Terms of Reference: Gender Analysis of EU documents in Western Balkans

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

1. Background

The Swedish organisation the Kvinna till Kvinna Foundation (Kvinna till Kvinna) supports women in areas affected by 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 four 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 Balkans

Kvinna till Kvinna is currently implementing the EU Accession for whom? Women’s rights and participation in the Western Balkans (2021-2026) programme which aims to continue to strengthen women’s rights and women’s equal participation in decision-making in the Western Balkan region, through contributing to gendering the EU accession processes and strengthening civil society organisations (CSOs) in the six pre-accession countries, Albania, Bosnia and Herzegovina (BiH), Kosovo, Montenegro, North Macedonia, Serbia, as well as regionally. The programme builds on Kvinna till Kvinna’s longstanding experience in the region, and the Kvinna till Kvinna Strategy for the Western Balkans 2015-20 and is focused on gendering the EU accession process.

The short-term outcomes for this programme are:

**Short-term outcome 1:** Kvinna till Kvinna's support to WCSOs to further increase knowledge and capacity leads to effective evidence-based advocacy towards the key EU stakeholders (Council of the EU, Member States, European Commission and the European External Action Services)

**Short-term outcome 2:** Kvinna till Kvinna and WCSOs have an increased engagement on thematic issues and an increased participation of WCSOs in EU accession processes (broader thematic engagement, widened alliances and partnerships, new actors, etc.)

**Short-term outcome 3:** Partner organisations carry out effective (or improved/strengthened) evidence-based advocacy towards their respective national governments in regard to the protection and respect for women's rights within the context of the EU-accession processes.

**Short-term outcome 4:** Kvinna till Kvinna supports partner organisations in becoming increasingly more sustainable.
The methodology that will be applied during the programme implementation, includes following different approaches and methods of Kvinna till Kvinna: advocating governments, advocating the EU and Member States, providing core support to partner organisations, evidence-based advocacy, strengthening a local support-base, human-rights based approach, multidimensional poverty and intersectionality, conflict-affected area analysis, networking, facilitating contacts with decision makers, support to targeted partner organisations, and synergy with other similar and complementary programmes in the region.

2. Expected outcome of the Assignment
Within the regional programme the consultant will provide EU advocacy support that will continue to be used for facilitating access to evidence-based analysis, increased capacity development of partner organisations.

The consultant/s shall assist the implementation of the regional programme through the following tasks:
1. Annual Work Plan for assignment;
2. Gender analysis of EU documents, including the EU Enlargement Strategy;
3. Support to Kvinna till Kvinna partner organisations in finalisation of their EU advocacy policy briefs;
4. Support to Kvinna till Kvinna staff in strategic thinking and conceptualising the Brussels Advocacy Week meetings; and
5. Policy development.

3. Deliverables:
The consultant/s is expected to spend 204 days total (60 days per each year with exception of 84 days in 2021) delivering as follows:
1. Annual Work Plan for assignment;
2. Gender analysis of EU documents (country reports, opinions, strategies) 20 days per year;
3. Consultations with partners (assessment of the needs of partner organisations in the Western Balkans, online consultations, feedback on advocacy strategies, report on consultation provided and further recommendations/policy briefs in preparation for advocacy week); 20 days per year;
4. Strategic thinking and conceptualizing of the meetings and events for the annual Brussels Advocacy Week (identify key stakeholders and support strategic thinking during preparation meetings), and expert participation during the Advocacy Week (expert participation in meetings with some key EU stakeholders with recommendations for follow up); 10 days per year;
5. Policy development (Input to Kvinna till Kvinna Western Balkans Advocacy Strategy, and to the Kosovo-Serbia dialogue - follow up on EU processes and Kvinna till Kvinna entry points, monitoring GAP III, consultations with EPLO and other like-minded Brussels based organisations) 10 days per each year, with exception of 34 days in 2021.

4. Methodology
The assignment should be done online and in communication with Kvinna till Kvinna. 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 January 1 2021 – 31 December 2023 and will be revised annually according to the timeline set out in the Annual Work Plan for the Assignment.

6. Contact person at Kvinna till Kvinna
The consultant/s will report directly to Stina Magnuson Buur, Head of Office Western Balkan, stina.magnuson.buur@kvinnatillkvinna.se

7. Required skills and qualifications
The consultant/consultancy team should have:

- Extensive knowledge about the Western Balkan countries;
- Extensive knowledge about the Western Balkan women’s civil society organisations’ advocacy towards EU;
- Strong understanding of EU external action policies including EU Enlargement Policy, EU support to Gender Equality, Women, Peace and Security policy, EU policies on peacebuilding and mediation;
- 5-10 years expertise in leading advocacy initiatives at EU level;
- Well-established network of contacts in Brussels including EU officials, Member State officials, NGOs and networks working on gender equality, peacebuilding, neighbourhood and enlargement;
- Excellent analytical and writing skills in English;
- Experience in organising and facilitating high-level policy events with EU stakeholders;
- Knowledge of a second language of the EU preferably French; and
- Knowledge of Kvinna till Kvinna’s work is an asset.

8. Cost Frame
The assignment is expected to last 204 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 February 20, 2021.

10. Contact
For any questions on the ToR, please contact Ristin Thomasson, Regional Manager Western Balkans, ristin.thomasson@kvinnatillkvinna.se