**TERMS OF REFERENCES**

**for**

**EXPERT ON REVISING ORGANIZATIONAL AND STEERING DOCUMENTS OF KGSC**

**Duration of Assignment:**Approximately 30 working days over the period of 6 months (preferred start date 15 April 2023)

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| **Organization** | *Kosovar Gender Studies Centre (KGSC)*  |
| **Objective** | Develop and Revise all steering documents of KGSC  |

1. **PROJECT**
2. **Information about the organization**

The mission of the Kosovar Gender Studies Center (KGSC) is to integrate gender-sensitive analysis, programs, and policies in all sectors of Kosovar society by increasing gender awareness and a focus on gender issues, developing gender studies and ensuring the inclusion of gender-sensitive policies through research, policy development, advocacy and lobbying.

Kosovar Center for Gender Studies is the leading gender-focused organization in Kosovo and the region. In almost 20 years of its existence, it has contributed to gender mainstreaming and achievement of gender equality in all spheres of life. The organization operates in strict compliance with its vision, mission and objectives which are clearly defined in the strategic plan. The centre’s strategic priorities are to:

**1. To draft and ensure the inclusion of gender sensitive policies in all sectors of life;**

**2. To increase awareness, knowledge, and understanding of gender issues in Kosova;**

**3. To further develop gender studies in Kosova;**

1. **Information about the project**

This Terms of Reference is prepared within the framework of Organizational Capacity Development as part of the project “Engaging Children as Active citizens in Promoting Child Rights and Gender Perspective” manages by Save the Children and financed by SIDA. The aim of the project is to address child rights from a gender perspective as well as strengthen capacities and widening of expertise of the organizations involved in the project so that they take up to their watchdog and advocacy roles in the advancement of child rights in Kosovo. The outcomes of project are as following:

• Increasing quality in the work, activities and practices of organisations involved in the project, opening up to new actors, not naturally included within one sector;

• Building capacity of organisations to work transnationally and across sectors;

• Addressing common needs and priorities in the fields of child rights;

• Enabling transformation and change (at individual, organisational or sectoral level), leading to improvements and new approaches, in proportion to the context of each organisation.

1. **Objective of the task**

As an organization rooted in human rights, non-discrimination, and social justice that applies an intersectional approach, KGSC’s new strategic planning must include the rights of children and marginalised groups (LGBTIQ, Roma, Ashkali, and Egyptian Community). This process should serve as an opportunity to critically review our practices, refresh our objectives, and strengthen mechanisms to hold the organization accountable to its values and principles.

The expert(s) will work in close collaboration with lead staff and Board members to design, develop and revise all steering documents of KGSC. The revision must include goals and objectives that build on current and prior work and are consistent with the current and potential capacity of the organization. As such the documents that need to be updated accordingly include: Vision, Mission, Strategic Plan, Risk and Risk Management Plan, Organisational Manual/Policies, PSEAH and Child Safeguarding.

The main objective of the task is to revise all the current steering documents of the organisation, such as the vision, mission and strategic plans with the purpose of including the rights of children and marginalised groups in these documents as well as other aforementioned documents.

1. **Key Deliverables**
2. Develop a short report with the documents revised;
3. Revised steering documents of the organizations (Vision, Mission, Strategic Plan, Risk and Risk Management Plan, Organizational Manual/Policies, PSEAH and Child Safeguarding).

**7. Qualification of the candidate**

* Demonstrated experience in facilitating organisational development of non-profit organisations, including in relation to the development/revision of organisational structures

Kosovo and regional (Western Balkans) context (socio-political context).

* Familiarity with KGSC’s themes (gender equality, human rights advocacy, children, youth activism, CSO development, work with institutions etc.)
* Experience with the development of Monitoring and Evaluation plans
* Programme design & methodological experience in relation with KGSC’s fields of work will be considered an asset.
* Experience with donor relations will be considered an asset.
* Highest personal integrity and ethical standards, with demonstrated ability to handle confidential matters in a discreet and respectful manner;
* Degree in law, political science, public policies, economics, sociology or other fields of social sciences;
* Fluency in Albanian and English language is a must both in written and oraly;
1. **Timeframe**

The contract of the assignment should be for approximately **30 working days** within the timeframe of 3 months, at latest by September 30th.

*Tentative timeframe for duties and responsibilities:*

1. **APPLICATION PROCEDURE**

Applications should be submitted by including the documents listed below:

* CV
* Motivation letter
* Other documents proving experience (optional)

Applications should be sent to the email address qksgj\_kgsc@yahoo.com by writing in the subject of the email Application for OCD Expert\_Name Surname by 10.04.2023 at 17:00 hrs.