

I. Contract Overview

Consultancy Title:	National Consultants to support Kosovo institutions and provision technical support and guidance to selected municipalities for local gender action planning in line with the articles of the European Charter for Equality of Women and Men in Local Life and the Kosovo Programme for Gender Equality
Location:	Home-based and Prishtina, Kosovo
Practice Area:	Gender Equality
Type of Contract:	Individual Contract
Category (Eligible applicants):	External
Post Type and Level:	National Consultant
Languages Required:	English and Albanian, Serbian considered an advantage
Starting Date:	15 April 2024
30 June 2025	30 June 2025 (47.5 working days)

II. Consultancy Assignment

Background/Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Kosovo's progress in respecting and promoting Gender Equality is highlighted in a series of international commitments and in national legal and policy frame-works. The main achievements in the field of gender equality and women's empowerment reside in Kosovo's institutional capacity development for the work on gender equality.

Gender Equality Facility Project, funded by the European Union, is designed to support Kosovo¹ in ensuring that through the EU accession process, gender equality is mainstreamed across sectors, and the gender equality mechanism is strengthened, with the ultimate result of more equitable socio-economic development outcomes for women, men, girls, and boys in candidate countries of South-East Europe.

As the Government of Kosovo prepares itself to align with the broader EU *acquis* in a wide range of sectors, it is prioritizing investment in particular sectors with specific areas of social and economic reform, providing for adoption of a comprehensive sector-based approach to development. Aligned with the Kosovo Program for Gender Equality 2020-2024, the overall goal of the Action is to support Kosovo in accelerating progress on gender equality by specifically strengthening those institutional structures, processes and procedures that are responsible for transposing the EU Gender Equality *acquis* and integrating gender-responsiveness into policy and governance.

A set of activities has been identified to reach expected results, focusing on increasing the absorption capacity for implementing the EU Gender Equality *acquis* through access to technical guidance, tools, and harmonized methodologies; capacity development, coaching and advice; and the provision of technical assistance for gender mainstreaming in support of priority reforms/ sectors and (recovery) plans. The project objectives will be achieved by increasing long-term capacities of operating structures and public institutions to mainstream gender at all levels and across sectors, with particular focus on strengthening equal opportunities for women, men, girls, and boys, notably for those facing the greatest risk of being marginalized, excluded, and left behind. In the medium to longer-term, and in line with EU Gender Action Plan III, the Action aims to secure implementation/application of gender equality legislation, policies, and standards through policy dialogue, technical expertise and guidance, development and sharing of good practice, and strategic partnerships and cooperation.

The Action will focus on the following key results related to the second expected result, in supporting local government unit/service provision level. Action will support the process of translating EU and national gender equality policy to the local level

so that local government units apply gender mainstreaming to policies and plans and implement gender-responsive actions in accordance with their mandate.

This intervention reflects the EU's commitment to gender equality as a principle underpinning its external relations within the framework of Kosovo's accession to the EU and with a focus on the negotiation process. With the overall aim of enhancing the transposition of the EU Gender Equality *acquis* and achieving gender equality outcomes in line with international human rights norms and standards and the 2030 Agenda/Sustainable Development Goals (particularly SDG 5), it focuses on strengthening gender- and socially responsive governance outcomes at central and local levels.

To support the implementation of Output 2 GEF-related activities the UN Women Office in Kosovo seeks to contract four National Consultants to support Kosovo institutions and provision technical support and guidance to selected municipalities for local gender action planning in line with the articles of the European Charter for Equality of Women and Men in Local Life and the Kosovo Programme for Gender Equality.

Description of Responsibilities/ Scope of Work

The overall objective of this consultancy is to provide to support Kosovo institutions and provision technical support and guidance to selected municipalities to engage in gender mainstreaming and develop, cost, perform, and monitor functions in support of gender equality in line with the articles of the European Charter for Equality of Women and Men in Local Life and the Kosovo Programme for Gender Equality.

The specific objectives of the assignment are:

