Sarajevo
NGO sector
Trainer and Mentor
Preparation, delivery and reporting of training “Project proposal writing” for representatives of CSO in Eastern B&H- Foca region
Mentoring 6 Civil Society Organizations in Hercegovina region (Mostar, Nevesinje, Trebinje, Ljubinje) in project proposal writing and project implementation
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- January 2011
Refugee return service Drvar
NGO sector
Trainer
Design, delivery and reporting of 2 days training “Being volunteer and basics of voluntarism” for group of volunteers from Drvar, Glamoc and Kupres.
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- September 2007-December 2010
Milieukontakt International-Netherlands
NGO sector
Trainer and consultant
This position of Trainer is one of 2 Trainer position in the pool of trainers who will support NGOs and communities in the implementation of the local Green Agenda processes in Bosnia and Herzegovina. Green Agenda is methodology for development of local strategy on sustainable development. It includes: providing training and counselling for the participating NGOs and the local working Groups that are formed, implementing the local “Green Agenda’ projects. This type of assistance include issues like: stakeholder analysis, how to have an effective meeting, team building for the local Working groups, education on sustainable development for NGOs and Working groups, project proposal writing, fundraising, project management skills, involvement of the public, training skills, communication skills, conflict resolution and facilitation of meetings. I was working with two NGOs and local communities in B&H, in Zavidovici and Banja Luka. Writing with another trainer “Green Agenda Manual for BiH”.
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
- April 2010- September 2010
CEM -Center for youth education Travnik,
NGO sector

- Occupation or position held
- Main activities and responsibilities

Youth policy Advisor

- prepare and facilitate two days trainings Introduction to youth policy documents- entity, state, regional and EU level for local youth policy Coordination board, and Interpret and Analyze results of the research on young people needs in Travnik, Write report in research on young people needs in Travnik

Training about strategic planing for local youth policy Coordination board in Travnik

-attend meetings of Coordination board, giving advices to them

-writing final version of youth policy document Travnik and evaluating process of youth policy development and writing progress reports

- Dates (from – to)

November 2009- December 2009 and June 2010- October 2010

- Name and address of employer

IOM International Organization for Migration Montenegro

- Type of business or sector

NGO sector

- Occupation or position held

Trainer

- Main activities and responsibilities

Preparation, delivery and reporting 3 day trainings:

- “Building alliances and forging partnership with civil society, youth organizations and youth networks”

- “Community involvement, data collection and interpretation”

These were part of Train the Trainers programme:

- “Youth needs assessments on local level” and “Participative planning and local youth action plan development” as residential (6 days training)

- “Public advocacy and lobbying” (3 days training)

as a part of the project “Youth Social Revitalization in Montenegro”

- Dates (from – to)

November 2010-December 2010

- Name and address of employer

CzOR- Center for Youth Work Novi Sad, Serbia

- Type of business or sector

NGO sector

- Occupation or position held

Trainer and tutor

- Main activities and responsibilities

Preparation, facilitation and reporting of 6 days University course training module “Working with individuals” with group of youth workers in Novi Pazar, Serbia

Reading and marking participants/students essays.

- Dates (from – to)

September 2010

- Name and address of employer

World Vision International

- Type of business or sector

NGO sector

- Occupation or position held

Trainer

- Main activities and responsibilities

Preparation, delivery and reporting of training “Basic of facilitation skills” for members of 7 NGOs from Area Development Program Majevisa

- Dates (from – to)

December 2009 and March 2011

- Name and address of employer

Student organization of Banja Luka

- Type of business or sector

NGO

- Occupation or position held

Trainer

- Main activities and responsibilities

Preparation, delivery and reporting of training “Project proposal writing” for students at University of Banja Luka

- Dates (from – to)

