



TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

Kosovo's economy continues to face numerous systemic challenges, with the availability and quality of jobs continuing to be as the key one. In response, investing in economic growth and job creation are among the key priorities of the Government of Kosovo. Based on the data of the KAS Household Budget Survey (HBS) 2017, unemployment rate remains high at 25.9%¹, with rates for women at 34.3%, compared to men at 25.9%. Moreover, informality of employment coupled with issues of low quality and indecency of jobs remain a strong concern.

Income and gender inequalities, often fueled by social norms, are further drivers of economic challenges. Kosovo is still struggling to enhance an inclusive labour market and a secure place of work. Beside being more likely to work in lower paid service sectors, women workers in Kosovo face numerous compounded forms of discrimination in the labour market such as reluctance of employers to hire women due to expected maternity leave and higher cost for employers, women performing vast majority of unpaid care while facing limited access to quality day care services, issues of harassment and violence at the workplace, as well as overall social norms of the traditional roles of men and women, all causing low participation of women in the labour market.

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. As part of the project 'Toward Social Justice and Equite', IKS intends to publish this research paper on employees perception regarding the main issues in the labor market. In particular, it focuses on measuring the employee perceptions on their working conditions. The importance of periodically measuring employee perceptions is manifold. In addition to providing an overview of employee knowledge and assessments, it informs policy-making and raises the quality of public discussion on work and employment topics, as well as living standards. This study has the potential to reveal the gaps within the realization of labor rights, thereby complementing and strengthening the database that coincides with work, employment, and the well-being of citizens. These data can contribute to the identification of activities (eg. awareness campaigns and work inspections) and the targeting of specific groups to increase awareness in the realization of workers' rights.

¹ (KAS, Kosovo Labour Force Survey 2021)

2. RESEARCH OBJECTIVES

2.1. Overall Objective

Improving employment conditions is a key element in working towards better law implementation in Kosovo. Through this contract, the IKS project team aim to obtain information about the situation and quality of jobs for employees in Kosovo and feed information on the working conditions at the country level in all sectors. This will be used by Ministry of Finance, Labour and Transfers as the basis for a policy/work strategy and a wider programme to support labor law implementation in Kosovo.

2.1 Specific objectives of this contract

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

1. How is the situation of the working condition at the country level?
2. At what level is the Law of Labor being implemented, including contract, payment and leaves?
3. What are the struggles and challenges at the workplace for employees?
4. What are the struggles and challenges at the workplace for women specifically, including maternity leave?
5. How does employment affects the balance between work and life?
6. At what level is the Law of Health and Security at the workplace is being implemented, including secure workplace, evaluation of risk and accidents?
7. What are the factors determining the accepted wage and what is the necessary minimum needed for survival in Kosovo?
8. What is the awareness towards Unions and Social Security Fund?

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:
 - Knowledge of employees on their working rights
 - Perceptions on the applicability of their rights
 - Job satisfaction
- 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 company/ local expert to undertake a comparative research study with the objective of contributing to the study "Toward Social Justice and Equity" 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.

3.1 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 'Toward Social Justice and Equity' 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.

4.1 Commencement date and period of execution

The intended commencement period is the 1st of September 2022, while the fieldwork should be completed before the 1st of December 2022.

4.2 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 applications should be sent at flaka_berisha@iksweb.org and the deadline for accepting offers is 29th of July 2022.