



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center

TERMS OF REFERENCE

for

Hiring a Pool of Experts and Trainers

About the organization:

Kosovar Gender Studies Center seeks a society that is based on individual and group rights where gender equality and mainstreaming are included in all spheres of life, under the strict implementation of laws, and a society where women would be able to achieve self-realization and personal and professional development.

The mission of the Kosovar Gender Studies Center is to mainstream gender in all sectors of Kosovar society by increasing gender awareness, increasing focus on gender issues in Kosovo's educational system, developing gender studies, and ensuring the inclusion of gender-sensitive policies in all sectors of life. Since its establishment in 2003, KGSC has contributed to gender mainstreaming and the achievement of gender equality in all spheres of life. In other words, to sum it up KGSC was established to draft and ensure the inclusion of gender-sensitive policies in all sectors of life, to increase awareness, knowledge, and understanding of gender issues in Kosovo, and to develop gender studies in Kosovo further.

The scope of the work of KGSC includes:

- 1. Advocacy:** From its earliest stage of operation KGSC has proved to be an important factor related to advocacy for gender equality. It has been and continues to be part of important advocacy groups and bodies on gender equality.
- 2. Research and literature production:** This is one of the major pillars of KGSC work. Since its establishment in 2003, KGSC aimed at increasing the knowledge base on gender equality and the dissemination of information produced.
- 3. Awareness Raising:** To achieve the objectives under this pillar, KGSC has in the past carried out numerous activities including training, seminars, conferences, and publications.

Context and Objective of the Call for Experts /Trainers

This call aims to engage experienced and qualified experts in gender studies and women's rights to provide their services on assisting KGSC in implementing its activities until 31 December 2024, with a possibility of extension.



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Scope of work of the expert/company

Thus, to implement KGSC's projects, the Center is opening a call for experts that can provide the deliver the following activities:

1. Conducting research, position papers, situation testing, and drafting policy

Throughout the year, KGSC will conduct several research studies, position papers, and policy drafting, by also using the situation testing tactic, on different topics from a gender perspective. Until now, KGSC has conducted more than 30 research studies, which is one of the main components of the center. The expert/s will be responsible for conducting the methodology of the research, data collection, and sampling strategy, reviewing the literature, collecting data, analyzing the data, interpreting results, drawing conclusions, drafting and finalizing the research/study, and communicating the results. The expert/s must consider ethical issues related to their study, including obtaining informed consent from participants, ensuring participant confidentiality, and minimizing potential harm.

2. Organizing workshops, training sessions, and lecturing

KGSC conducts workshops, training sessions, and various lectures on gender issues with different target groups. The expert hired for such activities will be responsible for the organization of the activities, developing materials and modules for the activities based on the objectives and target results of each activity, planning the activities based on the availability of participants, assessing the activities when needed, facilitating the activities, and reporting on the activities. This will all be done in coordination with KGSC's staff and resources available.

3. Moderating conferences and facilitating focus groups

Moreover, KGSC also conducts other events such as conferences which are moderated by an external expert with proven experience in moderation. Additionally, focus groups are conducted with external facilitators who have been previously engaged in focus group moderation. The experts that will be engaged for these positions will be responsible for drafting a guide for conducting the activities, as well as facilitating and moderating e different events with various target groups.

General Remark: Specific Terms of Reference will be developed for each deliverable before hiring the expert/company.



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Eligibility/Selection requirements

Interested experts or companies must fulfill the following criteria:

- University degree in a relevant field (law, political science, public policy, economics, sociology, or other fields of social sciences);
- Extensive expertise in gender studies (with evidence of work experience);
- At least three (3) to five (5) years of experience in the field of gender-based violence, gender, delivery of training, and social research;
- Good knowledge of the internal governance of CSOs other relevant policies for the organizational development of CSOs;
- Ability to work under close coordination and supervision of the respective KGSC project team;
- Knowledge of the political, social, and economic context of Kosovo;
- Experience in conducting the abovementioned similar assignments;
- Strong analytical and report-writing skills;
- Demonstrate a child-friendly approach in the materials provided;
- Sensitivity towards all marginalized groups;
- Fluency in Albanian and English language is a must both in written and oral.

Application Procedure

All interested experts/companies who wish to apply should submit their CVs, motivation letters (one page), and contacts of two references per the requirements listed above.

Deadline

Applications should be sent to the email address gksgj_kgsc@yahoo.com by writing in the subject of the email Application for Expert_Name of the Applicant by 05 March 2024, 17:00 hrs.