April 2009-June 2009 and April 2008-end of May 2008

- Name and address of employer

CEM -Center for youth education Travnik,

- Type of business or sector NGO sector and formal educational sector
 - Occupation or position held **Assistant teacher at Faculty of Pedagogy on University of Zenica, B&H**
 - Main activities and responsibilities
 - Assisting in teaching to students of second year at Faculty of Pedagogy in Zenica elective course "Introduction to community youth work"
 - Developing plan and programme for elective course "Introduction to community youth work",
 - Active participation in planning and delivering/facilitating elective course in summer's semester April-May 2008 and April-May 2009
 - Communication and cooperation with teachers of Faculty of Pedagogy
 - professional support for students-leading Tutorials and -writing reports
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- Dates (from – to) October 2009
 - Name and address of employer OSCE Field office Bijeljina
 - Type of business or sector IGO sector
 - Occupation or position held **Trainer**
 - Main activities and responsibilities
 - Preparation of presentation, material workshops and examples related to youth strategy implementation/youth oriented surveys; delivery of the training focusing on the overall survey design, selecting the sample, designing the questionnaire, distribution of survey, survey analysis; analysis of the survey questionnaire developed by Lopare youth following the training delivery; preparation of the final report on training implementation including recommendations for follow up activities
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- Dates (from – to) 28 May 2009 - 20 June 2009
 - Name and address of employer OSCE Field office Foca
 - Type of business or sector IGO sector
 - Occupation or position held **Local Expert for research**
 - Main activities and responsibilities
 - Perform professional data analysis of the research/survey results on opinions and behavior of young people between 16-30 years in Gorazde Municipality
 - Produce the report on the results of the research/surveys in a standardized format used for social researchers. Produce Power Point presentation pointing out at main findings of the research/ survey to be used for purpose of public presentation
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- Dates (from – to) October 2008-May 2009
 - Name and address of employer OSCE Field office Dobož and Banja Luka-Education department
 - Type of business or sector IGO sector
 - Occupation or position held **Lead trainer at the programme/workshops**– Promotion Citizen's Participation and Culture of Tolerance for elementary schools in Dobož, Livno and Mrkonjić Grad
 - Main activities and responsibilities
 - Design the workshop outline; prepare registration and **evaluation forms** with the Education officer; prepare workshop materials and handouts for participants; draft agenda and detailed programme for each workshop; facilitate workshops; evaluate workshops and programme
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- Dates (from – to) April 2008 -June 2008
 - Name and address of employer CARE International, office in Banja Luka
 - Type of business or sector IGO sector
 - Occupation or position held **Consultant/Local Technical Assistance**
 - Main activities and responsibilities
 - Consultation to Balkan Youth Health Project of RS
 - working in the subgroup from Dobož on Health policy for young people of RS development. It was technical assistance to Policy and Coordination Working Group in developing some strategic aims and activities of Health policy for young people RS

- Dates (from – to) April 2009- June 2009 and May 2008-June 2008
- Name and address of employer UNDP B&H, Head office-Sarajevo
- Type of business or sector IGO sector
- Occupation or position held **Facilitator of focus group during Transitional Justice consultation process**
- Main activities and responsibilities
 - to prepare focus group for Phase 1 consultations by facilitating basic TJ education and teambuilding
 - to communicate all details about the consultation process to the focus group
 - to participate in the development and delivery of a BiH-appropriate TJ curriculum for consultations,
 - to participate in the identification of key TJ topics or questions for round table discussions,
 - to participate in the creation of a TJ survey for individual stakeholders,
 - to facilitate focus group process
 - to assist the Focus Group Coordinator (FGC) of his/her focus group with summary reports presented at plenary sessions
 - to draft all focus group reports with the FGC
 - to support the TJ Analyst & Lead Facilitators in the compiling of a comprehensive consultation report
 - upon Lead Facilitator request, to assist with other consultation-related activities.

- Dates (from – to) July 2007-July 2008 and April 2009-April 2010
- Name and address of employer CORNO (Center for youth work and non-formal education) Dobojs/Maglaj
- Type of business or sector NGO sector
- Occupation or position held **Youth Policy Advisor**
- Main activities and responsibilities

This post is continuation from previous one Youth Policy Capacity Building Advisor. Main duties and responsibilities are:

Lead and organize 3 months local research on young people needs in Dobojs and Petrovo Interpret and Analyze results of the research, Write report in research on young people needs in Dobojs, organize and moderate public presentation about Research

 - prepare and facilitate two days trainings- Training about youth policy for local youth policy Coordination board, and Training about strategic planning for local youth policy Coordination board in Dobojs and Petrovo
 - lead one of the working groups (for Mobility, participation and informing young people) who are developing Youth policy Dobojs and Petrovo
 - attend meetings of Coordination board, giving advices and ensure that youth policy development are going smoothly
 - writing final version of youth policy document for Dobojs and Petrovo
 - evaluating process of youth policy development
 - writing monthly and progress reports for line manager
 - In June 2008-July 2008 leading public campaign about youth policy which include: preparing PR material, preparing Roundtable discussions and moderating Roundtables in Dobojs and Maglaj on theme "Developing youth policy on local, entity and country level in B&H"
 - Facilitate two days Training "Detached youth work" for staff employed in CORNO

- Dates (from – to) March 2007-June 2007
- Name and address of employer Forum Syd Regional Coordination Office in Belgrade
Simina 10a, 11 000 Belgrade, Serbia and Montenegro
- Type of business or sector This post is based in Forum Syd Balkans Programme- Dobojs/Maglaj/Teslic project
- Occupation or position held NGO sector
- Main activities and responsibilities **Youth Policy Capacity Building Advisor in Dobojs/Maglaj/Teslic**
 - Assessment of YP development at the local level and the Entity level
 - Map the existing YP plans of action, laws and grass roots activities in the relevant Entity and project municipalities. Produce a written report
 - Community stakeholder analysis

Develop or update a contact list of community stakeholders in the areas of non-formal education, youth work and Youth policy.

