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**Re-advertisement: Call for Experts & Terms of References (ToR) for experts and trainers  
for carrying out the workshops and deliver trainings for the project  
“Prevention, gender-based violence, developing and/or effectuating early local warning  
mechanisms, and provisioning victim support services in Kosovo”**

**Project:** Prevention, of gender-based violence, developing and/or effectuating early local warning mechanisms, and provisioning victim support services in Kosovo

**Contracting authority:** Solidar Suisse SEE

**Funded by:** European Union

**Reference number:** 2022/441-500

**Contact Person:** Firdeze Bektashi, Project Manager

**Tender open:** 01 August 2023

**Application deadline:** 15 August 2023

**Submit electronically to:** [f.bekteshiuka@solidar-suisse-kos.org](mailto:f.bekteshiuka@solidar-suisse-kos.org)

## Background

The Solidar Suisse SEE and Kosovar Gender Studies Center are implementing the project "Preventing gender-based violence through Education and Awareness Raising" supported by the EU Commission. The project will be implemented in the municipalities of Prishtina, Gjakova, Prizren, Gjilan, Mitrovica, and Kamenica with a duration of 36 months (01.01.2023 - 31.12.2025). The proposed activities will contribute to raising awareness in the entire community and the general public that violence against women is a violation of human rights and encourage every citizen to challenge it and promote the implementation of effective measures to prevent and combat violence against women at the national and local levels.

The project will directly address these needs through educational activities and capacity building:

- Increasing the capacities of the Municipal Coordinating Mechanisms for Protection from Domestic Violence for drafting their three-year action plan.
- Organizing numerous workshops for the transmission of knowledge and skills to local media, portals, and municipal offices for information on how to ensure balanced reporting on sensitive gender issues, with a special focus on gender-based violence.
- Information sessions with key actors (youth/students, teachers/professors, social work centers) including local media, CSOs, local authorities, and journalists on identifying and preventing GBV and discrimination.
- Organizing training sessions for members of social work centers, local-level community police, and other actors on increasing knowledge of Standard Operating Procedures for Protection from Domestic Violence, according to the Istanbul Convention.



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## Context and Objective of the Call for Experts /Trainers

The purpose of this Call is to engage experienced and qualified experts in Gender-Based Violence to provide consultancy services on assisting the Municipal Coordinating Mechanisms for Protection from Domestic Violence in drafting their three-year action plan; transmission of knowledge and skills to local media, portals, and municipal offices for information on how to ensure balanced reporting on sensitive gender issues, with a special focus on gender-based violence; training sessions for members of social work centers, local level community police, and other actors on increasing knowledge on Standard Operating Procedures for Protection from Domestic Violence, according to the Istanbul Convention.

## Scope of work of the expert/company

**Conducting a workshop for 30 members of Municipal Coordination Mechanisms on Protection from Domestic Violence and protection and combating domestic violence (3 days; 1-day preparation, 1-day organization, and 1-day writing and submission of final report)**

- Clearly define the objectives of the workshop, including the intended outcomes and deliverables.
- Determine the scope of the workshop, including the topics that will be covered, the duration of the workshop, and the resources required.
- Clearly define the roles and responsibilities of all stakeholders involved in the workshop.

**Deliver six training sessions for 60 members of the social work centers, local level community police, and other actors on increasing knowledge on Standard Operating Procedures for Protection against Domestic Violence, as per Istanbul Convention (18 days)**

- Define the objectives of the training sessions, including the expected outcomes and deliverables.
- Develop a curriculum that covers the Standard Operating Procedures for Protection against Domestic Violence, as per the Istanbul Convention.
- Determine the resources required to deliver the training sessions, including training materials and trainers.
- Schedule the training sessions, taking into account the availability of participants.

