



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center

TERMS OF REFERENCE

Establishment of a Pool of Experts and Service Providers

About the organization:

Kosovar Gender Studies Center seeks a society that is based on individual and group rights, where gender equality and mainstreaming are included in all spheres of life, under the strict implementation of laws, and a society where women would be able to achieve self-realization and personal and professional development.

The mission of the Kosovar Gender Studies Center is to mainstream gender in all sectors of Kosovar society by increasing gender awareness, increasing focus on gender issues in Kosovo's educational system, developing gender studies, and ensuring the inclusion of gender-sensitive policies in all sectors of life. Since its establishment in 2003, KGSC has contributed to gender mainstreaming and the achievement of gender equality in all spheres of life. In other words, to sum it up, KGSC was established to draft and ensure the inclusion of gender-sensitive policies in all sectors of life, to increase awareness, knowledge, and understanding of gender issues in Kosovo, and to develop gender studies in Kosovo further.

The scope of the work of KGSC includes:

- 1. Advocacy:** From its earliest stage of operation, KGSC has proved to be an important factor related to advocacy for gender equality. It has been and continues to be part of important advocacy groups and bodies on gender equality.
- 2. Research and literature production:** This is one of the major pillars of KGSC work. Since its establishment in 2003, KGSC aimed at increasing the knowledge base on gender equality and the dissemination of information produced.
- 3. Awareness Raising:** To achieve the objectives under this pillar, KGSC has in the past carried out numerous activities, including training, seminars, conferences, and publications.

Context and Objective of the Call for Experts /Trainers

The objective of this ToR is to establish a pool of qualified experts and/or service providers to support the organization in the following areas:

1. Conducting research and analytical studies
2. Designing and delivering workshops, training, and facilitation services
3. Compiling internal organizational documents such as strategies, manuals, policies, and guidelines

Selected experts/providers will be contracted on an as-needed basis through simplified procurement or call-off contracts during the validity of the pool in alignment with internal procurement policies.

Scope of work of the expert/company

Applicants may apply for one or more Lots, depending on their expertise.

Lot 1: Research and Analytical Studies

This lot is open to individual experts and research companies/consortia.

Indicative tasks may include:

- Designing research methodologies (qualitative, quantitative, or mixed-methods)
- Developing research tools (questionnaires, interview guides, focus group protocols)
- Conducting desk research, field research, and data collection
- Data cleaning, analysis, and interpretation
- Drafting research reports, policy briefs, position papers, baseline/endline studies, and evaluations
- Presenting findings to stakeholders and incorporating feedback

Key deliverables may include:

- Inception report with methodology and workplan
- Draft and final research reports
- Datasets and analytical annexes (where applicable)
- Presentation of findings.

Lot 2: Workshops, Trainings, and Facilitation

This lot is open to individual experts and training providers.

Indicative tasks may include:

- Conducting training needs assessments
- Designing training curricula, agendas, and materials
- Delivering in-person or online workshops, trainings, and capacity-building sessions
- Facilitating participatory processes, roundtables, and stakeholder consultations
- Evaluating training effectiveness and preparing brief reports.

Key deliverables may include:

- Training concept notes and agendas
- Training materials (presentations, handouts, exercises)
- Delivery of trainings/workshops
- Post-training reports and participant evaluations (pre- and post- training evaluations).

Lot 3: Internal Organizational Documents

This lot is open to individual experts and consulting firms.

Indicative tasks may include:

- Drafting and revising organizational strategies (e.g., strategic plans, action plans)
- Developing internal manuals and guidelines (e.g., HR, finance, procurement, safeguarding,

MEAL)

- Compiling policy documents and procedures
- Aligning documents with donor requirements, legal frameworks, and best practices
- Facilitating internal consultations and incorporating feedback

Key deliverables may include:

- Draft and final versions of organizational documents
- Facilitation of validation workshops (if required)
- Editable files and implementation guidance

General Remark: Specific Terms of Reference will be developed for each deliverable before hiring the expert/company.

