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TERMS OF REFERENCE

Title of the action: Preparation of a Baseline Study about gender-based discrimination in the workplace

1. BACKGROUND AND RATIONALE

Kosovar Stability Initiative (IKS), in partnership with Kosovar Gender Studies Center (KGSC), is implementing the project “Advancing Gender Equality and Diversity through Elimination of Gender-Based Discrimination at Workplace”, funded by the European Union, managed by the European Union Office in Kosovo. The main aim of the project is to identify some of the current struggles and challenges in organizing the labor market in Kosovo from the prism of human rights on gender-based discrimination. By identifying the main issues, the proposed action will also list the most appropriate public policies and strategies for the key actors for interventions in the labor market with the purpose of enhancing current norms and practices at work, with an emphasis on underprivileged social groups. The proposed action targets the more sensitive social groups in Kosovo, which stand at the bottom of the social and economic hierarchy, and gives a stance in including and respecting their rights, as a precondition of Kosovo to fulfill EU Accession processes. To achieve this, the specific objectives of the project are committed to:

O1: Improve gender perspective in EU accession documents.

O2: Increase the engagement of women’s organizations in the EU Integration process.

O3: Inform and engage society in Gender and EU Integration discourse

2. RESEARCH PURPOSE AND OBJECTIVES

This call serves the purpose of contracting a company/expert to work on a baseline study. The aim of this research is to assess the current situation in the labor market in Kosovo regarding gender discrimination in the workplace and the effectiveness of government measures to prevent, combat, and handle all forms of gender-based discrimination in the workplace. The findings and results collected through both qualitative and quantitative methods will be presented to relevant stakeholders and serve to enhance the current legislation and its implementation.

3. AUDIENCE AND USE OF REPORT

These contract services will constitute conceptualizing and implementing a research that will provide critical evidence for identifying the extent of gender-based discrimination in the workplace and evaluating the effectiveness of government measures. The evidence will be critical to advocate for necessary changes.

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The purpose of monitoring is to periodically and continuously measure the level of gender-based discrimination in the workplace at the national level in Kosovo and advocate for the elimination of identified problems. It comes as a responsibility of experts/companies to define the kind of discrimination they will be analyzing and the reason behind it. The proposed methodology should emphasize knowledge and revision of past and relevant literature, specifically of studies focusing on gender, discrimination, labour market, women participation in the labour market, inclusion of communities and marginalized groups, working conditions etc, produced and developed from governmental institutions, international originations and local CSOs.

This report will be based on field visits and interviews, whose findings should serve as a foundation for future initiatives to promote gender equality. The proposed methodology should clearly state the sample stratification, including quantity, geographical distribution, gender, sector of work and other relevant issues. It is mandatory for the interviews to be face-to-face and at the place of work. Complementing the research with interviews and focus groups is highly encouraged. However the composition participants should be clearly defined and justified in the proposed methodology.

This research will stand as a reference for the work IKS and KGSC will be doing throughout this project, but it will not be limited to its duration. The findings will be used beyond the project duration. Specific audiences include relevant line ministries, civil society, and the public at large.

4. ETHICS AND RISKS

Conflict of interest should be disclosed. Interviews should be conducted with respect to the cultural sensitivity of the interviewees and based on clear consent. Interviewees should be informed about the nature and purpose of the research, who is conducting it, and for whom.

5. KEY SOURCES AND PEOPLE TO BE CONSULTED

Besides civil society organizations, key sources will include the Kosovo Assembly and relevant committees, the Ministry of Finance, Labour and Transfers, municipalities, economic chambers, international agencies, governmental agencies, decentralized administrative structures, and so forth. People to be consulted will include people knowledgeable on issues of grassroots CSOs, and civil society organizations, especially those at the local level to assess their actual needs. Meetings and interviews are to be organized; questionnaires shall be used to gather as much relevant information as possible.

6. DELIVERABLES / FINAL REPORT

The overall objective of the research team will be to deliver a high-quality and publishable report; however, this activity includes various deliverables:

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- a) The definitive research report should not exceed 30 pages; appendices can be added in the annex. The report should include an executive summary.
- b) The research team will elaborate a clear and attractive PowerPoint Presentation (PPT) to present the main findings, conclusions, and recommendations of the research report that can be used in different public arenas.
- d) The researcher will be asked to make a comprehensive public presentation of the final report based on the PPT presentation to stakeholders. IKS and KGSC will be responsible for organizing this event.

Style and content of the report

Indicatively the report should include an introduction, a review of the available literature, a description of the research purpose, objectives and questions, the methodology applied including the research matrix, guiding questions and questionnaire (in annex), limitations of the study, and research team profile. The research findings should be presented and analyzed according to the research plan, using accessible and plain language. Conclusions should highlight and correlate results with the research hypotheses and validate or reject them. The report should include clear and workable recommendations.

7. PROPOSED TIMETABLE

The work will be completed in no more than two calendar months, or a total of maximum 45 working days. The work will be done in three stages as follows:

Stage one: Draft of the outline.

Stage two: Research and completion of the first draft.

Stage three: Review of first draft and completion of final draft.

9. APPLICATION PROCESS

Companies/experts submitting proposals are invited to demonstrate their capability and credentials to offer these services. Interested companies should submit their proposal including the required documents such as:

- A proposal of the methodological approach;
- At least two references of similar work in the past;
- Financial offer,

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- Business ID (for companies/organizations only); and
- Personal CV (for individuals only) or CV of one of the experts involved in the research (for companies only).

All required documents should be submitted to the email brikena_berisha@iksweb.org, no later than the 14th of August at 17:00.

8. EVALUATION OF PROPOSALS

Evaluation factors will include the 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 labor market and EU accession process and the challenges faced, and; the relevance and creativity of the proposed research questionnaire.

IKS and KGSC teams will select the proposals that demonstrate the best combination of price and proposed methodology/ implementation plan.

**IKS and KGSC encourages cooperation between research companies experienced in research and experts with background on gender issues and labour market in Kosovo.*

9. CONTRACT

The Granting Authority (Kosovar Stability Initiative and KGSC) will sign a contract with the beneficiary, which will include information on the activities to be carried out, the contract value, the modalities of payment, and reporting.

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