**Organize six workshops for 60 participants (18 days) and conduct an evaluation analysis (3 days)**

- Define the objectives of the workshops, including the expected outcomes and deliverables.
- Develop a curriculum that covers relevant topics, such as domestic violence prevention and protection measures.
- Determine the resources required to deliver the workshops, including workshop materials and facilitation.
- Schedule the workshops, taking into account the availability of participants and facilitators.
- Conduct an evaluation analysis to assess the workshops' effectiveness and identify improvement areas.
- Develop an evaluation form and distribute to stakeholders the mechanism in the six municipalities.
- Develop and submit an evaluation analysis regarding the mechanism.

**To conduct six workshops to draft three-year action plans in six municipalities (18 days)**

- Define the objectives of the workshops, including the expected outcomes and deliverables.
- Develop a curriculum covering relevant topics, such as drafting three-year action plans for the prevention and protection of domestic violence.



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- Determine the resources required to deliver the workshops, including workshop materials and facilitators.
- Schedule the workshops, taking into account the availability of participants and facilitators.

### **Terms of References for Expert and Trainer**

#### **Deliverables:**

**Field expert (1) to conduct a workshop for 30 members of Municipal Coordination Mechanisms on Protection from Domestic Violence and protection and combating domestic violence (3 days; 1-day preparation, 1-day organization, and 1-day writing and submission of final report)**

- Provide high-quality human rights knowledge on domestic violence and protection and combating domestic violence.
- Enhance their capacities to run effectively and efficiently the Municipal Co-ordination Mechanisms on Protection from Domestic Violence in prevention and combating gender-based violence/violence against women.
- Deliver a report after each workshop and training.
- Moderate and organize a workshop.
- Draw recommendations for improvement of the current situation with regard to the Municipal Coordination Mechanisms on Protection from Domestic Violence.

**Trainer (1) to deliver six training sessions for 60 members of the social work centers, local level community police, and other actors on increasing knowledge on Standard Operating Procedures for Protection against Domestic Violence, as per Istanbul Convention:**

- Develop a relevant training module in the field of gender equality, prevention, and protection pillars of the Istanbul Convention, and on Standard Operating Procedures for Protection against Domestic Violence, as per Istanbul Convention.
- Cover the referral mechanisms and procedures, case management, early warning, reporting, prevention and changing of negative social norms, gender-responsive budgeting, victim support, and management of the shelter.
- Cover results-based management.
- Cover police response to domestic violence to familiarize investigators and patrol officers with applicable legislation, policies, and procedures in Kosovo.
- Provide lectures on forensic awareness and evidence collection, risk assessment and safety planning, interviewing techniques with vulnerable victims and witnesses, case management, and inter-institutional partnership.
- Compile and submit a report after each training is delivered.

**Expert (2) for 6 workshops for 60 participants and conduct an evaluation analysis:**

- Organize and moderate 6 workshops.



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- Ensure the transmission of knowledge and skills to local media, portals, and municipal information offices on how to ensure a balanced reporting on gender-sensitive issues, with a specific focus on gender-based violence.
- Compile and submit a report after each workshop held.
- Develop an evaluation form and distribute to stakeholders the mechanism in the six municipalities.
- Gather findings during the workshops.
- Develop and submit an evaluation analysis regarding the mechanism.

**Expert (3) to conduct six workshops to draft three-year action plans in six municipalities:**

- Facilitate the process of drafting the three-year action plans of the Municipal Coordination Mechanisms on Protection from Domestic Violence in six municipalities.
- Assist the members to draft three-year action plans aligned with the National Strategy for Protection against Domestic Violence
- Develop six three-year action plans for each municipality as per their needs.

**Timeline:**

The consultancy is expected to commence on 01 September 2023 and be completed by 31 December 2025.

**Qualifications, experience, and skills**

- University degree in a relevant field (social sciences, international development, education).
- A minimum of 3-6 years of experience in the field of gender-based violence, gender, delivery of training, and social research.
- Knowledge of the political, social, and economic context of Kosovo.
- Experience in conducting similar assignments.
- Strong analytical and report-writing skills.

**Application process**

Interested applicants/companies should submit their CVs, one writing sample and two references specifying for which consultancy you are applying in the subject of the e-mail. Interested applicants/companies have the flexibility to apply for one consultancy, or multiple positions, or even for all opportunities that align with your qualification and interest.



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