-Capacity building of project staff in hands-on components of YP development

Assess staff knowledge, skills and attitudes regarding youth policy development and implementation. Develop and deliver workshops and trainings for project staff in cooperation with the YP contact point and other interested staff

-Depending on the assessment results, plan and implement appropriate community activities that will help to move the Youth Policy development process forward at the local level

Support staff in designing and carrying out community activities in partnership with other interested stakeholders

-Deliver workshop for volunteers on the subject Youth Policy development and European Charter on the Participation of Young People in Municipal and Regional Life

-Based on the assessment of youth policy developments on local level-in Doboj and based on community stakeholder analysis started negotiation with relevant organizations and local government bodies interested for youth policy, facilitate meetings and made with relevant partners one year project proposal on youth policy development in Doboj which implementation will start in June 2007.

Making draft of local research on young people needs and opinions in Doboj as one of the first phases of youth policy development for Doboj

-Facilitate one day Training "Dealing with challenging behavior" for staff employed in FSBP Doboj/Maglaj/Teslic

- Dates (from – to) October 2004-March 2007
- Name and address of employer Jonkoping University and Forum Syd Balkans Programme
 - Type of business or sector Contract for the scholarship while I was studying Bachelor of Education in Community Youth Work
 - Occupation or position held

- Dates (from – to) July 2004-end of September 2004
- Name and address of employer PRONI/Forum Syd Regional Coordination Office in Belgrade Simina 10a , 11 000 Belgrade, Serbia and Montenegro
 - Type of business or sector NGO sector
 - Occupation or position held **In Service Training Officer**
- Main activities and responsibilities Develop annual In Service Training Programme for all staff employed in PRONI offices in B&H, Vojvodina, Montenegro, Macedonia and Belgrade: prioritize In Service Training needs in consultation with Senior management, develop curriculum for each In Service Training, clarifying outcomes, methodologies and timeframe, develop annual In Service Training timetable (including support and supervisions for staff); Implement Annual In service Training programme and review: develop Terms of References for External Tutors, develop and review process of selections of participants on training courses, develop and implement process of briefing and debriefing of In Service Trainings, provide information pack for External Trainers, advertise courses, select and notify participants, organize accommodation for participants and Trainers, preparation for organizing staff residential; Ensuring best practice by implementing quality assurance, evaluation and monitoring of capacity building trainings
Line manager/Supervisor was Lead of Education in that period- Jocelyn Tagg

- Dates (from – to) May 2002-End of June 2004
- Name and address of employer PRONI Institute for Social Edaucation in Kotor, Montenegro
Stari grad 328, 85 330 Kotor
 - Type of business or sector NGO sector, youth organization
 - Occupation or position held **Education Coordinator**
- Main activities and responsibilities Setting Proni project (including setting up office, stakeholder analysis, networking with different stakeholders in local community-Kotor) in Monte Negro, provide regular reports on activities to the Project Manager, organize activities and hold regular meetings with members of local NGOs, local government bodies and other relevant people or groups.
Coordinate Delivery of Level A course-Leadership and Developmental youth work, provide

support for students, liaison with tutors, running or assisting in youth work, represent Monte Negro project , Involvement in developing and implementing general publicity for Proni Montenegro

- monitoring and evaluation of A Level course in Kotor
- organize, plan and facilitate Volunteer weekend Training for young people from High school Kotor, as well as facilitate Gender and Working with conflict trainings
- advertisement new course and recruitment of 2 generation of A level students including design and distribute application forms, provide information about the course to applicant, short list applicants, interview applicants and select new students
- supporting students through information meetings, trainings, individual meetings, tutorial sessions, observation of their practical placements...
- work on *Local Research in Kotor with co-worker and writing report*
- plan, organize and coordinate Youth events: public event and 5 days Festival FIKUS for local community
- run one youth work session per a week with young people from Kotor
- Write an end of year Education Report as a part of Annual Report
- Write monthly progress report and financial report for Project manager

First year and a half supervisor was Project Manager Jocelyn Tagg, and later supervisor was Project Manager Slavica Vukcevic

- Dates (from – to) May 2000-July 2001
- Name and address of employer Association of citizens "Future",
Berlinska bb 74220 Modrica, B&H
- Type of business or sector NGO sector
- Occupation or position held **Project Manager of Youth center "Future" in Modrica**
- Main activities and responsibilities Planning, advertise and organizing different activities, workshops, campaigns, trainings for young people in local community/Modrica: "Building capability of youth organizations and human rights of youth"; "Non-violence communication and conflict management"; "Relations between genders"; "Sexual education for young people"... and roundtable discussions with different topics interesting to young people in my community
 - doing research about drugs addiction in Modrica and organizing campaign about drugs and their bad influences
 - supporting and supervising young people in my community to attend Course "Computer skills" and supporting young people to be involved in Campaign about Drugs and their bad influences, in Pre-election campaign for youth to go to vote on elections in 2000 in B&H.
 - hold regular meetings with members of youth center "Future"
 - writing reports,
 - involvement in development and implementing publicity about activities in youth center, representing youth center in medias,

