**TERMS OF REFERENCE**

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| **Functional title:** | External Expert |
| **Type of contract:** | Individual Contractor |
| **Duration of assignment:** | 30 Working Days |

**Background**

Community Building Mitrovica (CBM) is a local non-governmental organization (NGO) operating in the field of peace and community building in the wider region of Mitrovica, northern municipalities of Kosovo. The overall aim of CBM is to facilitate contact and dialogue between citizens in the whole of Mitrovica municipality. CBMs staff consists of devoted citizens – both Serbs and Albanians – who grew up in this region and want to restore the previous confidence and even friendship that war and politics have destroyed. By supporting many concrete projects which address the direct needs of the local communities, CBM contributes in a modest way to this aim. The work of the past years has gained the organization a strong reputation on both sides of the Iber/Ibar river. Fields in which CBM works are: Interethnic Dialogue, Good Governance, Socio-Economic Development. In addition, CBM works closely on various initiatives with the media, and pays special attention to youth and their informal education, and empowering women. CBM’s projects are open to members of all communities living in the Mitrovica region, and wider. CBM often cooperates with other NGOs, helps out with local initiatives and works with local governmental institutions and international organizations in order to initiate, to develop and to implement activities, for the benefit of the communities, in Mitrovica, its region and outside of it.

**Overall Objective of the Project**

The overall objective of the project “**Reconciliation and Conflict Transformation (RCT)”,** of which this contract will be a part is to transform existing conflicts and build peace, predominantly among majority ethnic Albanians and minority ethnic Serbs in Kosovo. The project helps communities on the individual level as it will assist in better mutual understanding in the differences and emphasize joint strengths, as well as on the policy level, where the impact of the program will influence amending policies that will address reconciliation processes among divided communities.

As part of this project, establishment of a multi-ethnic think tank is planned. The think tank will provide research to not only RCT planned actions, but to other related programs and projects. It is expected that the think-tank, at the end of the project, will function independently, and provide up-to-date, objective research to help policy makers, organizations and donors in sustaining cooperation and understanding among different groups living in Kosovo and the region. More so, the think tank will assist local communities with social innovations that address societal challenges whereas the local economy stakeholders will benefit from promotion of public-private partnership.

**Purpose**

The purpose of this contract is to conduct a baseline research which will serve as a foundation for the implementation of activities towards achieving the overall goal of the project. This document will analyze the operating level of the RCT planned interventions, particularly related to its planned results, activities and indicators. The baseline analysis will provide critical reference point for assessing the planned changes and impact of RCT, as it confirms or establishes the basis for RCT intervention, and its possible effectiveness. Furthermore, it will measure propensity for reconciliation and conflict transformation of individuals, groups and policy makers through research on key policies and programs in Kosovo inhibiting reconciliation. The research will be conducted in liaison with RCT staff.

**Main Duties of the Post**

Under the supervision and close coordination of the RCT project team, the External Experts’ responsibility will be to develop a baseline research containing information related to the purpose of the research (stated above). The document should contain the following information:

* A brief overview of the existing policy-making system in Kosovo,
* Baseline assessment of the existing policies in Kosovo related to reconciliation and conflict transformation,
* Provide a qualitative and quantitative research of attitudes of individuals, groups and policy makers towards reconciliation and conflict transformation,
* Provide assessment of readiness of individuals, groups and policy makers to be involved in reconciliation activities,
* Provide recommendations on potential for improvement of existing reconciliation policies,
* Recommend ways for RCT and Think Tank to contribute effective implementation of existing policies,
* Provide specific information on the potential for developing new policies on reconciliation and conflict transformation in Kosovo by RCT and Think Tank,

The language of the document produced is English.

# Workplan and Products

The assignment will last 30 working days, effective immediately upon the contract signing. The External Expert will submit a detailed work plan and a financial proposal to the RCT team for the baseline research. In addition, the External Expert will deliver the products as described below:

* 1. Baseline research document

**Competencies**

* *Experience*
* (at least 5 years) experience in developing similar documents
* *Professionalism*:
* Demonstrates professional competence and mastery of subject matter.
* *Communication*:
* Excellent and effective written and oral skills in English language. Proficiency in local languages will be considered as an asset.

**Deadline and submission of expression of interest**

CBM invites interested individuals and companies to submit the following documents **by December 10th, 2020.**

* Expression of interest (EoI) outlining how the expert meets the selection criteria and their understanding of the ToR;
* A summarized description of the scope of work and the intended methodology to be used including sampling methods, data collection tools as well as a detailed work plan including activities and deliverables with specific time frames.
* Names and contacts of three recent professional referees (previous clients) for whom similar work has been conducted.
* An example of similar pieces of work completed recently.
* Curriculum vitae/ Resume outlining relevant qualifications and experience,

**Evaluation and Selection Process**

The selected contractor will be responsible for designing and executing all the activities described in this TOR in collaboration with the RCT team. The tender procedure and details regarding the selection process for the expert will be based on Instruction to tenderers document (Annex).