



## **Integrating Sustainable Development Goals (SDGs) in Municipal Dialogue Processes in Kosovo**

*Pristina (Kosovo)*

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### **Terms of Reference (ToR)**

Research Assistant for Enhanced Policy Dialogue among Relevant Stakeholders for the Advancement of SDGs and 2030 Agenda within municipalities

<b>Title of assignment</b>	Conducting policy analysis and compiling research-based findings aiming to boost policy dialogue among relevant stakeholders for the advancement of SDGs and 2030 Agenda within municipalities
<b>Type of contract</b>	Service Contract
<b>Duration of the assignment</b>	3 months (maximum)

### **1. Background**

INDEP is a think tank and an advocacy center 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.

Ever since the beginning, INDEP has been known for the wide public as the think tank which promotes intensively sustainable development as the leading concept for the country's long term development. INDEP focuses heavily in pushing forward the sustainable development agenda. INDEP has widened its scope of action and reached out to the local communities through various projects targeting the local governments and random citizens living in the selected municipalities.

Since the agreement of the 2030 Agenda by United Nations (UN) in 2015 and while considering its significance for the world's transformation towards sustainability, Institute for Development Policy (INDEP) has put great effort in promoting and advancing Sustainable Development Goals (SDGs) in many spheres in Kosovo.

Even though not a member state in the UN, in 2018 the Assembly of the Republic of Kosovo has committed to the SDGs through adopting the Resolution for Sustainable Development

and establishing the Committee for Sustainable Development. Furthermore, last year a group of deputies pushing forward the green agenda within the Parliament was constituted. However, central level institutions are not the only ones that play a pivotal role in fulfilling SDGs in Kosovo. Alongside the central level institutions, municipal authorities play a critical role in achieving the national SDGs, thus INDEP focused its work also in local governance structures.

Starting from August 2020, INDEP is implementing the project 'Integrating Sustainable Development Goals (SDGs) in Municipal Dialogue Processes in Kosovo' supported by 2030 Agenda Transformation Fund. This project's main objective is to enhance institutional dialogue processes within all Kosovo's municipalities regarding sustainable development, strengthen the capacities of competent municipal officials and create space for joint action for SDGs and 2030 Agenda. While the project's specific objectives are to:

1. Create a platform for municipal officials where they can strengthen the sense of common cause,
2. Provide tangible recommendations on faster transformation of Kosovo's urban zones into sustainable cities, as well as tips on localizing and visualizing SDGs for all of Kosovo's municipalities,
3. Encourage policy dialogue among relevant stakeholders for the advancement of green agenda within municipalities,
4. Raise awareness of municipal officials in Kosovo about sustainable development, concretely 2030 Agenda and SDGs, and benefits of investing in this direction in the long run.

Besides other activities, an activity with high significance to the project is the compilation and publication<sup>1</sup> of 3 research papers, which will provide the municipalities of Kosovo with tangible recommendations on how to localize SDGs, visualize data and establish sustainable communities. The topics of papers that will be prepared as parts of this project are:

### **1. Policy Guideline – Local2030: Localizing SDGs in Kosovo's Municipalities**

To successfully fulfill all of the 17 SDGs, there is a high need of engagement from all stakeholders in the field who jointly need to share resources, skills, knowledge, and establish strong partnerships. While Kosovo is still at an early stage of adapting SDGs and 2030 Agenda, localizing SDGs would immensely contribute towards recognizing the context of achievement in regards to 2030 Agenda. Localizing encompasses the progress from the setting of targets to determining the implementation means and utilizing indicators to monitor the progress made. Localizing SDGs will serve as a crucial tool and platform to advocate and raise awareness for sustainability. Thus, this policy guideline tends to identify institutions and their specific deliverables to be provided during their mandate in regards to SDGs. Furthermore, the paper aims to raise awareness and advocate for green agenda by bringing together Government, ministries and local governance structures and discuss further actions to be taken in terms of sustainability.