Supervisor was Gordana Vidovic,

- Dates (from – to) August 1998-October 1998 and from August 2000-October 2000
- Name and address of employer OSCE-Organization for Security and Co-operation in Europe-Mission to B&H, Field Office Doboj
- Type of business or sector International Organization
- Occupation or position held **Interpreter for Elections**
- Main activities and responsibilities -correctly interpret everything I have been asked under the direction of the OSCE Polling Supervisor(PSPV)
 - attend and interpreted all appropriate official meetings and private conversations for the PSPV as needed
 - support supervisor in all issues as they relate to elections needs
 - prepare, set up, and support polling center activities
 - during all potential situations, maintain a calm and professional attitude representative of OSCE

EDUCATION AND TRAINING

- Year (from – to) September 1992-June 1996
 - Name and type of organisation providing education and training Secondary School in Modrica, Republic of Srpska Bosnia and Herzegovina
 - Principal subjects/occupational skills covered
 - Title of qualification awarded **Finished Secondary School- Gymnasium**

- Year (from – to) October 2000-December 2001
 - Name and type of organisation providing education and training PRONI Dobojski/Maglaj
University of Jonkoping-School of Education and communication, Sweden
 - Principal subjects/occupational skills covered Social Education, the life stage of adolescence/working with adolescents, working with individuals, working with groups, reconciliation and conflict resolution in youth work, management in NGO's, practical work
 - Title of qualification awarded **Finished A level of the University course "Leadership and developmental youth work"- youth worker and certificate for it**

- Year (from – to) September 2001
 - Name and type of organization providing education and training Peace center Burg Schlaining, Austria
Austrian Study Center for Peace and Conflict Resolution-ASPR
 - Principal subjects/occupational skills covered Subjects covered during this one month course were:
Introduction to Civilian Peace-keeping and Peace-building, Communication and Intercultural understanding, The role of IGO's in peace-keeping and peace-building, Conflict analysis, The role of NGO's in peace-keeping and peace-building, Introduction to mediation, Gender and peace-building, Peace-building by UNHCR, Introduction to Human rights, Mine Awareness training, Civic-military cooperation, Transcend workshop: Conflict Transformation by peaceful means in the case of former Yugoslavia, Stress training, Four wheel drive and map reading training, Working with trauma, The protection of human rights, Human rights in armed conflict/minority rights, Human rights field work, NGO's and Human rights work, Human rights Monitoring, Human rights Protection, Human rights Education
 - Title of qualification awarded **Certificate of Achievement of International Peace keeping and Peace building Training Program and Specialization Course on Human Rights Protection and promotion**

- Year (from – to) January 2002-February 2003
 - Name and type of organization providing education and training PRONI Dobojski/Maglaj
University of Jonkoping-School of Education and communication, Sweden
 - Principal subjects/occupational skills covered Principles of training, training program: approaches and methods, group dynamic
Training program: goal setting, preparation implantation and assessing
Training: practical application in actual environment, co working and use of training materials, Conflict, conflict transformation and mediation
Training issues: i.e. gender, violence, drugs, ethnicity
 - Title of qualification awarded **Finished B level of the University course "Leadership and developmental youth work"- Trainer in community youth work and certificate for it**

- Year (from – to) OCTOBER 2004-MARCH 2007
 - Name and type of organization providing education and training Forum SYD Balkans Programme
Regional Coordination Office
Simina 10a, 11 000 Belgrade
Scholarship for Bachelor of Science with a major in Education accredited by School of Education and Communication, University in Jonkoping, Sweden
 - Principal subjects/occupational skills covered Content of the studies:
Laws as it relates to Community Youth Work, Community Youth Work and Society, Learning and Development, Learning Theories, Global, Environmental and Survival Issues, Special Education, Health and Community Youth Work, Professional Community Youth Work, Community development, Community Youth Work in Practice, Advanced Group Work, Working with Individuals, Working with Conflict theory and practice, Theory and practice of mediation, Management in Community Youth Work and NGO development, Training the Trainers, Training methodology and practice, Research Methodology, Research Project and writing of a dissertation, Practical Work in: local NGO's-one month in MODUS (Center for children, young

people and families) from Zagreb, two months in Group 484 from Belgrade, and 3 months in Statutory Community Youth Work organization from Bristol, England.

Sub course Training the Trainers give me opportunity to practice and improve my training skills though teaching on 3 modules (each of them lasted 6 days) of FSBP Level A "Leadership and Developmental Youth Work". These modules were Social Education, Management in Community Youth Work and Working with Individuals. Participants were youth workers from Bosnia and Herzegovina, Macedonia and Serbia.

Subject for the final research project and dissertation "Attitudes of young people towards discrimination of minority groups in Serbia-Belgrade and Becej" where I chose 3 minority groups: women, ethnic minorities and sexual minorities. This subject I chose mainly because of my interest in equal opportunities issues.