1. Under the overall supervision of the UN Women Kosovo GEF Project Manager, direct supervision of the GEF Coordinator for Output 2, and guided by the International Consultant, provide expert, training, coaching, and mentoring support to 17 municipalities in ensuring gender equality mainstreaming across sectors, strengthening gender equality mechanisms, resulting in more equitable socio-economic development outcomes for women, men, girls, and boys
2. Following the standard CEMR standard methodology, provide coaching, hands-on advice in the development of LGAP to seventeen municipalities in line with the articles of the European Charter for Equality of Women and Men in local life, and the Kosovo Programme for Gender Equality
3. Providing technical support and guidance (preparation of gender action plans, public consultation, monitoring and follow-up activities) to seventeen municipalities for local gender action planning in line with the articles of the European Charter for Equality of women and men in local life, and the Kosovo Programme for Gender Equality.
4. Provide inputs for an analysis of processes that are underway and/or planned in the short to mid-term within the gender equality mechanism, sector governance structures, and EU integration structures for absorbing the EU Gender Equality *acquis* and implementing and monitoring gender equality policies in Kosovo that are relevant for the local governance level.
5. Assisting the GEF Coordinator for Output 2 in communicating gender mainstreaming & local governance to the broader public in partnership with municipalities and women's civil society organizations.
6. Assisting the local administration to analyze specific local programmes and budgets and develop gender-specific measures and indicators, as well as mentoring the local officials to review local policies from a gender perspective.
7. Support to profiling, agenda-setting, replication, exchange of experience, peer-to-peer learning, and strategic networking on gender mainstreaming in local governance among LGUs and local development actors, including women's civil society organizations.

Under the guidance of the International Consultant, overall supervision of the UN Women GEF Project Manager and UN Women GEF Coordinator for Output 2, and in close cooperation with the Ministry of Local Governance Administration (MLGA) and municipalities, the National Consultant will undertake the following tasks:

- Conduct consultations on the issue of gender mainstreaming in EU accession processes with the UN Women GEF Project team, the International Consultant, the municipalities, and EU integration structures to establish a joint understanding of the project context, task, and requirements.
- In collaboration with the international consultant and GEF Coordinator Output 2, develop an initial strategy for initiating LGAPs into local governance.
- Strengthening municipal capacities and reporting on gender equality initiatives and outcomes at the municipal level.

- Provide expert, training, coaching, and mentoring support to seventeen municipalities in ensuring gender equality mainstreaming across sectors, strengthening gender equality mechanisms, resulting in more equitable socio-economic development outcomes for women, men, girls, and boys.
- Provide hands-on advice in developing LGAP to seventeen municipalities in line with the articles of the European Charter for Equality of Women and Men in local life, and the Kosovo Programme for Gender Equality: following the standard CEMR standard methodology.
- Strengthening LGUs capacity for implementation, identifying gaps, and enhancing gender equality/mainstreaming in local governance strategies, action plans, and regulations.
- After initial consultations, provide inputs in English for developing a methodology and work plan that will outline the timeline of actions and the type of inputs needed from the LGU structures.
- Submit inputs to the International Consultant for verification/integration into the methodology and work plan.
- Provide inputs for analyzing the processes of local governance strategies, action plans, and regulations; in doing so, special attention should be paid to (i) drafting local action plans on gender equality and (ii) integrating gender equality indicators into local governance structures and processes using the existing structure.
 - Closely coordinate with the UN Women GEF Project team and the International Consultant and engage in follow-up meetings with relevant stakeholders as required.
 - Submit inputs to the International Consultant for verification/incorporation.
- Based on the insights from the analysis, provide inputs in English on the status of the draft LGAP with a detailed set of recommendations explaining how gaps in gender-sensitive activities can be bridged.
 - Submit inputs to the International Consultant for incorporation.
 - Actively participate in organizing workshops, visits, and pieces of training and assistance provision to LGAP in ensuring gender equality mainstreaming across sectors, strengthening gender equality mechanisms at the local level.
 - Take notes of comments made by working group participants and submit them to the International Consultant.

Throughout the assignment, the National Consultants are expected to:

- Provide technical support to introduce, disseminate, and promote the European Charter for Equality of Women and Men at the Local Life as an essential gender-responsive governance tool.
- Conduct the desk review (based on collected materials) and highlight the main areas of intervention that need to be considered during the drafting of the LGAPs.
- Visit constantly the partnering municipalities in providing support, collect the necessary information for the desk review process as the first step of drafting the LGAPs.
- Actively meet municipal interlocutors, civil society organizations, and other stakeholders and partners in developing LGAPs in seventeen municipalities.
- Plan, organize, train, and provide coaching sessions to municipalities in ensuring gender equality mainstreaming across sectors, strengthening gender equality mechanisms, resulting in more equitable socio-economic development outcomes for women, men, girls, and boys.
- Provide hands-on advice in developing LGAP to seventeen municipalities in line with the articles of the European Charter for Equality of Women and Men in Local Life and the Kosovo Programme for Gender Equality.
- Facilitate timely follow-up on procedural steps related to the preparation of the LGAPs until their finalization.
- Coach and assist the municipality working group responsible for drafting LGAP to prepare specific parts of the LGAPs based on the approved methodology and format.
- Monitor and evaluate the progress of achievements and challenges on LGAPs at the municipal level and provide periodic reports to UN Women and International Experts.
- Identify gaps, challenges, and opportunities for gender mainstreaming in local governance.
- Keep continuous contact and exchange with the International Consultant.
- Maintain communication and good working relations with designated staff of local authorities, sector governance structures, and any other institution relevant to the analysis.
- Closely coordinate with the UN Women GEF Project Manager and the Coordinator for Result 2.
- Attend regular and on-needs basis briefings with the International Consultant, the UN Women GEF Project Manager, and the Coordinator for Result 2 to provide status updates/reports.
- Collect the needed means of verification per each activity undertaken at the local level, where she/he is participating (filled list of participants, filled pre and post evaluation forms, photos from the activity, links of activities posting at social media, etc.)

