



## LENS

### Expert on drafting the Policy Paper on volunteering in Kosovo\*

#### General information about position:

**Position:** Expert on drafting the Policy Paper on volunteering in Kosovo

**Reports to:** Lens Project Coordinator, for day to day oversight, supervision and management support.

**Work base:** Prishtina, Kosovo

**Starting date of the contract:** 07.06.2019.

#### BACKGROUND:

NGO LENS has started the regional cooperation ROUTE WB6 - which aims to create a regional volunteer program, in order to mobilize young people, and use volunteering to improve inter-ethnic cooperation, while fostering values that lead to reconciliation, stability and prosperity in the Western Balkan Partners.

#### *Intervention logic through ROUTE WB6 project*

The cross-border volunteering for peace and reconciliation, is a tool that combines community engagement and peace education, both essential for strengthening civic and intercultural competences - a decisive element for reconciliation and democratization of WB societies. Throughout the project, RYCO and its implementing partners will use the cross-border volunteering as a mechanism for reducing social and ethnic distance among young people in the region, and raising pro-social and European values to foster reconciliation, stability and prosperity in the WB6 region.

RYCO will carry out this project in consortium with the following organizations from WB6 – Beyond Barriers, Youth Communication Center Banja Luka, South East European Youth Network, Lens, Youth Cultural Center Bitola, Association for Democratic Prosperity Zid and Young Researchers of Serbia.



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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence



These organizations, Lens excepted, have been active for over 15 years in the establishment and development of the volunteering infrastructure in WB6 region.

The advocating strategy can be divided into three project outcomes:

**1) Volunteering policy reform** – to promote an enabling policy environment for volunteering development in order to increase the outreach of young people who volunteer. This will contribute to creation of the regional policy foundation on volunteering, that partner organizations (National volunteer services – NVSs in WB6) will use as the framework for advocacy efforts on volunteering policy reforms in WB6.

**2) Establishment of the Regional Volunteer Service and regional volunteer program ROUTE WB6** – The Regional Volunteer Services will serve as regional resource centers on volunteering, but will also coordinate the work of the National Volunteer Services in each of the WB6 Partners.

Its purpose is to: make regional volunteering available, ensure regional advocacy efforts for volunteering policy development; promote cross-border volunteering for peace and reconciliation; maintain regional program ROUTE WB6; provide capacity building to CSOs and youth as beneficiaries of the regional program, and to monitor and evaluate the regional volunteer programs.

**3) Scaling up of the Regional Volunteer Program ROUTE WB6** – the newly designed regional programme will be scaled up through RYCO's 1st granting phase for volunteering, which will be available for the organizations and schools in WB6. 50 individuals will have the opportunity to get involved in long-term exchange programs, and around 400 young people will participate in group volunteer exchanges. These exchanges will consist of both community engagement, as well as education, to further generate reconciliation and intercultural dialogue.

The Project supports RYCO's work in partnering with civil society, education institutions, grass-roots initiatives, and youth in general. Project activities focus on strengthening and consolidating RYCO's competences as a regionally-owned mechanism - promoting reconciliation, mobility, diversity,



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democratic values, participation, active citizenship and intercultural learning.

### **Job Description:**

To create an Agenda for Volunteering for Kosovo, Lens is looking for an expert who will engage in drafting a Policy Paper on volunteering, and who will work with the working group which is initiated by the Good Governance Office to draft this document. The document will be used as a policy instrument for establishing the volunteering infrastructure based on the current state of volunteering in Kosovo.

The completion of the Policy Paper includes 3 main stages:

- a) Conducting a supportive national and regional research: After reviewing existing documents and researches related to the regulation of voluntary work in Kosovo, the research will focus on the perspective of CSOs and Institutions regarding the challenges and problems of the Legal and Institutional framework in Kosovo, and proposing solutions to this matter.

The expert will have the opportunity to consult partners from the region, and review the experiences and data of WB6 Partners policy solutions, in order to prepare and present strong and weak points on various policy proposals, to the working group which will work on the concept document on volunteering.

- b) Drafting the Policy Paper: This will be completed based on the data gathered from the field research, international and regional practices, and the working group for drafting the Policy paper on volunteering – a crucial component within the fourth objective of the Government Strategy for cooperation with Civil Society.

The expert will be directly included in the working group, from which the Policy paper will be compiled, after the finalization of the process.

In support to the existing documents on volunteering in the Kosovo context, the policy paper will offer recommendations and at least 3 practical solutions that lead to promotion and increase of quality of volunteering in Kosovo.



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- c) Presenting the document in stakeholders meetings: Throughout the process of drafting the policy paper for volunteering, the presentation of the work take place in five (5) stakeholders meetings and public discussions that are planned to be organized.

### Main responsibilities:

Based on the above mentioned specifications, the contracted expert will:

- Gather relevant information that could support the development of a quality Policy Paper on volunteering in Kosovo, in compliance with the guidance of the Project Coordinator.
- Offer detailed description of the current situation of volunteering in Kosovo, as well as a comparative analysis to the potential policy solutions based on the findings.
- Facilitate discussion and support decision making process in the working group for drafting the Policy Paper on volunteering, providing them with data gathered through research phase;
- Be part of the public meetings with decision makers, civil society and other relevant players, and present the progress of the work towards regulating volunteering in Kosovo, in order to get necessary data for the creation of potential policy solutions;
- Draft the Policy Paper document on Albanian and English following the structure proposed by Project Coordinator;

### Requirements

Candidates interested in this service should have:

- At least 5 years of work experience in the field of policy designing and policy interventions;
- Proven experience in using various research methodologies;
- Excellent spoken and written skills in Albanian and English;
- High level of organization skills and time management.
- Previous experience of working on volunteering policy/policies that include civil society, is seen as an asset



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- High level of organization and time management.



### **Necessary documents:**

Interested and qualified candidates need to enclose following documents to the application:

- Letter of interest
- CV
- Proof of experience in drafting policy papers, or similar;
- Publications in research or similar fields;

### **Contracting period**

The service is planned from the 5<sup>th</sup> of June to the 1<sup>st</sup> of November 2019. The service includes a total of 12 working days, from which: 5 days of work as part of the working group for drafting the concept document, including 5 days of presentation in the stakeholders meetings, throughout the months of May, June and September, 2019. The final document should be completed and delivered by the 15<sup>th</sup> of December, 2019.

### **Applications can be submitted by e-mail only.**

If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents, by email, to [office@ngolens.org](mailto:office@ngolens.org), no later than **31.05.2019**.

Only shortlisted candidates will be notified.

Good luck.

LENS team



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