- Title of qualification awarded

Bachelor of Education to qualify for teaching and other educational activities in Developmental Community Youth Work-210 ECTS

- Year (from-to)
- Name and type of organization providing education and training
- Title of qualification awarded
- Principal subjects/occupational skills covered

2008-2010

Center for interdisciplinary postgraduate studies at University of Sarajevo

Master programme in Gender studies-330 ECTS

Research Methodology in the field of gender studies, Gender theories, Gender, human rights bad mechanism of implementation and protection, Gender and Politics, Gender and Development, Group research projects about social inclusion in health protection system of women in rural areas in B&H, Gender and Balkans, Selected topics in the filed of gender studies,

MA Thesis proposal development, MA Thesis development and defence.

Had defense of my master thesis on 16th of March 2011 and finished Master degree. Master thesis was qualitative research on subject "Construction of gender and national identities of young men on semiperiphery: research of the young men in Bosnia and Hercegovina". Focus of my theoretical part of the research was: semi-periphery, misogyny, masculinities, gender and national identities. I did interviews with 15 young men (Serbs, Bosniaks and Croats) age 18-20, and it was research about: formation of their gender and national identities, masculine identities in different nations, what does mean to be a young men today in B&H, their attitudes about gender equality in public and private sphere, and on militarism, attitudes about violence of men toward other men and domestic violence, attitudes towards sexual minorities.

- Time Away from Work

Please state any period(s) longer than four (4) months during which you did not work (including volunteer service).

Volunteer and consultancy work:

1. **In association of citizens "Future" in Modrica** -providing support in organizing and planning activities, trainings for women in 1998, representing NGO Future in Conferences about youth issues and on meetings of Coordination Board of hCa Youth Network-one year voluntary work

2. **Member of Coordination Board of hCa Youth Network** from May 1999 to April 2002 (when I left to Montenegro)

Main duties and responsibilities were: attend meetings / regular meetings at least 4 per a year, assist in planning and coordination of the activities organized by hCa Youth Network, contact and support youth NGOs in Posavina area, together with team (Coordination Board) attend Strategic planning trainings of hCa youth network in B&H...

3. At beginning **member and later president of Local Youth Council in Posavina area** in 2001 and 2002 (part of Youth Information Agency program in B&H), contacting organizations in that region, planning and organizing campaign for getting free space from Municipalities in Posavina region for youth centers/clubs.

4. In period of studying Bachelor of Science with a major in Education, doing 2 months of volunteer work for Forum Syd Balkans Programme, **organizing with Working group conferences-Dialogue days "Promotion of non formal education in BiH and Serbia and Montenegro"; facilitating and leading trainings "Basic Gender Equality Training for staff employed in Forum Syd Balkans Programme"** in projects in Central Bosnia and Dobojski/Maglaj, and working on evaluation of lectures/educational programme organized by Forum Syd Balkans Programme

5. From May 2006-July 2007 being on **practical placement in Statutory organization-Knowle/Filwood Youth Project-Eagle House Youth Centre which is part of Bristol City**

Council- Culture and leisure Service/Young people's Service. I have been involved there in: detached youth work sessions with local detached workers; sessions with disabled young people; doing research project on assessing the needs for a "Young Carers Project" in the Knowle and Filwood area); visiting and observing the work of Inclusion Youth Work Team, Staff Development and Curriculum Unit, Mobile provision session with young people; attending seminars-LGB Equality Training, Dealing with Violence and Aggression Policy; and learning about their management policy and procedures. I was especially interested about human resource management and about their equality policy and general attitude of workers toward minority groups within Bristol community. I was also participant in 3 different evaluations of the impact assessment and quality of Forum Syd Balkanns programme/ex PRONI programme in B&H, Montenegro and Serbia. Those evaluations were held in 2006, 2007 and 2010.

6. May 2012- **Member of the Commission of NAPOR (National Association of Professional Youth Workers) Serbia for accreditation and licence of the organizations and individuals for curriculum development of youth work coordinators.**

Additional Relevant Skills/Qualifications:

Attended Seminars, Trainings and Conferences:

