



## **Terms of Reference (ToR)**

### **for engagement of Consultant for analysis on the implementation of CEDAW Convention, EU country report and other report with focus on rural women**

#### **I. Background:**

**EKW invites interested Consultant for the development of shadow report of CEDAW Convention and EU Progress Report for Kosovo focused on rural women's in the frame of the "Empowering women and Communities living in rural Kosovo" funded by We Effect, Sweden**

The project makes efforts in addressing gender equality, empowerment of rural women, enhancing the capacities with set of objectives will contribute to sustainable livelihood in the rural communities as well as to increasing resilience at organisational and community level.

EKW is one of founder of Regional platform for improving a social and economic status for rural women in Western Balkan, established in 2023 with aim for joint lobby and advocacy activities for improving social and economic status of rural women.

Regional Platform will improve coordination in the Western Balkan, to empower women from rural areas by promoting cooperation, exchanging experiences, knowledge, gender equality, social inclusion and through joint lobby and advocacy actions improved economic and social status for rural women.

The proposed report aims to analyse the country data in multifaceted approach, including, literature review and secondary data analysis, meetings and interviews, and focus group discussions and integrates findings, recommendations, and feedback related to the rural women.

The consultant will analyse the situation of rural women in relation with CEDAW and EU Progress report, and collaborate with rural women to ensure the report reflects their inputs and perspectives. Ensure the report reflects the unique perspectives rural women and aligns with CEDAW reporting guidelines.

#### **II. Objective of the Assignment:**

The goal of this assignment is to analyse the country's CEDAW and EC Progress Report with a focus on rural women. The analysis should primarily examine the EC Progress Report, the CEDAW State Party's Report, and the CEDAW Concluding Comments. Special attention should be given to progress related to the chapter on "Principal Areas of Concern and Recommendations" in the CEDAW Concluding Comments, the EC Progress Report. Additionally, the analysis should also review the Kosovo Gender profile for Agriculture and Rural live holds, FAO report, and KWN's comprehensive gender analysis.



### III. Scope of the work

The consultant will be responsible for:

- Develop methodology for development of shadow report related to the rural women
- Sharing methodology and confirm the methodology on Joint Regional platform meeting which will be organize on 5-7 May 2025 May in Skopje.
- Analyse CEDAW report, Kosovo Gender profile for Agriculture and Rural live holds, FAO report, EU country, KWN's comprehensive gender analysis.
- Collaborate with rural women as part of the focus group and the project team to integrate their insights and ensure their voices are reflected in the report.
- Analyse findings and implementation from previous shadows report in relation to rural women
- Prepare a draft shadow report and present at a validation workshop.
- Incorporate feedback from the validation workshop into the final report

### Expected deliverables are:

The assignment is expected to be completed within 20 w/d, following this timeline:

Deliverable:	Deadline:
<ul style="list-style-type: none"> <li>• Draft methodology for national shadow report on CEDAW in relation to rural women</li> <li>• Draft methodology for regional shadow report on CEDAW in relation to rural women in Kosovo.</li> <li>• Sharing methodology and confirming methodology on joint Regional platform meeting in Skopje.</li> </ul>	<p>Draft: April 30</p> <p>Final: May 30</p> <p>6-7 May</p>
<ul style="list-style-type: none"> <li>• Collaborate with focus group at least 15 rural women and the project team to integrate their insights and ensure their voices are reflected in the report.</li> <li>• Analysis of the CEDAW Convention, its General Recommendations for Kosovo most recent State Report, and Concluding Observations.</li> <li>• Analysis of findings from previous shadows report in relation to rural women</li> <li>• Analysing EC Country report on gender equality with the clear recommendations for implementation in Kosovo</li> <li>• Prepared a draft shadow report and present at a validation workshop.</li> <li>• Incorporate feedback from the validation workshop into the final report</li> <li>• Submission of final report with recommendations and findings of two chapters; <ul style="list-style-type: none"> <li>a) Development of Gender based review of CEDAW</li> <li>b) Development of Gender based review of EC report</li> </ul> </li> </ul>	<p>June – 10th of August</p> <p>10th of August</p>



### III. Duty travel & accommodation

The assignment considers desk research and travel within Kosovo, in EKW's interventions including 2 w/days travel in Skopje for presentation of the finding in the Regional platform meeting.

