



ROMA CIVIL  
MONITOR

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Preparatory Action  
“Roma Civil Monitoring – Strengthening capacity and involvement of  
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## Guideline for CSOs on national capacity-building

*Part 1 – Needs assessment*

3 March 2022



The *Roma Civil Monitor 2021-2025* initiative, with the full title "**Preparatory Action – Roma Civil Monitoring – Strengthening capacity and involvement of Roma and pro-Roma civil society in policy monitoring and review**", is being implemented by a consortium led by the [Democracy Institute](#) of [Central European University](#) (DI/CEU), and including the [European Roma Grassroots Organisations Network](#) (ERGO Network), the [Fundación Secretariado Gitano](#) (FSG) and the [European Roma Rights Centre](#) (ERRC) under a service contract with the [European Commission’s Directorate-General Justice and Consumers](#) (DG Just).

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The aim of this guideline is to assist the selected national RCM coordinators with preparing and implementing the needs assessment of members of the national coalitions, and, where relevant of broader Roma civil society organisations and communities.

In Cluster 4 countries, where no RCM coalition has been formed, all capacity-building activities will target wider civil society or general public; For countries from the rest of the clusters, it is also encouraged to include wider civil society organisations, but the activities should primarily target and be based on the needs of the civil society actors included in the RCM coalition.

## Background

The needs assessment is part of the capacity building programme, whose aim is to equip participating NGOs with skills, knowledge and the attitudes needed to fully participate in the design, implementation, advocacy for, monitoring and reporting on the national Roma strategic frameworks and other public policies relevant for Roma equality, inclusion and participation. Thanks to the capacity building programme, national coalitions should better understand the governance mechanisms, decision-making and political processes and will become better equipped for evidence-based monitoring, advocacy and dialogue with public authorities.

It is based on the cascade model and therefore will involve the national coordinators who will further coordinate the national coalition members and further engage with wider civil society. This capacity building model will need to take into account the different levels of capacities and knowledge of national coordinators and coalitions, while envisaging a rolling down empowerment and capacity building approach for NGOs and experts of the national coalitions throughout the four clusters, and wider civil society, as per relevance.

To assist the national coordinators in development and delivery of their national capacity-building programmes, the **RCM consortium** will provide them with:

- guideline for assessment of coalition members' and wider NGOs' capacity building needs (the present document)
- a capacity-building and empowerment toolkit and model (prepared based on the outcomes of the needs assessment prepared by the national coordinators).

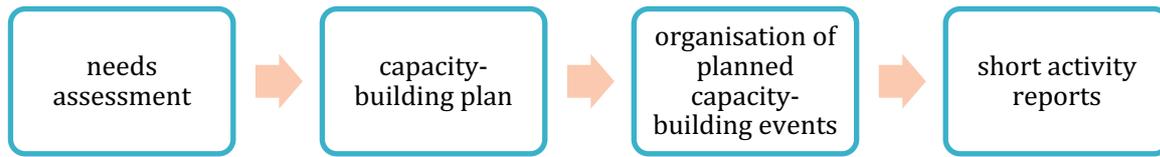
And the **national coordinators** will prepare:

- assessments of capacity-building needs of coalition members and wider NGOs'
- national capacity-building plans for coalition members and NGOs
- national capacity-building events organised during the four years of project implementation (in clusters 1 and 2: two events per year in average, and in clusters 3 and 4 one event per year in average).

## Purpose of the needs assessment

The national needs assessment aims at planning capacity-building activities to be organised by the national coordinators for their coalition members (and wider civil society organisations, where relevant) based on their actual needs. Also, the needs assessments will help the RCM consortium develop the capacity building toolkit and model which will support the national coordinators in this task.

The outcome of the needs assessment shall be national capacity-building plan:



## Purpose of the national capacity building programme

The capacity building programme (based on the needs assessment) will aim at increasing the coalition members' and wider NGOs' knowledge of the EU framework, different national policies relevant for Roma (both Roma-targeted and mainstream), communication and advocacy skills. They will include:

- concrete objectives (in what fields the NGOs' capacities should be increased and how these newly acquired skills can be used),
- activities such as lectures, workshops, facilitated brainstorming or others with involvement of external experts or institutions – NRCPs, CSOs, equality bodies, UN bodies etc, training,
- how to build wider alliances with mainstream non-Roma NGOs (e.g., with mission in human rights, social inclusion, combatting racism, etc.), academia etc. – *mandatory for Cluster 3 and Cluster 4, optional for Cluster 1 and Cluster 2,*
- timeline,
- mechanism for feedback and participatory revision of the plan – coordinators will report on the implementation of their capacity-building plans every 6 months; the RCM consortium will provide templates for these short activity reports which will mainly inform on what capacity-building events took place, what were their objectives and how the participants used the newly acquired skills,
- estimate of the costs of the planned capacity building events.

## Description of the needs assessment

National coordinators can use the Questionnaire Template at the end of this document (translated into local language; the national coordinators can modify it to their needs and local context, or design different country-specific questionnaire covering the aspects below) to assess the national coalitions and wider civil society's needs, while taking into account the varied profiles of countries and NGOs under each cluster. Overall, the needs assessment should take stock of the knowledge, experiences, skills and needs of national coordinators (self-assessment) and NGO coalition members in each cluster.