- Summer school for(Confessional/Cultural/National) Dialogue and Understanding (SIDU) in Croatia (September 1997), organized by hCa (Helsinki Citizens Assembly) Youth Network;
- First, Second and Third Youth Meeting(October 1997, February 1998, October 1998),
- Spring Culture festival in May 1999, all organized by hCa Youth Network in B&H. On those meetings and festival were organized different workshops for participants: work in Media, fundraising, Minorities rights in B&H, Democratization in Youth organization, Democratization on Universities in B&H, Youth and Democratization in B&H, The role of young people in creating and raising of cultural level in B&H.
- Two trainings of Strategic planning of hCa youth Network in B&H in 1999 and 2001
- Summer school "Media and promotion of youth organizations"(with workshops Internet and e-mail, how to use a newspaper, radio and TV for promotion of youth organizations) in September 1999;
- Training of non-violence communication and conflict resolution in November 1999;
- Workshop " Relationship between sexes "; November 1999
- Program for peace building, organized by Center for Peace studies form Zagreb, in August 1999 in Croatia
- In September 1999 assisting to IFES-International Foundation for Election Systems in guiding the citizens of B&H to understand the Government structure outlined in the Dayton Peace Agreement, and privatization program in B&H.
- Youth Conference "Youth and Politics?!" in February 2001. also organized by hCa Youth Network in B&H,
- International Youth Conference "Stability Pact and role of Civil Sector" in December 1999. organized by Association for Democratic Prosperity(ZID) from Podgorica-Montenegro;
- Leader Training Course for hCa Board, in Copenhagen-Denmark organized by Danish Youth Council (DUF) in August 2000.
- "Millenniums Youth Conference in B&H" December 2000,Conference of Local Youth Councils in B&H(April 2001), organized by Joint Youth Program in B&H, supported by Open Society fund B&H,CARE International...
- Study visit in Sweden (Jonkoping) from November 23. 2001 till December 07.2001-it was organized by PRONI Institute of Social Education.
- Training for WEB design, January-February 2002 organized by ABF Gothenburg and Forum of citizens from Tuzla, B&H
- Basic Counselling Skills and Theory(5 seminars) from May 2002 until June 2003, organized by PRONI Institute of Social Education
- Two seminars "Women in local communities" in Kotor, organized by IRD/USAID and Women Forum in MontenegroFrom March 2004 till June 2004 participated on two modules of Women studies in Kotor, organized by NGO Anima from Kotor

- In June 2004 participated in European Youth Peace Summit in Sarajevo, participating in Working groups “Youth participation and empowerment, how to act as agents of change, and Risk taking behaviours of young people.
- In June 2004 participated in Orientation Seminar for Youth policy in Montenegro, in Bar
- In June 2006 participated in LGBT Equality Training in Bristol City Council- Culture and leisure Service/Young people’s Service
- In April 2007 -2 days training “Rights based approach and civil society” in Sarajevo
- In September 2007 I attended Training for Trainers Introduction to Green Agenda steps
- In February 2008 I attended Training for Trainers on Facilitation skills and how to facilitate multi-stakeholder meetings, and for that Training a gained Certificate
- In April 2008 I attended Facilitation Skills Training organized by UNDP and for that training I gained Certificate
- In May 2008 I attended Regional Skills Share Seminar in Struga, Macedonia organized by Milieukontakt International for trainers involved in Green Agenda process on the Balkan
- October-December 2011 attended Citizens Academy in Doboj organized by OSCE Doboj
- August 2011- April 2012- attended Training course (4 modules and practical placement) Dialogues “Young people and veterans” which is part of the programme KUVI (Constructive use of veteran’s experience)

**PERSONAL SKILLS
AND COMPETENCES**

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

SERBIAN

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH
EXCELLENT
EXCELLENT
EXCELLENT

**SOCIAL SKILLS
AND COMPETENCES**

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

Good communication skills and interpersonal skills-empathizing with people, aware of non-verbal communication, interviewing, speaking in informal and formal groups, good listening skills, engagement skills, Ability to work within a multi-cultural environment

Personal qualities: responsible, flexible, patience, confident, enthusiastic, positive attitude, tolerant, commitment to openness and life long learning, willingness for learning, professionalism

**ORGANIZATIONAL SKILLS
AND COMPETENCES**

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

Ability to work on own, with another, with team, assist in building teams, organize events, organize formal/informal meetings, produce and distribute publicity, keep records and book-keeping, share information's, organize own work and time, cope with basic finances

Planning skills-evaluate work undertaken, prioritize own work, help in deciding with others on priorities, Microsoft Office packet skills

Analytical skills- ability to relate peoples experiences to wider social issues, be able to relate values to practice, use analytical skills to understand situations/issues

Action skills- setting and working towards achieving objectives, make decisions, locating new sources of information

Facilitation skills and training skills-ability to guide, support and challenge groups in group work setting

Couching-ability to help others to develop by offering support, advice, guidance and resources
Basic public relations skills

Knowledge of:

- community youth work and core principles and values of youth work
- community mapping and development, monitoring and evaluation of community development projects
- equal opportunities issues
- gender equality issues
- rights-based approach
- child protection
- policy development processes, especially related to youth issues-youth policy
- youth advocacy and lobbying
- knowledge of key civil society and government actors involved in strategy development in the areas of youth, poverty reduction, non-formal education, social education and youth work at the local level
- knowledge of conducting research and writing researches
- knowledge of conducting evaluations and writing researches
- curriculum development and conducting trainings for different groups
- understanding of the principles of active participation and inclusion

Experience

- Experience in community mapping and community development initiatives
- Experience in community facilitation and civic education
- Experience in conducting research- especially connected with youth and gender issues
- Experience in planning and delivering training,
- Experience of partnership work with local and national governments,
- Experience of developing partnerships, including contract negotiation,
- Experience in youth advocacy and lobbying
- Experience of group work,
- Experience of Budgeting, managing and monitoring expenditure,
- Experience in Strategic planning,
- Experience in staff support and supervision,
- Experience of Starting New Initiatives,
- Experience of Project Cycle Management.

