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European Union

Terms of Reference

For The Consultancy: Conduct Capacity Development Workshop on Information and Communications Technology

Issued: 13 October 2022

Application Deadline: 27 October 2022

Submit to: kosovawomensnetwork@gmail.com

Implemented by:



BACKGROUND

The Kosovo Women's Network (KWN) is a non-governmental, not-for-profit organization with a mission to support, protect and promote the rights and interests of women and girls throughout Kosovo, regardless of their political beliefs, religion, age, level of education, sexual orientation, and ability. As a network of 190¹ members, women-led organizations of various ethnicities located throughout Kosovo, these groups carry out important initiatives towards furthering women's human rights, as per the goals set in [KWN's Strategy for 2019-2022](#).

In order to address the funding challenges faced by its members, women's rights civil society organisations (WCSOs) and to provide them with the resources that they need to carry out their very important work, KWN established the Kosovo Women's Fund (KWF) in 2012. KWF provides small grants to WCSOs that do not have access to other sources of funding and who seek to work for women's rights and gender equality, especially groups working in rural areas and/or with marginalized persons, including women with different abilities, and women from minority ethnic groups.

The unique KWF also provides ongoing, tailored capacity development opportunities for grant recipients, as well as grant applicants, in grant-writing, project cycle management, and financial management, furthering their capacities to apply for funding from other donors in the future, using an innovative 'learning by doing' approach. Additional support is available to organisations seeking to strengthen their advocacy capacities.

With KWF's transparent, efficient, effective and proven sub-granting systems and procedures, since KWF's establishment, KWN has administered 227 grants to 122 civil society organisations (CSOs), totalling €1,182,312. Since December 2012, 24,387 women and girls from different areas, as well as boys and men, have benefited directly from these initiatives. Among them, 4,717 women participated in decision-making processes (some for the first time), including during 511 advocacy initiatives undertaken, through which 31 public policies were amended in order to better support the needs of women and girls in Kosovo.

Furthermore, as KWN's 2020 research [*"The Pandemic Knows No Gender"? A Gender Fiscal Budget Analysis of the Government of Kosovo's Response to the COVID-19 Pandemic from a Gender Perspective*](#), co-funded by the European Union (EU), has shown, the COVID-19 pandemic has impacted both women and men, but given their generally unequal position within the society, women have been particularly affected. Women and children experiencing violence, people with different abilities and their families, rural women, young women, and some minority women have been particularly vulnerable amid social isolation measures and widespread job-loss. While the government has adopted several emergency measures, only one, relatively small measure explicitly involves a gender perspective and will attend to the needs of women; it remains to be seen how other policies will meet diverse women's needs and interests.

Meanwhile, although they have been among the first responders to support the most vulnerable in their communities, particularly women and children suffering violence, and they can play a crucial role in ensuring that diverse women's voices are heard in policy-making,

¹ The number might change based on new members' enrolment and/or organizations that might not be active.

CSOs have faced added challenges amid the COVID-19 pandemic, amid added costs, decreased human resources, budget cuts, and new challenges. Several rural, grassroots organisations lack equipment and knowledge in how to use software solutions to communication amid the crisis. Moreover, the pandemic has only exacerbated the difficult financial situation that many WCSOs were in before the crisis began, as shown in KWN's 2020 research [*Where's the Money for Women's Rights?*](#).

Therefore, this Action seeks to address the needs of the most vulnerable groups, particularly women, by empowering WCSOs working to further gender equality to support diverse women in engaging in decision-making processes, towards ensuring that their needs are addressed in the state's COVID-19 response. Moreover, in doing so, the Action seeks to further the capacities of CSOs in general, so that they become more resilient, also amid potential future crises, and abler to ensure a rights-based approach in addressing the needs of their constituents, particularly the most vulnerable.

The **overall objective** of this Action is to enhance capacities and resilience of Kosovo CSOs working towards gender equality to mitigate social and economic impacts of the COVID-19 pandemic among the most vulnerable, particularly women and girls. Towards this aim, anticipated **outcome** is: Kosovo institutions' decision-making on state programs and financial support to address the COVID-19 pandemic, its aftermath and beyond informed by diverse women and girls' rights, interests, and needs. Towards achieving this outcome, the anticipated **outputs** include: 1) "strengthened WCSOs capacity to engage in decision-making processes and policy reforms, particularly related to the response to the socio-economic crisis resulting from the coronavirus pandemic, through the provision of small grants", and 2) furthered capacities of WCSOs, improving their effectiveness and impact amid the COVID-19 pandemic, its aftermath and in the future, through tailored capacity building that includes attention to their unique organisational needs and their long-term resilience.

