



Peer Educators Network

Terms of Reference for Individual Consultant

For

Three Policy Briefs

1. Background

Peer Educators Network through the Pro WO+MAN project works with labour unions and partner non-governmental organizations in Kosovo to increase their capacities in adopting gender fair practices in their organizations. Through interactive coaching sessions and study circles, gender mainstreaming is introduced as a strategy to include the gender perspective at all levels; organizational and programmatic level, such as in internal documents, as well as in the working environment by adopting gender sensitive language and perspectives. Along with this process, PEN also wants to conduct a research on the current situation of social dialogue in Kosovo, the respect of women's rights in the labor force, and the occupational health and safety conditions in the workplace.

This project is funded by the Swedish Government, and supported by the Olof Palme International Centre.

2. Purpose

The purpose of this consultancy service is to develop policy briefs that will provide the following information:

- 1st policy brief: An analysis of labour unions and women's participation in these structures, as well the situation of women's rights within the labor force.
- 2nd policy brief: an analysis of the social dialogue in Kosovo between key actors and key policy recommendations
- 3rd policy brief: health & safety conditions in the workplace as a precondition for EU integration.

The three policy briefs will also provide key recommendations for each of the sectors mentioned above.

3. Tasks of the consultant:

The Consultant will perform the following tasks in the process of developing each policy brief:

- a) Desk Review: Consults and the available literature, study reports and other relevant documents.





- b) Analyse the legal framework of the respective sectors
- c) Develop 1st draft of the policy briefs and accept comments from PEN
- d) Develop 2nd draft incorporating experts' comments; the 2nd draft will include tables and figures as relevant per sector
- e) Finalise the policy briefs, ready for printing.

4. Structure of Policy Brief:

Each policy brief will be 4-5 pages. The policy briefs catchy and understood by non-specialist.

- Introduction and issues identified
- Content (Body): addressing key messages
- Numbered recommendations
- Tables and figures
- Key references
- Contributors (individuals and institutions)

5. Required skills, competencies and experience

The key required skills, competencies and experience are summarised as under:

- At least BA degree in social sciences (political science, social sciences, international relations). MA degree is an asset.
- Understanding of Kosovo laws and social dialogue among key actors in Kosovo
- A minimum of 4 years of professional experience in civil society sector
- Ability to coordinate and work in multi-culture teams
- Good communication skills
- Good command of English
- Good publishing record, especially experience in developing policy briefs

6. Contract duration

This assignment will last 1 month within the period 1 August 2017 and 30 September, 2017.

7. Expected Outputs

The consultant is expected to deliver 3 policy briefs as described in the

8. Payment Schedule

The consultant will be reimbursed according to the following payment schedule:

- First instalment (50%): Upon the first draft of the 3 policy briefs.
- Second instalment (50%): upon receiving the final version of the 3 policy briefs.





9. Consultant's Selection Method

An individual consultant will be selected based on the selection criteria: work experience and educational experience.

10. Application procedures

PEN offers equal opportunities for both men and women regardless of religion or ethnicity.

All interested candidates should send their CV and Motivation Letter indicating their qualifications and their interests in this e-mail: apliko@ngo-pen.org, no later than 17 July 2017. Only shortlisted candidates who fulfil the abovementioned criteria and send their documents in time, will be invited for an interview.