DRIVING LICENCE(S)

YES, B CATEGORY

1. ADDITIONAL information

Manuals, researches and policy documents published:

2. Dabić, Mirna (2008) "Stavovi mladih prema diskriminaciji manjinskih grupa/Attitudes of young people towards discrimination of minority groups", u (ur) Popadić Dragan, Žeželj, Iris i Baucal, Aleksandar, *Zbornik završnih radova studenata i studentkinja prve generacije dodiplomskih studija za omladinski rad u zajednici na Balkanu*, Forum Syd Balkans Programme, Beograd
3. Opština Doboj, MDP Inicijative, CORNO (2008) Omladinska politika Opštine Doboj/Youth policy for municipality of Doboj
4. Dabić, Mirna I Sarić Zlatko (2011), *Zelena agenda u BiH-priručnik/ Green Agenda-Manual for B&H*, MKI, Travnik
5. Opština Petrovo, MDP Inicijative, CORNO (2011) Omladinska politika Opštine Petrovo /Youth policy for municipality of Petrovo

Reference persons:

Sasa Presic- Education officer in OSCE Doboj, e-mail: sasa.presic@osce.org
 Vanja Kalaba- President of Association NAPOR (National Association of Professional Youth Workers) Serbia and Manager for education in CzOR (Center for youth work), Novi sad, e-mails: vanja.kalaba@napor.net, kalaba.vanja@gmail.com
 Sever Dzigurski- member of Executive Board of Association NAPOR (National Association of Professional Youth Workers) Serbia and freelancer, trainer and consultant e-mail: sever.dzigurski@gmail.com
 Ismet Karabegović, Executive director CORNO-Center for youth work and non-formal education, Maglaj e-mail: ismet@cornoba.ba

Letter of interest

With this letter I would like to confirm that I did understand your ToR **for Community Development Partnership Group Moderator for Central North Region** within your organization, and I would like to apply for this post. I consider myself suitable for this work in Central North Region. I am living in this region and you can see that I use to work in some of the municipalities (such as Doboj and Maglaj) with local stakeholders on few projects, and also on some policy documents developments. Given my qualifications, knowledge, and long time working experience, I consider that I am capable to meet the requests as stated in your Terms of Reference.

Due to the fact that my professional and working experience from 1997 in international and local non-governmental organizations in B&H, Montenegro, Serbia, Croatia and England has been various, it allowed me to develop skills and good understanding about international, regional and local non governmental organizations, and to contribute in development of new approaches in civil society organizations in B&H and Balkans region. So, I do have about 15 years of working experience and excellent knowledge of civil society sector in Bosnia and Herzegovina as well as professional experience in the field of civil society development.

I do have University degrees: Bachelor in Education to qualify for teaching and other educational activities in Developmental Community Youth Work (School of Education and Communication, University of Jonkoping, Sweden) and Master Program in Gender Studies (Center for Interdisciplinary Postgraduate Studies, University of Sarajevo, B&H).

During my Bachelor degree studies, I attended sub course Community Youth Work in Practice and part of the content of this subcourse was Community development, Social Action, theories and practice, where I gained a theoretical knowledge of community development intervention as well as social action and I did exam on Community Development Approaches, empowerment within Community Development and Citizen's Participation in local community decision making processes.

Last year I attended Citizens Academy in Doboj organized by OSCE Doboj, which is an educational programme delivered by local authorities aimed at increasing transparency and fostering citizens' engagement in municipalities where I get opportunity to get knowledge from local governments on how municipalities and cities operate and to be introduced also with local strategic plan and stages of development local strategic plan.

Practical experience in the area of community development, citizen participation and local development I gained during work as Youth Policy Advisor in Doboj, Petrovo and Travnik where I was one of the lead persons on one year process (in each of the communities youth policy development process lasted at least one year) of involving key local stakeholders and citizens from different sectors (health, employability, social, economic, youth, environment issues, sport, culture etc.) including vulnerable and marginalized groups to participate in the development of youth policy documents. They have been participated either in working groups or in consultation process on draft document. My role in this process was to make methodology for youth policy development process and to consult about it with local stakeholders; to make draft and lead local research on young people and to write report; to prepare and facilitate trainings for leaders of 8 working groups (Coordination board which was mix stakeholder's group); to lead whole process and coordinate work of working groups and work of Coordination board; to collect their reports and based on that to write draft youth policy document; to develop methodology and to lead consultation process on draft youth policy document; to moderate roundtable discussions on draft document; to present final document on public presentation event.