The needs assessment can be done in any way which is the most suitable to the situation in the national RCM coalition: the questionnaires can be sent to the members who will fill them and return to the national coordinator; or the coordinator can fill the questionnaires with the member NGOs' representatives; or the needs assessment can be done in a form of dialogue or group discussion...

The needs assessment should include the following aspects:

1. knowledge of national policy fields covered by the EU Roma strategic framework: governance, education, employment, health care, housing, poverty and social exclusion, participation, anti-discrimination and antigypsyism, migration and cross-cutting issues (gender, age, sexual orientation and gender identity, disability, etc.), funding, etc.,
2. policy monitoring and analysis skills, report writing capacities,

3. levels of participation, advocacy and effective engaging with stakeholders at national, regional and local levels,
4. Roma community outreach,
5. media and communication (publication of articles, use of social media, campaigns), dissemination of outputs (reports, informing about projects), relations with media (interviews),
6. working as a coalition and cooperation with wider civil society in securing the Roma perspective and their human rights/equality work,
7. knowledge and use of methodological tools (data collection, analysis),
8. level of English level skills,
9. any other relevant information.

When designing the questionnaire, national coordinators are free to select the most relevant questions, topics and or answers to be included in an assessment report, based on relevance and findings.

### Analysis and results of the needs assessment

The national RCM coordinator will analyse the information collected from members of the national RCM coalition on their capacities and needs and summarise the findings in a short report [the RCM consortium still discusses whether this will be a separate report or part of the national capacity-building plan] to be submitted to the RCM consortium (the consortium will use the information from national coordinators to develop capacity-building toolkit).

The findings/report should include information about the knowledge and skills of the coalition members, their practical experience in the aspects highlighted under "Description of the needs assessment"; the challenges and weaknesses or members as well as their strengths. In addition, in the case of Cluster 3 (when relevant) and Cluster 4, the report should also include an assessment of the capacity building needs of wider Roma civil society and or community. The section on "Recommendations" should include general recommendations flowing from the findings, as well as more specific recommendations both for the consortium and the members (with consideration of the national actions plans to be drafted subsequently by the coordinators).

The report should be reviewed/validated/commented by the whole RCM coalition and submitted to the regional coordinator (accompanied by an annex containing the used questionnaire). The report should be submitted in English (national coordinators can draft it in local language and machine translate into English – we recommend [www.DeepL.com](http://www.DeepL.com) translator, if available for the given language). The report should not be longer than 6 pages.

Deadline for delivering the needs assessment results with the results of the questionnaire is ... 2022.

### Questionnaire Template

#### I. Profiles of the members

	National coordinator	Member 1	Member ...
membership's gender, ethnic composition			
years in the field			
role and key achievements			
strengths and weaknesses			

any other relevant information			
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## II. Policy-related knowledge and skills

	<b>National coordinator</b>	<b>Member 1</b>	<b>Member ...</b>
Areas of Roma related policies in which the organisation has knowledge/skills			
How much information or knowledge you have on your current national Roma strategy	no / some / a lot of	no / some / a lot of	no / some / a lot of
Which are the areas of your national strategy that you would be best able to provide input on under RCM monitoring reports?			
What are the policy areas that you would like to understand better?			
How would you assess your experience in ...			
... conducting research interviews with central government authorities?	no experience / some experience / high experience	no experience / some experience / high experience	no experience / some experience / high experience
... writing reports or policy papers?	no experience / some experience / high experience	no experience / some experience / high experience	no experience / some experience / high experience
... collecting data through desk research?	no experience / some experience / high experience	no experience / some experience / high experience	no experience / some experience / high experience
... conducting research interviews with local authorities?	no experience / some experience / high experience	no experience / some experience / high experience	no experience / some experience / high experience
... conducting research interviews with other NGOs?	no experience / some experience / high experience	no experience / some experience / high experience	no experience / some experience / high experience

## III. Practical experiences

	<b>National coordinator</b>	<b>Member 1</b>	<b>Member ...</b>
Previous involvement or experience with coalition building			
Part of other relevant coalitions			
Formal partnerships with central, regional or local governments			
Engagement with local Roma communities			
Engaged as a trainer on Roma issues			
Previous relevant trainings (themes, length and training institution)			
What additional training you would like to receive? (indicate themes)			
What additional skills you would like to improve?			

IV. Communication skills

	<b>National coordinator</b>	<b>Member 1</b>	<b>Member ...</b>
Experience with working with the media			
Examples of reports/articles/newsletter that you drafted (please provide links of published items)			
Are you regularly publishing at a webpage/blog/media? (provide links)			
What other skills you would like to improve?			

V. Recommendations.

	<b>National coordinator</b>	<b>Member 1</b>	<b>Member ...</b>
Please indicate your additional recommendations for enhancing your capacities			

VI. Other

	<b>National coordinator</b>	<b>Member 1</b>	<b>Member ...</b>
Please indicate any other point you consider relevant			