



# TERMS OF REFERENCE

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## **1. PROJECT SHORT BACKGROUND INFORMATION**

Mentoring and coaching the leaders to potentially establish trade union is one of the activities implemented under the 'Decent Jobs for Women' project, by Kosovar Stability Initiative and Centre 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. OVERALL OBJECTIVE OF THE PROJECT**

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.

While the focus of CSOs and other actors has rightly been on active labour market projects, decent work has been neglected to date. Regardless of which factor is the most

prevalent, it is certain that discrimination of women at workplace happens systematically and their working conditions are far from being decent.

Our goal is to achieve decent work conditions for all women. Ending this form of discrimination against women and girls is not only a basic human right, but it is also crucial to achieving social justice.

### 3. SCOPE AND METHODOLOGY

IKS intends to commission a local expert to support the identified potential leaders by coaching and mentoring them in union establishment, as part of “Decent Jobs for Women in Kosovo” project. IKS will coordinate this effort, but the expert would be responsible for organizing and communicating with the targeted audience. 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.

Through this activity, there are several steps that the expert need to do:

1. Coaching and mentoring the potential leaders throughout the sessions;
2. Develop a brochure containing all the information regarding union registration;
3. Support the establishment of trade unions during the whole process;
4. Organize a meeting with potential leaders and stakeholders;
5. Address potential challenges in trade union establishment, especially gender related issues;
6. Ensure that all bureaucratic and administrative requirements are addressed;
7. Ensure that women workplace rights at company level are at the heart of Union objectives;

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

- In depth analyses of legislative conditions in Union establishment;
- In depth analyses of the administrative procedures of registering and other legal responsibilities of creating the union.
- Guide preparation of union registration procedures.

#### 3.1 Specific activities

Mentoring and coaching identified leaders in establishing a trade union. All aspects must be addressed.

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 harassment, etc.)

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This activity 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 sessions and, importantly, in the registration procedures. The aim is to provide a clear picture of the issue, by helping and supporting women in the process of dealing with registration and other administrative procedure when establishing an union.

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

- the content,
- inclusion;
- timing of implementation;
- instruments for delivering the mentoring.

The methodology and implementation plan for this part of project, which should cover these and all other considerations important to the implementation of the sessions, including a timeframe plan 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 sector of the union with the IKS team during the inception phase of the **project**.

## 4. SKILLS AND QUALIFICATIONS

- Minimum of five years of experience in implementing similar activities;
- Knowledgeable in Kosovo legislation in general, and the legislation pertaining to labour and social dialogue in particular;
- Knowledge of the functioning of businesses in the private sector;
- Experience in team work and stakeholder management;
- Experience in training activities;
- Fluent spoken and written English Language;

## 5. REPORTING ARRANGEMENTS

The Expert reports to Iniciativa Kosovare për Stabilitet Executive Director and to the Project Manager.

## 6. DURATION OF THE ASSIGNMENT

The intended commencement period is the 1<sup>st</sup> of October 2021, while the sessions should be completed before the 31<sup>st</sup> of December 2021.

Please send your CV and Motivation Letter to [brikena\\_berisha@iksweb.org](mailto:brikena_berisha@iksweb.org), by 23d of September 2021.