Also, I was working as Trainer and consultant for 3 years on Green Agenda project which is methodology for development of local strategy on sustainable development, where I was supporting NGOs and communities in the implementation of the local Green Agenda processes in Bosnia and Herzegovina (in Zavidovici and Krupa na Vrbasu). It includes: providing training and counselling for the participating NGOs and the local working Groups that are formed, implementing the local "Green Agenda" projects, stakeholder analysis, how to have an effective meeting, team building for the local Working groups, education on sustainable development for NGOs and Working groups, project proposal writing, fundraising, project management skills, involvement of the public, training skills, communication skills, conflict resolution and facilitation of meetings.

These two examples of work that I did could be proven record of relevant experience more than 3 years; proven experience in animation/moderation of community initiatives and processes; proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including local government representatives, communities, donors and other stakeholders.

From my CV you can see that I have proven experience in facilitation, moderation of public events, roundtables, etc. that I gained working for example UNDP BiH, OSCE BiH, MKI Netherlands, World Vision BiH, CARE International BiH, IOM Montenegro, IBHI BiH or other local NGOs and I had opportunity to prepare, facilitate and report at least 70 trainings and roundtables for different stakeholders (different age range, background etc.) mostly as a trainer and facilitator in last 5 years. Also, I have research experience, I worked on 12 different researches and most of them were connected with social excluded groups (such as young people, women, LGBT community, Roma etc.)

I am fluent in written and spoken English and B/H/S, having driving licence and clear driving record and ready and flexible to travel in the country/abroad to meet stakeholders and partners.

I believe that I do have all requirements/qualification and experiences that you are looking for this post. I can commit myself to arrange and organize my time to be able to fulfill all tasks in requested time and I hope so that I will have opportunity to achieve your ToR scope of the assignment and deliverables.

With respect,

Mirna Dabic

To: UNDP BiH

**The Financial offer
For
COMMUNITY DEVELOPMENT PARTNERSHIP GROUP MODERATOR FOR „CENTRAL-NORTH”
REGION, BOSNIA AND HERZEGOVINA (BIH)**

Deliverables/ outputs	Number of Days	Costs in BAM per day	Total
a) Support in preparation of the 3 CDPG meetings in each local government (Jajce, Laktaši, Mrkonjic Grad and Prijedor) provided to local development teams	3	150	450
b) Community Development Partnership Groups' discussions facilitated in each local government (in total 12 CDPG meetings)	12	250	3000

c) Brief summaries of agreements/conclusions based on group's discussions and comments/suggestions prepared for 3 CDPG meetings organised in each local government (in total 12 CDPG meetings).	4	150	600
d) A brief "lessons learned" summary paper on the entire process of engagement of CDPGs in the strategic planning process, capturing success factors, shortfalls and best practice is designed and delivered to the ILDP. December 2012 – October 2013 (Maximum 20 work/days for 3 CDPGs meetings in target 4 localities)	1	150	150
a) Support in preparation of the 3 CDPG meetings in each local government (7 local communities: Doboj, Doboj Istok, Doboj Jug, Kotor Varoš, Maglaj, Prnjavor and Srbac) which includes preparation of materials (agenda, presentations and other) provided to local development teams.	4	150	600
b) 3 meetings facilitated in each local government and presentations prepared, if and when necessary (in total 21 CDPG meetings).	21	250	5200
c) Brief summary of agreements/conclusions based on the discussions and recommendations made during the 3 CDPG meetings in 7 localities prepared and shared with the local development teams (in total 21 CDPGs meetings).	2	150	300
d) A brief "lessons learned" summary paper on the entire process of engagement of CDPGs in the strategies' implementation and monitoring process, capturing success factors, shortfalls and best practices is designed and delivered to the ILDP. December 2012 – October 2013 (Maximum 28 work/days for 3 CDPGs meetings in target 7 localities).	1	150	150
Accommodation costs	9 *	100	900
Travel costs Doboj-Jajce- Doboj	3	80	240
Travel costs Doboj-Prijedor- Doboj	3	80	240
Travel costs Doboj-Laktasi- Doboj	3	48	144
Travel costs Doboj-Mrkonjic Grad- Doboj	3	80	240
Travel costs Doboj-Doboj Istok- Doboj	3	6	18
Travel costs Doboj-Prnjavor- Doboj	3	30	90
Travel costs Doboj-Maglaj- Doboj	3	10	30
Travel costs Doboj-Srbac- Doboj	3	48	144
TOTAL			12 500 BAM

The consultant will organize own means of transport within B&H.

*accomodation is needed in three places Jajce, Mrkonjic Grad and Prijedor since it is about 3 hours driving in one directon from Doboj to these places.

If you have any further questions, do not hesitate to contact me.

With respect,

Trainer and consultant:

Mirna Dabić

Karađorđeva 53/34

74 000 Dobož

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dabic.mirna@gmail.com

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