### **2. Towards Sustainable Cities: Urban Transformation in Kosovo**

In Kosovo, emigration in other European countries is quite common. Nevertheless, what has been observed in the latest years in Kosovo is that also internal migration, as such moving away from rural areas towards urban ones, is even more common. Citizens residing in rural areas see internal immigration as an opportunity for a better life. Considering this, the urban

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<sup>1</sup> The publication date: mid October to November 2020.

areas are being overpopulated and urban sprawl is being inevitable thus impinging the quality of life. Hence, one of the SDGs that need immediate intervention from local level institutions in Kosovo consists to be that of Goal 11 on Sustainable Cities and Communities. Proper practices of urban planning are essential for building and managing sustainable cities and communities. Through this paper, INDEP intends to prescribe the features that make a city sustainable, list the tools and solutions for all of Kosovo's municipalities regarding their transformation, and provides recommendations on how to take action and dedicate their work towards SDG 10. Lastly, a separate session of this paper will be dedicated to the COVID-19 pandemic and how it has affected the component of sustainability the municipalities throughout Kosovo.

### **3. Visualizing SDGs: How to regularly record the data and maximize its utilization?**

In order to properly measure the progress of a country in relation to fulfillment of 2030 Agenda, competent bodies should regularly conduct reviews on local and national level. These reviews than serve as a basis to for regional comparison in different meetings and forums that are held, for example HLPF. Even though such reviews are voluntary, it is of high interest for Kosovo to conduct considering the immense struggles it has in terms of sustainability. Besides demonstrating techniques of SDGs data visualization, this paper aims to serve as a guideline on how to record various initiatives and project undertaken by municipalities of Kosovo within the framework of SDG indicators and keep track of their progress.

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

While consisting to be a research institute with a strong influence in policymaking, INDEP through compilation of plenty analysis and reports seek to constantly provide up-to-date information and concrete recommendations to the stakeholders regarding sustainable development. Research papers are considered essential tools within our organization for advocating in regards to certain issues. Considering this, under this expression of interest, INDEP will seek to engage a research team, consisting of senior researcher, junior researcher and research assistant, who will jointly work in regards to the finalization of the research papers.

Specifically, as part of this assignment, the engaged party will be responsible for:

- Contributing to an enhanced policy dialogue among relevant stakeholders for the advancement of green agenda within municipalities,
- Provide tangible recommendations on faster transformation of Kosovo's urban zones into sustainable cities, as well as tips on localizing and visualizing SDGs for all of Kosovo's municipalities,
- Raise awareness of municipal officials in Kosovo about sustainable development, concretely 2030 Agenda and SDGs, and benefits of investing in this direction in the long run.

### **3. Tasks**

The Research Assistant under the leadership/guidance of, and in cooperation with, the INDEP core project team, will be responsible for:

- Assisting in literature review activities,
- Collecting and analyzing relevant policy information and data,
- Assisting in the preparation of the interview questions,
- Attending meetings with the relevant stakeholders and taking notes,
- Maintaining accurate information received during one on one interviews and compiling summaries,
- Responding on daily basis and when necessary to project related e-mails,
- Attending meetings with project staff,
- Preparing project reports,
- Contributing to the overall success of the project by performing all other duties as assigned.

The research assistant shall always be in close consultation with INDEP for the performance of the task.

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

Timeframe of the engagement is September – November 2020. Location is Kosovo.

### **5. Confidentiality and authorship**

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

### **6. Supervision**

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

### **7. How to apply?**

Interested parties are invited to submit the following documents:

1. Curriculum Vitae (CV),
2. Expression of Interest,
3. Indication of the expected monthly compensation

Applications are to be submitted electronically to: **office@indep.info**

Any queries regarding this ToR should be sent to **Dora Musa**, email: **dora.musa@indep.info**

E-mail subject line: “<Name and Surname – Position you are applying for”

## **8. Deadlines**

The deadline for submitting an application, which should contain all required documents/ information is: **12 September 2020, 23:59 hr.**

## **9. Payment**

Compensations for this assignment will be in the form of fixed price on days engaged in the assigned task.