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Co-funded by Swedish  
Development Cooperation



Sweden  
Sverige

## TERMS OF REFERENCE

### RESEARCH CONSULTANT

Project: **Preventing Discrimination of all forms in the Workplace**

Position: **Research Consultant**

Location: **Prishtinë**

Duration of the assignment: **20 days**

Deadline for submitting applications: **19 June 2020**

### BACKGROUND

Kosovar Gender Studies Center (KGSC) is a gender-focused organization in Kosovo. The mission of 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, and advocacy and lobbying. The Center's vision is to establish itself as a trusted research institute to which local and international governmental and non-governmental institutions look for accurate data, policy recommendations and research that exemplifies an inclusive gender perspective, sensitive to the diversities of the Kosovar society.

### GENERAL AND SPECIFIC OBJECTIVES OF THE PROJECT:

KGSC is currently implementing the project Preventing Discrimination of all forms in the Workplace as part of the Coalition "Anti-Discrimination" with Kosova Women's Network and other partner organizations funded by European Union and co-founded by Swedish Development Cooperation. The overall objective of the project is to improve women's labor rights and empowering women to claim their rights by providing them with greater information on anti-discrimination legislation. It also presents a broad range of strategies and interventions to be implemented in order to increase cooperation with public institutions and improve the implementation of current legal and institutional anti-discrimination legislation.

As part of this project, KGSC will produce a policy paper with regards to Sexual Harassment in the Public Administration, with special focus on potential internal policies and mechanisms that regulate sexual harassment. KGSC will be using the policy paper to advocate through presenting it to key stakeholders during face to face advocacy meetings.

Implemented by:



Qendra Kosovare për Studime Gjinore  
Kosovar Gender Studies Center

## **OBJECTIVES OF THE ASSIGNMENT**

The main objective of this assignment is to develop and write the research paper regarding the regulation of sexual harassment in the Central Public Administration. Specifically, the research will consist in collecting data whether there are internal policies and mechanisms that deal with sexual harassment/assault in the Public Administration. Also to see if there is a practice of reporting sexual harassment by the employees and the relevant institutions such as Independent Oversight Board for the Civil Service that monitor the work of the Public Administration.

## **TASKS TO BE PERFORMED AND DELIVERABLES:**

The Consultant, in close cooperation and under the supervision of KGSC staff, will be responsible for conducting and writing the research, and presenting it together with all the findings and recommendations. Specifically, the Expert is expected to:

- Develop the research methodology in accordance with the objectives of the assignment and the above-mentioned information;
- Conduct desk and field research in accordance with the agreed methodology, and within the agreed timeframe;
- Evaluate the situation in the Public Administration and identify key problems of addressing Sexual Harassment in the Public Administration;
- Write a report based on the findings in the field including the recommendations for the key stakeholders;
- Present the report -The consultant is to present the findings and the recommendations in the conference;
- Continuously report to the project team regarding the process;
- Any other tasks related exclusively to this assignment.

## **QUALIFICATIONS AND SKILLS:**

**The Research Consultant should be able to meet the following profile and expertise criteria**

- A minimum of three years of professional experience in Research.
- A minimum of three years experience in organizations or similar institutions related to gender
- Capability and proven experience in crafting communications strategies
- Excellent written and spoken Albanian or English

**The technical section should consist of the following documents:**