Terms of Reference (ToR) for Developing the Local Climate Action Plan under the project:

"Rural Women Leading Change: Empowerment, Environment, and Active Civic Participation"

I. Background

EcoKosWomen (EKW) is a distinguished non-governmental organization headquartered in Prishtina, founded in July 2019. EKW is committed to advancing women's empowerment, particularly in rural areas, by promoting gender equality, sustainable agriculture, and socio-economic development.

Within the framework of the project "Rural Women Leading Change: Empowerment, Environment, and Active Civic Participation", supported by We Effect and funded by SIDA, EKW aims to strengthen climate resilience and promote sustainable local development through inclusive planning processes.

As climate change increasingly affects rural communities, particularly women farmers, there is a need for structured local-level climate planning. In response, EKW seeks to engage a qualified expert to develop a Local Action Plan for Adaptation to Climate Change.

The assignment will contribute to improved climate resilience, enhanced institutional capacity, and stronger community participation, with a specific focus on women's inclusion in climate-related decision-making.

II. Objective of the Assignment

The main objective of this assignment is to:

Develop a Local Climate Action Plan (LCAP) for the Municipality of Shtime through an assessment of the environmental situation, consultations with relevant stakeholders, and participatory planning.

The LCAP will identify the municipality's main environmental challenges and define priorities and concrete actions for environmental protection, sustainable management of natural resources, and strengthening local climate resilience. Particular attention will be given to sustainable agriculture, women's participation, and the needs of communities affected by environmental issues.

III. Specific Objectives

The consultant will:

- Review examples and good practices for the development of Local Climate Action Plans (LCAPs).
- Review the applicable legislation, strategies and climate policies of Kosovo, as well as relevant plans and documents of the Municipality of Shtime.
- Assess the existing local climate situation through data collection and analysis, field visits, and consultations with relevant stakeholders.
- Identify key climate-related challenges, sources of greenhouse gas emissions, vulnerable areas, and priority needs.
- Support the Municipal Working Group in defining climate objectives, priorities, and concrete climate actions.
- Develop and finalize the LCAP, including an implementation framework and monitoring indicators.

IV. Scope of Work

4.1. Methodology and Assessment of the Local Climate Situation

- Prepare an inception report, including the methodology, proposed structure of the LCAP, consultation approach, and work plan.
- Collect and review relevant data, reports, and studies at both central and municipal levels.
- Conduct interviews, field visits, and consultations with municipal directorates, relevant institutions, civil society organizations, community representatives, and other stakeholders.
- Assess the existing local climate situation, addressing climate-related challenges, greenhouse gas emissions, energy use, water resources, land use, waste management, biodiversity, and green spaces, according to their relevance to the Municipality of Shtime.
- Examine climate risks and their interlinkages with environmental conditions, agriculture, and community well-being.
- Apply the DPSIR model (Driving Forces, Pressures, State, Impacts, and Responses) to structure the assessment.
- Identify priority climate challenges and vulnerable areas requiring intervention, taking into account the impacts on women, farmers, and vulnerable communities.

The assessment of the local climate situation will form an integral part of the LCAP and serve as the basis for defining priorities and actions.

4.2. Development of the Local Climate Action Plan

- Describe the local climate situation and the main climate-related challenges facing the municipality.
- Define climate objectives, expected results, and concrete outputs.

- Identify practical actions and, where necessary, prepare descriptions of priority project proposals.
- Classify actions according to high, medium, or low priority.
- Define implementation timelines and the responsible institutions or partners.
- Assess the required human and financial resources and, where possible, identify potential funding sources.
- Define measurable indicators, means of verification, and monitoring and reporting arrangements.
- Integrate sustainable agriculture, climate resilience, and a gender perspective into the relevant actions.

