



TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

This research paper is one of the activities implemented under the 'Decent Jobs for Women' project, by Kosovo Stability Initiative and Center for Policy and Advocacy, funded by the Embassy of Netherlands in Kosovo. With only around 18% of women employed in the formal economy (World Bank, 2019), employment of women in Kosovo is one of the lowest in the world and lower than other Western Balkan countries. The lack of appropriate investigative journalism on these matters coupled with lack of political will of the state to protect the workers' rights has left women alone in their extremely difficult employment situation. It is assessed that women working in the retail and cleaning industry are the ones suffering most. Although the Law 04/L011 on Organizing in Trade Unions in Kosovo does exist, the workers in the Private Sector do not realize their right to organize, allegedly in fear of being persecuted or fired by the employer. While the focus of CSOs and other actors has, rightly, been on active labor market projects, decent work has been neglected to date. Women and employment, even without the discrimination at workplace is still a challenging area. Existing studies show that women are in an underprivileged position compared to men not only when it comes to employment participation rate but also types of occupation, and income in both private and public sector.

This project is part of Social Justice Program and contributes toward the achievement of its objectives which is the improvement of working conditions for the most vulnerable groups, and active participation of women and vulnerable groups in Social Dialogue through the direct engagement of Coalition for Social Justice, Trade Unions and employer's organizations. IKS is a leading organization in Kosovo on topics of social justice and is the first CSO that has made meaningful contribution to the social dialogue process. 'Decent jobs for women in Kosovo' would itself contribute to a greater social justice by improving implementation of labour rights and gender-related legislation, through enabling active engagement of civil society and social partners. This would directly enhance the condition in the labour market for all workers and especially the more vulnerable groups: women as formal and informal workers in the private sector, also as the least protected categories in the labour market. The intended systemic and systematic change that IKS aims to achieve as a direct consequence of the proposed intervention provides for the most sustainable approach to facilitating change in society and ensuring results in the field of human rights well beyond the duration of the grant. Furthermore, through policy change, IKS will also strive to address the institutional framework shortcomings, hence, enabling relevant stakeholders live up to their socially ascribed role and responsibility.

2. RESEARCH OBJECTIVES

2.1 Overall Objective

Improving employment conditions is a key element in working towards better gender equality in Kosovo. Through this contract, the IKS project team aim to obtain information about the quality of jobs for women in Kosovo and feed information on the working conditions of women at the country level in the retail and cleaning industry. This will be used by IKS and QPA as the basis for a policy/work strategy and a wider programme of support to women participation in the labor market in Kosovo.

2.2 Specific objectives of this contract

Through this study, there are several questions we need to address such as:

1. How is the access in the labour market for women at the country level in the retail and cleaning industry?
2. What are the struggles and challenges at the workplace for women, including maternity leave and also sexual harrasment?
3. How has Covid-19 affected the employment for women, along with the balance between work, family and childcare?
4. What are the factors determining the accepted wage and what is the necessary minimum needed for survival in Kosovo?
5. How should discrimination be addressed more accurately, including the role of Unions as well?

The specific objectives of this contract are, therefore, to support IKS's efforts by the following means:

a) The provision of accurate research data regarding:



In depth analyses of labour condition and discrimination for women in Kosovo;



This study should also include comparative analysis with particular reference to the most likely groups to be affected by discrimination in the marketplace.

b) Insightful analysis of the data emerging from the research, with well-thought through and clearly presented conclusions and, where appropriate, recommendations about realistic and feasible communication actions that the team implementing the project can undertake to achieve the aims set out at 2.1.

3. SCOPE OF THE WORK

3.1 General project description

IKS intends to commission a local expert to undertake a comparative research study with the objective of contributing to the study of “Decent Jobs for Women in Kosovo” project. IKS will coordinate this effort, but the research expert would be responsible for organizing and conducting research and providing thorough-going analysis and findings. IKS reserves the right to review and approve the methodology and all instruments, guides, and or administrative procedures as necessary to comply with IKS procedures.

3.2 Specific activities

Review and discuss the conditions and practices of labour market for women employment in Kosovo.

Analysis of general state of challenges by:

- economic sectors;
- type of companies;
- Etc.

Review and discuss the appropriateness of the rights which are foreseen with the Law 04/L011 on Organizing in Trade Unions in Kosovo. These criteria include:

- the right for membership in syndicate organizations;
- the right for union; and
- general state in the awareness on social justice;

Based on information from the Kosovo Statistics Agency and other relevant sources, describe the situation of labour market for women in Kosovo (i.e. employment status, earnings, support from the families, maternity leave, childcare, sexual harrasment, etc.)

The research should also take account of the ‘Decent Jobs for Women in Kosovo’ project’s key target groups – and indeed should help the project team to define these better, both during the elaboration of the methodology and, importantly, in the analysis of models. The aim is to provide a clear picture of the issue, by expressing and determining the working conditions and challenges in the countries.

The Contractor will be responsible for developing an implementation plan for the research, which will cover, amongst other things:

- the methodology and sample,
- geographical coverage;
- timing of implementation;
- instruments for delivering the research.

The draft methodology and implementation plan for this part of project, which should cover these and all other considerations important to the implementation of the research, including a draft research structure, should form an important part of the proposal and will be a main feature in the adjudication process.

In the event, the successful Contractor will finalise all these details, including the make-up of sample, the geographic spread and the questionnaire in consultation with the IKS team during the inception phase of the **project**.

4. PROJECT MANAGEMENT, TIMING AND REPORTING

4.1 Responsible body

The Kosovo Stability Initiative as the organization implementing the project.

4.2 Commencement date and period of execution

The intended commencement period is the 1st of November 2020, while the fieldwork should be completed before the 1st of February 2021.

4.3 Reporting requirements

Within 5 days of signature of the contract the Contractor will submit a detailed implementation schedule, revised instruments, and sample in English detailing the methodology and implementation plans and timeframe for the project.

No longer than 10 days after completion of the research, the Contractor will submit a research report setting out the data discovered and the analysis of findings and will make a presentation of these to the IKS project and its stakeholders. The Contractor will then have 30 days following submission of report to question the Contractor's findings and analysis and ask for any clarifications.

Final report should be in English and Albanian, to be sent in electronic form by e-mail to IKS focal points.

5. EVALUATION OF PROPOSALS

Consultant submitting proposals are invited to demonstrate their capability and credentials to offer these services (e.g. past experience in the field), set out their proposed methodological approach and quote a price for the services requested.

Evaluation factors will include: proposed cost of services, quality and detail of the proposal, integrity of the proposed methodology and integrity of the research administration plan; the degree to which the proposals demonstrate knowledge and understanding of Kosovo's EU Integration process and the challenges faced, and; the relevance and creativity of the proposed research instruments. IKS will select the proposal that demonstrates the best combination of price and proposed methodology/implementation plan.

The deadline for acceting offers is 22nd of October 2020.