



## TERMS OF REFERENCE

### To create a Volunteering Agenda in Kosovo\* in the framework of the ROUTE WB6 project

#### A) GENERAL INFORMATION

**Title of assignment:** Expert to create a Volunteering Agenda in Kosovo in the framework of the ROUTE WB6 project

**Reports to:** LENS Project Coordinator, for day-to-day oversight, supervision, and management support

**Location:** The ROUTE WB6 project is being implemented in the WB region. Therefore, the physical presence of a service provider/expert is not necessarily required. Most consultations will be required online. However, the service provider/expert should plan physical meetings and will mainly be held in LENS offices in Pristina and public spaces in Kosovo

**Starting date of the contract:** 11.10.2021

#### B) BACKGROUND

NGO LENS is a project partner in the regional cooperation ROUTE WB6 - which aims to create a regional volunteer program, mobilize young people, and use volunteering to improve inter-ethnic cooperation while fostering values that lead to reconciliation, stability, and prosperity in the Western Balkans 6.

#### Intervention logic through ROUTE WB6 project

**ROUTE WB6 project** is a regional project led by RYCO that promotes volunteering as a tool that will contribute to the reduction of social and ethnic distance among young people in the region as well as to raise their prosocial and European values that will lead to reconciliation, stability, and prosperity of the WB6 region. The project is contributing to a) Creation of the regional policy foundation on volunteering; b) Establishment of the Regional Volunteer Service and regional volunteer program ROUTE WB6; c) Scaling up of the Regional Volunteer Program ROUTE WB6.

More information on the project can be found [on the website](#).

*\*This designation is without prejudice to positions on status and is in line with Security Council Resolution 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.*

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RYCO implements this project in consortium with the following organizations from WB6 – Beyond Barriers, Institute for Youth Development KULT, LENS, Youth Cultural Center Bitola, Association for Democratic Prosperity ZID, and Young Researchers of Serbia, with SEEYN as an advisory partner.

### **C) REQUIRED SERVICES**

One of the main project outcomes is a Volunteering policy reform to promote an enabling policy environment for volunteering development to increase the outreach of young people who volunteer. This will contribute to the 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.

As part of the project, LENS has created a policy paper to promote volunteerism, and to contribute to creating a more consolidated and comprehensive legal and institutional framework for the Kosovo Institutions.

NGO LENS is looking for a qualified expert who will be engaged to create a Volunteering Agenda detailing the next steps of the developed Policy Paper on Volunteering in Kosovo, and who will work with the working group initiated by the Good Governance Office to draft this document.

The document will be serving as part of the developed policy instrument for establishing the volunteering infrastructure based on the current state of volunteering in Kosovo.

#### **Scope of Work:**

- a) Review the existing Policy Paper and ROUTE WB6 Regional Policy Brief - Conduct a supportive national and regional review to develop a Volunteering Agenda to implement proposed solutions that have an outcome as part of the developed Policy Paper on Volunteerism in Kosovo; consult partners from the region, and local stakeholders; After reviewing the existing documents, the Agenda should include detailed steps for each of the proposed solution for regulating Volunteerism in Kosovo.
- b) Drafting the Volunteering Agenda - This will be completed based on the data gathered from the research, analysis of developed proposals, and consultation meetings with stakeholders; In support of the existing documents, the Volunteering Agenda should offer recommendations for further steps about implementing the proposed solutions of the Policy Paper that have been developed as part of the ROUTE WB6 project. The steps must contribute to the promotion and increase of the quality of volunteering in Kosovo.

c) Public Consultation, presenting the Volunteering Agenda - Throughout the process of drafting the Volunteering agenda, the presentation of the work takes place in one (1) public consultation meeting that is planned to be organized in November 2021.

**Main responsibilities:**

- Gather relevant information that could support the development of a quality Volunteering Agenda to implement proposed solutions as part of the Policy Paper on volunteering in Kosovo;
- Provide a detailed overview of the best practices to implement the proposed solutions of the Policy Paper, as well as a comparative analysis of the potential next steps to be followed by a volunteering agenda;
- Facilitate discussions and support the decision-making process in the working group for drafting the Volunteering Agenda, by providing them with data gathered through the research and analysis phase;
- Leading the consultation and public meetings with decision-makers, civil society, and other relevant key stakeholders, and present the progress of the work towards regulating the volunteering framework in Kosovo, to get necessary data for the creation and implementation of the Volunteering Agenda.

**Requirements for interested service providers/individuals should have:**

- Bachelor Degree Academic Level with at least 5 years of work experience in the fields of policy designing, policy interventions, social sciences, - while Master Degree Academic level in the related fields will be an advantage (where a university degree has been awarded on completion of a study in a university);
- 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 in working on volunteering policy/policies that include civil society is seen as an asset;

**The following documents are needed to be enclosed to the application:**

- Letter of interest;
- CV;
- Demonstrated abilities to conduct and create/draft policy papers, research, and publications (provide links to profiles as examples);
- The selected service provider/expert must have a track record of at least four (4) years of work expertise.



#### **D) FINANCIAL INFORMATION**

The applicants are reminded that the maximum available value of the contract is **1,900.00 EUR**.

Service providers are reminded to submit a **FINANCIAL OFFER for the required services**.

#### **E) ADDITIONAL INFORMATION**

The award criteria is:

- Best value for money, weighing 80% technical quality, 20% price.

The unsuccessful/successful applicants will be informed of the results of the evaluation procedure in written.

The estimated time of response to the applicants is 7 days from the deadline for submission of the application.

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in this document. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

#### **F) CONTRACTING PERIOD**

The intended start date is the **11<sup>th</sup> of October**. It is expected that until the **15<sup>th</sup> of December 2021** to complete all tasks of this service contract.

The service includes a total of 18 working days, from which: 15 days of work as a facilitator of the working group for drafting the document, including 3 days of presentation in the stakeholders' meetings.

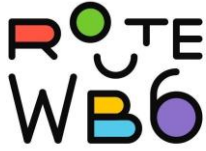
The final document should be completed and delivered by the **30<sup>th</sup> of November, 2021**.

Delays in meeting requirements and/or lack of quality will be considered as reasons for the interruption.

#### **E) SUBMISSION OF APPLICATION**

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

Ref: RWB6-09-2321



Regional Cross Border  
Volunteer Program

If you are interested in applying and you fulfill all the criteria, please send your application containing all required documents, by email, no later than **7th October 2021 on:**

**[application@ngolens.org](mailto:application@ngolens.org)**