Eligibility and Qualifications

General requirement (all lots):

- University degree in a relevant field such as law, political science, public policy, economics, sociology, gender studies, or other social sciences;
- Extensive expertise in gender equality, gender studies, and human rights, demonstrated through relevant professional experience and previous assignments;
- At least three (3) years of professional experience in the field of gender equality, gender-based violence, human rights, social inclusion, delivery of training, and/or social research (depending on the Lot applied for);
- Strong knowledge of gender equality and human rights policy frameworks in Kosovo, including applicable laws, strategies, and institutional mechanisms, as well as relevant regional and international frameworks;
- Strong commitment to child safeguarding, inclusion, and gender equality principles;
- Demonstrated understanding of intersectionality and sensitivity towards all marginalized and underrepresented groups;
- Strong analytical, facilitation, and report-writing skills, as relevant to the assignment;
- Ability to work under close coordination and supervision of the respective KGSC project team;
- Excellent command of Albanian and English, both written and oral (mandatory);
- Proven experience in conducting similar assignments.

Lot 1: Research and Analytical Studies

- Demonstrated experience in designing and conducting qualitative, quantitative, or mixed-methods research related to gender equality, economic empowerment, gender-based violence, human rights, or social inclusion;
- Proven ability to develop research methodologies, data collection tools, and analytical frameworks;
- Experience producing high-quality research outputs, including research reports, policy briefs, baseline/endline studies, or evaluations;
- Familiarity with ethical research standards, including informed consent, data protection, and safeguarding considerations, particularly when working with children or marginalized groups;
- Experience working with donor-funded research projects and incorporating feedback from multiple stakeholders;

- For research companies/consortia: demonstrated institutional capacity, including a portfolio of similar assignments and availability of qualified research staff.

Lot 2: Workshops, Trainings, and Facilitation

- Proven experience in designing and delivering training, workshops, and capacity-building activities on gender equality, gender-based violence, human rights, or related social issues;
- Strong facilitation skills and experience applying adult learning and participatory methodologies;
- Ability to develop inclusive, accessible, and context-sensitive training materials, including child-friendly and survivor-centered approaches where relevant;
- Experience facilitating multi-stakeholder processes, including with CSOs, public institutions, youth, and marginalized groups;
- Ability to assess training needs and evaluate learning outcomes through qualitative and/or quantitative methods.

Lot 3: Internal Organizational Documents

- Proven experience in drafting and revising organizational strategies, policies, manuals, and other internal documents, particularly within WCSOs or human rights organizations;
- Strong understanding of internal governance, compliance, and accountability frameworks, including safeguarding and child-safeguarding, PSEAH, gender equality, and non-discrimination policies;
- Experience aligning internal documents with donor requirements, legal frameworks, and international best practices;
- Ability to facilitate internal consultations and validation processes and translate organizational needs into clear, practical, and implementable documents;
- Excellent writing and editing skills, with the ability to produce concise, user-friendly, and actionable guidance.

Application Requirements

Applicants must submit:

- Expression of Interest indicating the Lot(s) applied for
- CV(s) of proposed expert(s) or company profile
- Short technical proposal outlining approach and relevant experience (max 2 pages)
- References and/or recommendations
- Portfolio or samples of previous work (where applicable)

Evaluation Criteria

Applications will be evaluated based on:

- Relevance and quality of experience (technical capacity)
- Understanding of the assignment and proposed approach
- Quality of previous work / references

Shortlisted applicants will be included in the pool, but no minimum volume of work is guaranteed.

Reporting and Coordination

Experts will work under the supervision of KGSC's managerial staff and report according to the requirements of each specific assignment.



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Confidentiality and Ownership

All outputs produced under this ToR will be the property of the organization. Experts must adhere to confidentiality and data protection standards.

Application Deadline and Submission

Applications should be sent to the email address gksji_kgsc@yahoo.com by writing in the subject of the email "Application for Pool of Experts – Lot [x] – Name and Last Name" by 8 February 2026, 23:59.