

Terms of References for baseline study

on minority and women participation, their specific difficulties in education and professional career in Peja region

Solidar Suisse

Solidar Suisse fights for decent work, democratic participation, and social justice worldwide. On behalf of our donors, we put solidarity into action in over 60 projects on four continents. In Southeast Europe, Solidar Suisse seeks to strengthen civic participation and workers' rights and to enhance youth employability. To complement the prerequisite of Solidar Suisse programme, we need to outsource services to conduct a baseline study/survey on minority and women participation on their specific difficulties in education and related to their professional career.

Context and objective of the study

The goal of the study is to provide a data-backed overview of the situation of ethnic minority and women in lower and upper secondary schools and their professional careers. The study focuses on the Municipalities of Peja, Klina, Decan, Istog, and potentially Obliq and Fushe Kosovo)

More specifically, the study aims at uncovering:

- The extend to which young women and non-majority groups members are enrolled in education (especially vocational and technical education), and likely to obtain a formal or non-formal employment or income-generation activity
- Which are the obstacles and difficulties faced by young women and non-majority communities' members in enrolling and finishing relevant education, and in finding a decent employment
- What are the aspirations of young people (boys and girls) from non-majority communities' regarding their future and professional life?
- Overall overview of the minority and women participation, their specific difficulties in education and professional career
- The opportunities in order to increase the enrolment and representation of non-majority groups in education (especially vocational and technical) and to improve their employability
- Provide recommendations to mitigate situation with regards to minority and women participation in education and professional career

This study will constitute a basis on which Solidar Suisse will adapt its existing project, and/or develop new interventions to better support the inclusion and representation of young women and non-majority communities' youth in education and professional career; increase their employability; support them in accessing job opportunities and/or developing their own income generation activity. Therefore, Solidar Suisse expects the expert/company/NGO to come up with pragmatic recommendations regarding its programmatic priorities and objectives.

Responsibilities of the expert/company/NGO

The contender will be in charge of the following tasks:

- Carrying out qualitative interviews with youth in participating pilot schools
- Develop approaches for conducting a survey and data collection
- Distribute questionnaires to 800 students (650 women and 150 minorities)
- Distribute questionnaires to 40 municipal education staff, VET schools' headmasters, teachers and local minority community representatives in Peja region (Peja, Decan, Istog and Klina)
- Weekly progress update to Solidar Suisse (by phone or by email), and integration of Solidar Suisse recommendations on the conduction of the study
- Desk review of existing documentation (Solidar Suisse internal documents, and external resources)

- Drafting of a detailed methodology (including data collection tools, work plan, list of stakeholders to be interviewed, sampling methodology)
- Data collection in Peja region (organization of focus groups and interviews with community leaders, women lead NGOs, youth and parents from non-majority groups, teachers and directors of VET school, public authorities such as the municipal education departments, Center for employments, Ministry for Social Affairs etc.)
- Data analysis and drafting of a report summarizing the main findings of the research, and providing concrete and realistic recommendations to Solidar Suisse and its partners
- Preparing a baseline study report
- Workshop of presentation of the study's results with Solidar Suisse and its partners

Responsibilities of Solidar Suisse

Solidar Suisse will be in charge of the following tasks:

- Providing all relevant and necessary documentation to the expert/company/NGO
- Giving feedback and recommendations on the conduction of the study
- When needed, support the expert/company/NGO in facilitating logistics or getting access to some stakeholders

Deliverables

- Develop two-page questionnaire for youth and adults (three languages Albanian, Serbian and Roma) in cooperation with Solidar Suisse staff
- An inception report (7 pages max) describing the methodology, data collection tools, and detailed workplan
- A final report (20 pages max) with the background of the study, the methodology, the findings and the recommendations
- Deliver a final assessment report by 25 June 2021
- A PowerPoint presentation of the main findings of the report for the workshop

Experience and skills

Necessary:

Proven experience in conducting field research with a wide range of stakeholders and target groups
Expertise in participative data collection techniques
Experience or background in youth programming, social inclusion, education
University degree in a relevant field (social sciences, international development, education)
Knowledge of the Kosovo and Peja region context
Fluency in written and spoken English
Excellent communication skills, flexibility and organisational skills

Desirable:

Knowledge of local languages (Albanian, Serbian, Bosnian and Roma)
Experience working with non-majority groups in Kosovo

Timeframe / Schedule

The assignment is expected to take place between 7 May and 15 July 2021, with an expected number of working days between 10 and 14 days

Award criteria

The selection will be done on the following criteria:

Quality of Offer (50%)

- Good understanding of challenges of the minority and women participation in education, professional career and their as well as their cultural implications related to employability
- Experience and profile of the experts/company/NGO
- Good understanding of the education system in Kosovo and/or in the region;
- Demonstrated ability to work in multicultural environments;
- Capacity to meet the required deadlines.

Proposed methodology (30%)

Financial offer (20%)

Application process

Interested applicants /companies/NGOs should submit:

- CVs or Copy of business registration certificate, fiscal number;
- A cover letter detailing their suitability for the assignment
- Proposed work plan and summary of the methodology for the assignment (3 pages)
- A financial offer (including daily fees, transportation costs, and translation/interpretation costs if applicable)
- At least two references of similar work in the past

The offer must be sent in PDF format via email to: info@solidar-suisse-kos.org

The deadline for submission of bids is May 5, 2021, at (17:00hrs)

Any bid submitted after the deadline specified above or does not follow the instructions mentioned will not be considered