Towards achieving the aforementioned outcome, all [KWF 17th Round Call for Proposals](#) grant recipients will conduct the Organisational and Advocacy Capacity Assessment (OACA), facilitated by KWN, to identify their organisational strengths, as well as opportunities for furthering their capacities. Based on these assessments and their individual Capacity Development Plans (CDPs), the tailored capacity building, using KWN's proven approach through KWF (praised by the European Commission as a best practice),² will further the targeted WCSOs ability to better influence public policies and monitor the work of institutions in addressing the needs of the most vulnerable, particularly women and girls.

CONSULTANCY PURPOSE AND OBJECTIVE

Based on KWN's and KWF's grant recipients' initiatives and the goals they set for furthering their capacities in their CDPs, KWN is seeking for a competent consultant or company to conduct capacity development workshops on Information and Communications Technology. This support will help WCSO grant recipients to learn to use new computer technologies to better connect with their constituents and for more effective advocacy, even amid isolation measures.

The main target group includes at least 27 WCSOs that focus on furthering gender equality, which includes 18 WCSOs and 9 shelters that will benefit from KWF grants and tailored capacity building.

MAIN TASKS OF THE CONSULTANT:

- Design a two-days workshop on the aforementioned topic.
- Provide the Workshop Plan (outlining details and process of how the workshop will be conducted) using KWN's template and the Agenda,
- In cooperation with KWN organize a three-days online workshop (KWN will manage all logistics and invitations),
- Deliver three-days online workshop for all partner and grant recipient CSO staff members,
- Prepare an online evaluation survey, using KWN's template,
- Prepare a short fact sheet/basic guide on Information and Communications Technology based on the grantees needs identified during the workshop.
- Provide a short Consultancy Report, including a summary of the Workshop Evaluation to KWN.

KWN'S INPUTS:

- Provide necessary information and agree on the workshop aims and agenda with the Consultant,
- Provide input on the Workshop Plan and the Agenda,
- Coordinate and meet with the Consultant to organize a three-days online workshop,
- Undertake all logistics for organising the workshop for all partner and grant recipient CSOs staff members, including invitations,
- Provide logistical support to the Consultant necessary for the realisation of the task.

SCHEDULE AND ESTIMATED LEVEL OF EFFORT

The Consultant will be engaged for 6 full consultancy days, over the period 11 November 2022 – 27 November 2022, according to the following timetable:

Activity	Responsible	Estimated Level of Effort	Date
Contract signing, initial agreements	KWN	N/A	7 November 2022
Submission of the Training Plan and the Agenda	Consultant	0.75 days	11 November 2022
Training Delivery	Consultant	2 days	16 and 17 November 2022
Prepare the factsheet/guide	Consultant	3 days	24 & 25 November
Submission of the Consultancy short Report	Consultant	0.25 days	27 November 2022

REQUIRED QUALIFICATIONS OF THE CONSULTANT:

- Excellent knowledge and extensive experience in Information and Communications Technology,
- Excellent workshop and coaching techniques, incorporating participatory approach,
- Excellent writing skills,
- Experience working with civil society or international NGOs.

APPLICATION PROCEDURE

The Consultant's bid / application should consist of the following:

1. Consultant's CV or portfolio,
2. Cover letter outlining the required qualifications and capacities,
3. Proposed explanation of the general methodology, tools and approaches,
4. Financial offer: A daily fee/rate in EUR per consultancy day.

The expert is responsible for paying all the taxes related to this assignment. Any international experts must include within their cost proposal the 5% tax required by Kosovo law.

The application / bid should be in Albanian. There is no standard format.

SUBMISSION AND EVALUATION OF BIDS

Interested candidates are invited to submit their proposals by:

Please submit the proposals by **27 October 2022** to kosovawomensnetwork@gmail.com with the subject - "Information and Communications Technology expert". Received applications will be evaluated toward below stated criteria:

- Experience of consultant in similar work and Required qualifications and capacities (from the Cover letter, CV / portfolio)
- Proposed methodology / approach (effectiveness of the proposed methodology)
- Proposed financial offer (lowest cost)

We thank to all applicants for their interest. Only selected applicants will be contacted.

For any additional information concerning the application, please contact:
kosovawomensnetwork@gmail.com.