4.3. Consultation and Validation

- Maintain continuous coordination with the Municipality of Shtime, the Working Group, and EcoKosWomen throughout the assignment.
- Facilitate a consultation workshop in November 2026 to discuss the climate assessment findings, identify priorities, and collect proposals for the first draft.
- Submit the first draft of the LCAP.
- Compile feedback and revise the draft.
- Present the revised LCAP at the validation workshop, organized by, to validate the findings, priorities, and proposed actions.
- Document the comments, incorporate the agreed changes, and submit the final document in both Albanian and English.

Expected deliverables are:

Deliverables:	**Timelines**
1. Inception report, including the methodology, proposed structure of the document, and work plan	August 2026
2. First consultation workshop and summary of findings, priorities, and proposals from stakeholders	August 2026
3. First draft of the Local Climate Action Plan (LCAP), including the assessment of the local climate situation and the proposed action framework	September 2026
4. Revised draft of the LCAP, incorporating comments from the municipality and relevant stakeholders	September 2026
5. Presentation of the revised LCAP at the validation workshop, including a summary of comments and agreed revisions	October 2026
6. Final Local Climate Action Plan (LCAP) in Albanian and English, including the implementation and monitoring framework and documented evidence of how comments have been addressed	October 2026

Expected Workload and Timeframe:

The assignment is expected to be completed by 31th October 2026. The total expected workload for this assignment is distributed as follows:

Milestone	Timeline	Means of Measurement/Verification
Agreement on the methodology and work plan	August	Approved inception report
Conducting the first consultation workshop and submission of the first draft	September 2026	Workshop summary, list of participants, and draft LCAP
Compilation of comments and revision of the draft	September 2026	Revised LCAP and summary of comments.
Review and validation of the findings and proposed action	October 2026	Presentation, list of participants, and summary of the validation workshop.
Acceptance of the final deliverables by EcoKosWomen following the municipality's review	October 2026	Final LCAP in Albanian and English, including documented evidence of how comments have been addressed.

V. Duty travel & accommodation

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

VI. Coordination & Reporting

The consultant will work in close coordination with Project Manager. Regular communication will be maintained throughout the assignment, including periodic coordination meetings to review progress and address any emerging issues.

VII. Qualification requirements

The Consultant should meet the following criteria:

- University degree in Environmental Sciences, Agriculture, Climate Studies, Rural Development, or related field.
- Proven experience in developing climate action plans or environmental strategies.
- Strong knowledge of climate change adaptation.
- Experience working with municipalities and local communities.
- Experience in integrating gender-responsive approaches in policies (an asset).
- Strong analytical, facilitation, and report-writing skills in English.

VIII. Application Procedure:

Interested candidates for this ToR should submit the following documents by email with the subject line: "Developing the Local Climate Action Plan":

- Up to date professional biography, including relevant education, professional experience.
- Proposed Methodology.
- Copies of relevant diplomas, certificates, or professional qualifications.
- Financial offer in EURO, gross amount with personal tax included

All the above-mentioned documents should be attached to one email sent to ecokoswomen1@gmail.com and shpresagosalci.ekw@gmail.com by July 21st, 2026 at the latest .

IX. 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 (70%) and financial proposal (30%).

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.

1. Technical evaluation (70%): [1+2 /40% + 30% = 70%]

a) Evaluation of professional experience (relevance, 40%). Expertise and experience: Number of years of experience in the fields relating to Terms of Reference; Similar assignments.

b) Evaluation of the Methodology (30%):

Only the candidates who will reach the threshold of 60% of the technical qualification will be considered for the financial evaluation.

2. Financial evaluation (30%)

Based on the formula: 30 * (Lowest Price / Proposed Price).

X. Terms of Payment:

Due to the expected value and duration of the contract, this assignment considers payment to be realized in one (final) instalment upon approval of the deliverables described with this TOR.

The payment will be realized based on the email sent to ecokoswomen1@gmail.com. and shpresagosalci.ekw@gmail.com.

The email should contain the following components:

- Email Body Text (in English language):
  - Official request for payment.
  - Link for downloading the documents, pictures and video materials if applicable.
- Email Attachment:
  - Final Report.