Travels should be organized by the consultant and all assignment-related travel expenses should be included in day/fee.

### IV. Coordination & Reporting:

The consultant/team will work closely with EKW's Project Manager and report to the manager.

### V. Qualification Requirements:

Mandatory criteria for the expert nominated for conducting the analysis:

1. Familiarity with the socio-political and cultural context of Kosovo as well as region of Western Balkan.
2. Advanced degree in gender studies, human rights, law, or a related field.
3. Proven experience in developing CEDAW shadow reports or similar alternative reports.
4. In-depth knowledge of gender issues and policy frameworks in Kosovo as well as region of Western Balkan.
5. Strong analytical and writing skills in both English and Albanian.

The final report should be in English and Albanian.

### VI. Application Procedure:

Interested candidates for this ToR should submit their applications via email with the subject line: - **"Application - gender equality in rural areas"**.

The application should include the following documents:

- CV(s) of the consultant.
- Brief proposed methodology.
- Financial offer expressed in EURO, gross amount with personal tax included.
- Signed Declaration of relationships.

All the above-mentioned documents should be attached to one email sent to [ecokoswomen1@gmail.com](mailto:ecokoswomen1@gmail.com) and [fatmireluzha.ekw@gmail.com](mailto:fatmireluzha.ekw@gmail.com) by 07/04/2025, at the latest.

- Financial offer in EURO, gross amount with tax included, should be sent to a separate email to [ecokoswomen1@gmail.com](mailto:ecokoswomen1@gmail.com) and [fatmireluzha.ekw@gmail.com](mailto:fatmireluzha.ekw@gmail.com) by 07/04/2025 at the latest, with the subject line: Financial offer for Application for consultant – **"Application - gender equality in rural areas"**



## **VII. Evaluation of the offers:**

The incomplete applications or applications received after the deadline for submission will not be taken into consideration.

The evaluation of offers will be based on the “best value for money principle” by using a weighted scoring method to evaluate the combination of the applicants’ qualification (60%) and financial proposal (40%).

The most responsive/compliant/acceptable proposal, having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation, will be selected. The offers will be evaluated based on the technical criteria and financial criteria.

### **a. Technical evaluation (60points):**

a) Evaluation of the expert nominated for development of the socio-economic study:

- Number of assignments in development of shadows report such as: CEDAW and other EU conventions, or other international reports [20 p.]
- Number of developed report [20 p.]
- Number of assignments targeting gender equality and rural women empowerment [20 p.]

Only the candidates which will reach the threshold of 60 % (min 40 points out of 60 points) of the technical qualification will be considered for the financial evaluation. I recommend here we go with 90% technical and 10% financial.

### **b. Financial evaluation (40points)**

The evaluation of the financial offers will be conducted in the following manner:

The offer with the lowest price shall receive the total of 40 points

The other offers with higher prices shall receive the respective score according to the following formula:  $40 \times (\text{Lowest Price} / \text{Proposed Price})$ .

## **VIII. Terms of payment:**

Due to the expected value and duration of the contract, this assignment considers payment to be realized in one instalments 100 % after the contract signature upon approval of the final report deliverables described with this TOR.

The payment will be realized based on the email sent to [fatmireluzha.ekw@gmail.com](mailto:fatmireluzha.ekw@gmail.com) and [ecokoswomen1@gmail.com](mailto:ecokoswomen1@gmail.com)

The email should contain the following components:

- Email with:
  - Official request for payment.
  - Link for downloading the documents, pictures and video materials if applicable.

Email Attachment:

- Final Report.



### **IX. Declaration of relationships:**

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from EKW, We Effect, its Regional Office in Skopje, its governing bodies and employees or with similar bodies/persons of the Client.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.