



## Women managers in public sector - facilitating the transformation from a quantitative to a qualitative approach, Kosovo

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### Terms of Reference (ToR)

Short Term Expert (STEs) – Gender Inclusion Specialist – Research, Kosovo

<b>Title of assignment</b>	Compilation of a research paper on <b>Gender Inclusion</b> , specifically women participation in public sector institutions.
<b>Type of contract</b>	Service Contract
<b>Duration of the assignment</b>	15 days (maximum)

#### 1. Background

INDEP is a think tank and an advocacy centre that provides independent research-based policy solutions. Established in 2011 as an association of policy analysts, researchers and civil society activists, INDEP looks at regional policies, aiming to guide countries of South-East Europe on their path to Euro-Atlantic integration. In Kosovo, where it is based, the institute has a special focus on strengthening democratic governance and plays the role of public policy watchdog. Despite a short time since its establishment, INDEP has acquired the status of one of the most influential civil society actors in policy-making process in Kosovo. INDEP's mission is to strengthen and guide sustainable socio-political and economic development based on the principles of democracy and democratic values.

INDEP is currently implementing the project "*Women managers in public sector – facilitating the transformation from a quantitative to a qualitative approach*", funded by the United States Agency for International Development (USAID) and managed by Advocacy and Training Resource Center (ATRC) in Kosovo.

The overall objective of the project is to contribute to the creation of an enabling environment for a higher participation/representation of women in public sector institutions through activities which instill gender balanced mindset in different groups of society. Whilst, the main objective of the research paper (to be prepared by the selected gender inclusion specialist) is to identify tangible recommendations for a higher participation of women in the public sector through observing trends and contextual developments in this regards after the first decade of the Kosovo's statehood.

The activity, which this ToR is referred to, shall consult existing reports and papers on gender inclusion in Kosovo, based on which new data and statistics will be added regarding trends and contextual developments of women participation in public sector. The paper shall aim to raise awareness on gender inclusion in Kosovo and ignite discussion among key stakeholders engaged in this issue.

The selected STE will be supported by INDEP staff in his/her efforts to achieve the end goal and deliver a high quality research paper. The research activity provided by the STE will be coherent and complementary to the other activities of INDEP.

## **2. Objective of the assignment**

The main objective of this assignment is to contribute towards the creation of an enabling environment for a higher representation of women in public institutions by identifying and analyzing the trends of women participation in such decision-making institutions, installing a gender balanced mindset in different groups of society, and increasing awareness on the importance of equal gender participation in public sector.

## **3. Tasks**

The STE under the leadership/guidance of, and in cooperation with, INDEP Project Team will be responsible for writing the research paper presenting and addressing the trends regarding women participant in public institutions. More specifically, the STE will:

- Develop the draft research paper in collaboration with the Project Team;
- Conduct thorough research and prepare top quality analysis on women participation in public institutions trends;
- Evaluate the experiences of women working in public institutions, and identify obstacles towards an effective participation;
- Assess reports on different practices and public institutions in Kosovo, include recommendations for improvements and guidelines;
- Assist with designing the agenda for planned activities and coordinating the meetings with Focus Groups;
- Provide other assistance directly related to the main scope of this assignment.

## **4. Timeframe and location of the assignment**

Timeframe of the assignment is January – February 2019. Location is Kosovo. The indicative start date of the assignment is 28 January 2019. The assignment will not exceed 15 days (excluding travel time).

## **5. Confidentiality and authorship**

INDEP will have exclusive ownership of all information generated as part of this assignment. The STE may pass the information on to other parties in specific instances, if INDEP agrees to this in advance in writing. The STE will treat as confidential all information provided by INDEP, project beneficiaries and/or other parties as part of this assignment.

## **6. Management of STE**

The STE will work under the supervision of the INDEP staff and will work closely with the project team.

## 7. Application Package

Interested parties are invited to submit the following documents:

- ✓ Curriculum Vitae (CV),
- ✓ Expression of Interest,
- ✓ Indication of the Expert Daily Fee.

### Deadline:

The deadline for submitting of application, which should contain all required information is **27 January 2019**.

Applications are to be submitted electronically to [office@indep.info](mailto:office@indep.info), with a subject line: 'Expression of Interest: Gender Inclusion Specialist for Women managers in public sector'.

Any queries regarding this ToR should be sent to email: [office@indep.info](mailto:office@indep.info)

### Payment:

INDEP shall effect payments to the Contractor upon achievement of the objectives of this ToR.