



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 Strategy on Adaptation to Climate Change and Local Action Plan for Adaptation to Climate Change. This initiative is aligned with the 2024 Law on Climate Change and will contribute to the two mandatory documents outlined in Article 12: the “Strategy on Adaptation to Climate Change” and the “Action Plan on 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 Strategy on Adaptation to Climate Change and Local Action Plan for Adaptation to Climate Change for the Municipality of Shtime, based on structured assessment, stakeholder consultation, and strategic analysis.

The documents should provide a clear climate adaptation framework, with particular attention to sustainable agriculture and women empowerment

III. Specific Objectives

The consultant will:



- Assess the best practice local adaptation plans
- Review relevant strategies and policies of Kosovo and Municipality of Shtime.
- Develop Technical Study on Adaptation to Climate Change where local climate data are collected and assessed, hotspots identified, and priority sectors elaborated.
- Develop a Local Strategy on Adaptation to Climate Change
- Develop Local Action Plan on Adaptation to Climate Change

IV. Scope of Work

4.1 Technical Study on Adaptation to Climate Change

- Develop the assessment methodology.
- Conduct data collection (national and municipal data, interviews, focus groups, field visits, stakeholder consultations).
- Analyse climate risks.
- Identify the local hotspots that should prioritise the climate adaptation actions.
- Secure detailed analysis of the climate impact on agriculture and women farmers.

4.2 Local Strategy on Adaptation to Climate Change [up to 30 pages]

- Assess the current local institutional setup and propose strategic and technical restructuring including potentials for establishment of municipal working group on climate action, municipal stakeholders' working group on climate action or similar.
- Assess the currently available capacities of the local government, national institutions present in the municipality, CSOs, business sector, local citizens' initiatives, and available individuals-experts in relevant areas [climate, agriculture, watershed management, land degradation, forestry, biodiversity etc.].
- Propose municipal stakeholders' coordination and communication system
- Propose system for adaptation-focused policy dialogue with MESP and KEPA.
- Elaborate the envisioned contribution to National NECP and National Strategy and Action Plan for Adaptation to Climate Change.
- Propose system for planning, decision making, implementation and monitoring.
- Propose a framework for revision of the Local Strategy and Action Plan.
- Point out the importance on mainstreaming poverty and empowerment of women and girls.
- Provide short term [10 years] and long-term [50 years] vision and mission of the strategy.

Define local climate priorities.

4.3. Local Action Plan on Adaptation to Climate Change

- Follow the guidance of the Local Strategy on Adaptation to Climate Change and the Technical Study on Adaptation to Climate Change.
- List the clearly defined outcomes.
- Identify the list of outputs under each outcome.
- Set the actions under each output.



- Prioritize [high | medium | low priority]
- Provide timeline [due date].
- Identify the body in charge of implementation.
- Estimate the resources needed for implementation of each action [human and financial].
- Provide additional information [notes] if necessary.

4.4 Consultation and Validation

- Facilitate consultation meetings with the municipality and relevant stakeholders.
- Present the draft strategy and action plan on the validation workshop organised by EcoKosWomen.
- Integrate comments and finalize the document.

Expected deliverables are:

Deliverables:	Timelines
1. Brief inception report detailing methodology, approach, and work plan	July 2026
2. Draft Technical Study on Adaptation to Climate Change	August 2026
3. Revised and approved Technical Study on Adaptation to Climate Change	August 2026
4. Draft Strategy on Adaptation to Climate Change.	August 2026
5. Draft Local Action Plan on Adaptation to Climate Change	September 2026
6. Presentation of the Draft Local Strategy and Action Plan on Adaptation to Climate Change	September 2026
7. Submission of the Final Strategy and Action Plan on Adaptation to Climate Change in Albanian and English language	October 2026

Expected Workload and Timeframe:

The assignment is expected to be completed by 30th October 2026. The total expected workload for this assignment is distributed as follows:

Milestone	Timeline	Means of Measurement/Verification
Approved methodology and work plan	July	Approved inception report
Draft Local Strategy and Action Plan on Adaptation to Climate Change presented to stakeholders	September 2026	Draft Strategy submitted. Draft Action Plan submitted Draft documents presented. Comments and recommendations for improvement received by stakeholders
Local Strategy and Action Plan on Adaptation to Climate Change approved by EcoKosWomen	October 2026	Final Strategy and Action Plan submitted with clearly addressed comments and recommendations. No further comments from EcoKosWomen



		No objection letter from Municipal authorities received Strategy and Action Plan submitted to the Council for adoption [not under the responsibility of the consultant and EcoKosWomen]
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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: $30 * (\text{Lowest Price} / \text{Proposed Price})$.

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.