To facilitate the delivery of the above outputs, UN Women will provide the National Consultant with the following:

- Project-related documents and contacts.
- Other documents as necessary.

Deliverables

All deliverables should be submitted to the International Consultant and UN Women in English. Final inputs for enhancing gender equality/mainstreaming in local level policy should be delivered by 30 June 2025 at the latest. The approval time required to review the deliverables prior to authorizing payments is seven days.

Deliverable	Expected completion time (due day)
1. Provision of inputs for a methodology and work plan, submitted to UN Women for approval. 2. Participation in initial meetings with municipalities and MLGA to discuss and assist in the development and implementation of LGAPs.	5 days by 15 April, 2024
3. Organization of meetings, invitation, participation in workshops, trainings, and consultation processes with local authorities. 4. Provide constant updates to the GEF Coordinator on the status updates on development on status of LGAPs at local level. 5. Constant visit to the municipalities in gathering data, liaising in ensuring information sharing, participation, and status updates on development of LGAPs. 6. Disseminating gender mainstreaming tools specifically tailored for local development actors (e.g., European Charter for Equality of women and men in local life, Implementation Handbook, municipality self-assessment tool).	30 days by 31 st December 2024
7. Provide constant reports in English for the LGAPs development, submitted to the International Consultant and UN Women for approval.	10 days by March 2025
8. Provide final report on consultancy in English on engagement. Submit to the International Consultant and to UN Women for approval.	2.5 days by June 2024

Consultant's Workplace and Official Travel

This is a home-based consultancy. The assignment may potentially require in-country travel. The Consultant shall be responsible for organizing their in-country travel if needed.

III. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<https://www.unwomen.org/en/about-us/employment/application-process# Values>

FUNCTIONAL COMPETENCIES:

Knowledge Management and Learning

- Shares knowledge and experience
- Seeks and applies knowledge, information, and best practices from within and outside UNWomen
- Development and Operational Effectiveness
- Demonstrates excellent written and oral communication skills
- Communicates sensitively, effectively and creatively across different constituencies
- Demonstrates very good understanding of and experience in communications and outreach/advocacy
- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- Uses Information Technology effectively as a tool and resource

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Proven networking skills and ability to generate interest in UN Women's mandate
- Identifies opportunities and builds strong partnerships with clients and partners

IV. Required Qualifications

Education and Certification:

- Advanced university degree (minimum master's degree or equivalent) in Law, Public Administration, Gender/Women's Studies, European Studies, Social Sciences, Development Studies, or related fields.
- A University Degree (Bachelor's degree/first level) in Law, Public Administration, Gender/Women's Studies, European Studies, Social Sciences, Development Studies, or areas related or relevant to the requirements of the ToR, with a combination of two additional years of relevant professional experience may be accepted in lieu of the advanced university degree.

Experience:

- At least 5 years of experience in engaging in local public administration, public management stream-lining and modernization, and institutional development and capacity building in the public sector.
- At least 3 years of experience in supporting mainstreaming of women's rights and/or gender equality in policy development

and implementation by government and local governance through different sectors.

- Demonstrated work experience in supporting/strengthening the gender equality mechanism at central and local governance and development of local action plans.
- Proven knowledge and understanding of the national legal and policy frameworks regarding gender equality, especially in regard to the EU *acquis* and familiarity with gender statistics.
- Evidence of solid knowledge of stakeholders in the country, in particular institutions and development actors working in the fields of local governance action plans, gender equality/mainstreaming, and EU integration.
- Excellent English and Albanian language skills, particularly in the preparation of written documents, and working knowledge in Serbian is an asset.
- Prior experience in conducting tasks similar to the ones outlined in this ToR with UN agencies or similar international organizations would be desirable.

Languages:

- Excellent English and Albanian language skills (written and spoken) are mandatory.
- Knowledge of Serbian language is an asset.
- Knowledge of any other UN official language is an asset.

V. How to Apply

- **Personal CV or P11 (P11 can be downloaded from:**
<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>)
- A cover letter (maximum length: 1 page)
- The required documents must be submitted no later than 04 April, 2024 at midnight Central European Time at info.kosovo@unwomen.org