



Terms of Reference

Consultation assignment for *Kvinna till Kvinna* Foundation, Western Balkan region

1. Background

The Swedish organisation *the Kvinna till Kvinna Foundation (Kvinna till Kvinna)* supports women during times of war and conflict to increase women's power and influence. Today we cooperate with more than 130 women's organisations in the Western Balkan region, the South Caucasus, the Middle East and two countries in Africa. We started at the beginning of the 1990's in the Balkans as a direct result of the atrocities of the war with a focus on women, peace and security. We collaborate with women's organisations that play an active part in peace and transition processes as well as promoting women's rights and gender equality.

The **mandate** of *Kvinna till Kvinna* is to:

- Empower women in war and conflict-affected regions by enhancing their self-esteem, their mental and physical well-being and their participation in the creation of a democratic society.
- Promote studies and research concerning the effects of war and armed conflict on women.
- Provide information about the effects of war and to raise public opinion in favour of peaceful conflict resolution using non-military methods.

Kvinna till Kvinna shall operate without attaching importance to religious, political, national or ethnic affiliation. These requirements also apply to *Kvinna till Kvinna's* partner organisations.

Kvinna till Kvinna regional EU-advocacy for Western Balkan

Kvinna till Kvinna is currently implementing a regional programme (2015-2020) in the Western Balkan region with the goal of gendering the EU accession process. The main method used is advocacy towards different EU institutions and national/federal governments (via partner organisations). The program builds on *Kvinna till Kvinna's* longstanding experience in the region, and the *Kvinna till Kvinna* Strategy for the Western Balkans 2015-19 and is focused on **gendering the EU accession process**.

2. Expected outcome of the Assignment

Every year, *Kvinna till Kvinna* organises an advocacy week in Brussels, as one of the main activities of this programme. A lesson learnt so far is that preparation is key to success. As part of the capacity development prior to the advocacy week in Brussels 2020, *Kvinna till Kvinna* is planning to organise tailor made support and consultations for partner organisations to help them prepare in the best way possible, including sharpening their policy papers and preparing arguments for specific advocacy targets and meetings.

The consultant/s shall assist the implementation of the regional programme by one-on-one support to a broad group of partner organisations, that are to different extents part of the

regional programme, with the aim of improving their advocacy performance in general and at the annual advocacy week to Brussels in November in particular.

The support should be provided remotely, to 12-18 organisations, from Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia. The assignment is foreseen to include:

- Gathering information regarding specific partners' capacity development needs in the areas of advocacy preparation,
- formulate foreseen advocacy outcomes,
- Prepare partners to talk about post-Covid-crisis and EU policy towards WB,
- Supporting partners in formulating gathered information (partners' research, reports and other findings on relevant topics) regarding issues they want to put forward in their advocacy work,
- Organise online consultations with partners,
- Support with policy brief preparation.

3. Deliverables:

To spend 1,5 days with 12-18 women's organisations respectively, for direct support and consultations, based on their identified needs.

1. Assess the needs of each partner organisation,
2. Present the identified needs to Kvinna till Kvinna,
3. Agree on steps forward: which organisations to support with direct consultations, written input support, fine-tuning advocacy strategies and more,
4. Facilitate online consultations with partners; mini-workshops, feedback on mock-presentations, feedback on advocacy strategies/adjustments of messages based on advocacy targets,
5. Reading and reviewing policy papers and similar and providing feedback
6. Providing general recommendations and tips (online meeting) to Kvinna till Kvinna staff how to be better prepared during the Consultancy week in Brussels as a group depending on format of the visit this year, including recommendations for the Advocacy week, based on conclusions during the assignments – focus areas/ learning/ development/ common preparations, key targets.
7. Writing a brief report on the capacity development process, including information on each partner organisation and good practices for the future.

4. Methodology

The assignment should be done online and in communication with partner organisations. The methodology should be further elaborated based on discussions on the assignment.

More details on methodology should be presented by the consultant/consultancy team. Detailed planning and priorities of the assignment will be discussed with ***Kvinna till Kvinna***.

5. Time frame and reporting

The duration of the assignment is from September 1 – October 23, 2020, according to the following timeline:

- Deliverable:
 - 1 Assessment, until September 21
 - 2 Presentation of needs, until September 28
 - 3 Making plan with Kvinna till Kvinna staff, until October 2
 - 4 Partner consultations, October 2-23
 - 5 Feedback to partner on policy papers etc, October 14-23
 - 6 Recommendations to Kvinna till Kvinna, until October 23

6. Contact person at *Kvinna till Kvinna*

The consultant/s will report directly to Senior Programme Officer Maja Stajcic, maja.stajcic@kvinnatillkvinna.se.

7. Required skills and qualifications

The consultant/consultancy team should have:

- Extensive knowledge about the EU, specifically the EC,
- Thorough knowledge and experience of advocating and lobbying EU stakeholders,
- Knowledge about the Western Balkan countries' EU accession processes is an asset,
- Solid analytical skills,
- Excellent communication and writing skills in English.

8. Cost Frame

The assignment is expected to last 18-27 fulltime working days in total.

Consultant fees shall be specified as fees per day including taxes, social security contributions and VAT. The tender shall state total value of tender, including expenses such as telephone, internet, postage and any other expenses related to the assignment.

Contracted consultant cannot further subcontract the assignment. In cases where the tender includes a team of consultants, their division of labour shall be presented.

The deadline is non-negotiable and delays will be sanctioned in the contract to be signed.

9. Contract

Kvinna till Kvinna intends to sign a contract no later than August 31, 2020.

10. Contact

For any questions on the ToR, please contact Stina Magnuson Buur, Head of Office Western Balkan, stina.magnuson.buur@kvinnatillkvinna.se



Annex 1

As guidance for this assignment there are several relevant documents prepared by **Kvinna till Kvinna** that should be used, as/when relevant:

- **Kvinna till Kvinna** regional programme application 2015-2019: "Strengthening Women's Rights, Participation and Influence in the Western Balkans"
- **Kvinna till Kvinna** [Annual report 2019](#)
- Reports: **Women's Rights in Western Balkans, Indicators for Women in Politics, Gender Based Violence and Security for Women Human Rights Defenders in Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia 2017**, and [Ibid 2018, Ibid 2019](#).
- Reports: [Two steps forward, One Step Back](#), [Where's the money for Women's Rights](#), [Funding Trends in the Western Balkans](#).