ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 3

1.1. Beneficiary country 3

1.2. Contracting Authority 3

1.3. Country background 3

1.4. Current situation in the sector 4

1.5. Related programmes and other donor activities 4

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS 5

2.1. Overall objective 5

2.2. Purpose 5

2.3. Results to be achieved by the Contractor 5

3. ASSUMPTIONS & RISKS 5

3.1. Assumptions underlying the project 5

3.2. Risks 6

4. SCOPE OF THE WORK 6

4.1. General 6

4.2. Specific work 6

4.3. Project management 7

5. LOGISTICS AND TIMING 7

5.1. Location 7

5.2. Start date & Period of implementation of tasks 7

6. REQUIREMENTS 7

6.1. Staff 7

6.2. Office accommodation 7

6.3. Facilities to be provided by the Contractor 8

6.4. Equipment 8

7. REPORTS 8

7.1. Reporting requirements 8

7.2. Submission and approval of reports 8

8. MONITORING AND EVALUATION 8

8.1. Definition of indicators 8

8.2. Special requirements 8

# BACKGROUND INFORMATION

## Beneficiary country

Kosovo

## Contracting Authority

Community Building Mitrovica (CBM), Confidence Area, 40000 Mitrovica, Kosovo

## Country background

Kosovo is a potential candidate for future enlargement of the European Union. Kosovo's declaration of independence from Serbia was enacted on 17 February 2008 by a vote of members of the Assembly of Kosovo. The declaration was not recognised by Serbia, or five out of 28 EU member states, and as a result the European Union itself refers only to "Kosovo\*", with an asterisked footnote containing the text agreed to by the Belgrade–Pristina negotiations: "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." This has not prevented the country from continuing its EU enacted Stabilisation Tracking Mechanism (STM) programme, aiming to gradually integrate its national policies on legal, economic and social matters with EU, so that at some point in the future they could qualify for EU membership.

To ensure stability at the territory and neutral rule of law enforcement, the EU is operating in Kosovo under the umbrella of the United Nations Interim Administration Mission in Kosovo (UNMIK), deploying police and civilian resources under the European Union Rule of Law Mission (EULEX).

On 19April 2013 Serbia and Kosovo reach landmark deal - an agreement was signed in Brussels between the governments of Serbia and Kosovo on “principles governing the normalization of relations”, which was followed by approval from Kosovo’s parliament and the Serbian government. By signing the Brussels Agreement, Belgrade in principle accepted the integration of northern Kosovo into the constitutional order of Kosovo. Pristina, in turn, agrees to the establishment of an ‘association of Serb municipalities’, which is to be given considerable autonomy in the fields of economic development, education and health issues as well as land-use planning. The normalization of relations between Kosovo and Serbia is a prerequisite by the EU for continuing the process of the European integration of the two states.

On 10 October 2012 the European Commission found that there were no legal obstacles to Kosovo signing a Stabilisation and Association Agreement (SAA) with the EU, as full sovereignty is not required for such an agreement, and recommended for SAA negotiations to start as soon as Kosovo had made further progress on issues in the four areas: Rule of law, Public administration, Protection of minorities, and Trade. On 28 June 2013, the European Council endorsed these recommendations, and negotiations were launched in the fall of 2013. After signing the agreement on 22 April 2013, the European Commission recommended the opening of accession negotiations with Serbia, and of negotiations on a Stabilization and Association Agreement (SAA) with Kosovo. Integration of the Serbian population in the north Kosovo into Kosovo-state institutions is the most important thing to achieve long-lasting political stability in Kosovo.

Completion of the negotiation of a Stabilisation and Association Agreement with Kosovo and its initialling in July 2014 is a milestone on Kosovo’s European integration path. It will be the first comprehensive agreement between the EU and Kosovo. The SAA provides for enhanced political dialogue, closer trade integration, including opening EU markets to Kosovo’s industrial and agricultural products, and new forms of cooperation. The Commission now looks forward to its signature and conclusion. Following the elections in June, there has been an increasingly polarised political environment and Kosovo has come to a situation of political deadlock, delaying certain key reforms.

## Current situation in the sector

A potential candidate for EU membership, the Republic of Kosovo is a lower-middle-income country with a solid economic growth performance since the end of the war in 1999. It is one of only four countries in Europe that recorded positive growth rates in every year during the crisis period 2008–12, averaging 4.5%. The resilience of Kosovo’s economy reflects limited international integration into the global economy; the success of its diaspora in the labour markets of, especially, the German-speaking countries of Central Europe, resulting in a steady reflux of remittances; a generally pro-growth composition of the budget, allowing for about 40% of public expenditures to be spent on public investments; and a steady influx of donor support.

Efforts aimed at strengthening domestic productivity particularly critical in a euroized country will need to remain the pivotal policy anchor, as Kosovo continues to struggle with high rates of unemployment and poverty. Joblessness in particular - estimated at about 40% remains a central economic-policy challenge. With the difficult labour market conditions affecting youth and women disproportionately, these conditions risk undermining the country’s social fabric. Largely reflecting historical legacies, Kosovo remains one of the poorest countries in Europe, with a per-capita gross domestic product (GDP) of about €2,700 and about one-third of the population living below the poverty line - and roughly one-eighth in extreme poverty.

In Kosovo, women’s economic empowerment is a process that is conditional upon available resources, a process that does not give women a lot of opportunities and space to use their skills in order to have access to and control over economic benefits. Even today, after thirteen years of development aid, Kosovo women, and especially women living in rural areas, are still marginalized and have relatively limited access to information and resources. Women still face many obstacles related to traditional gender roles that affect their economic opportunities. Lack of ownership, lack of financial resources and lack of government support are important factors hindering the development of more pronounced entrepreneurship among women.

Kosovo still does not have a long-term vision of sustainable policies that would close the gap between men’s and women’s participation in entrepreneurial activities. Governmental and local non-governmental institutions are thought to continually work on changing the value system, attitudes and the environment on which the development of women’s entrepreneurial activities depends, but in frequent meetings with women one always identifies numerous obstacles to women’s entrepreneurship, from the stereotypes that exist in society to the lack of funds and lack of institutional support.

Women are not always present and included in all agendas of the government, in the local and central level. This happens because of lack of a structured dialogue between key stakeholders, lack of mechanisms for institutional support for policy promotion and execution of measures, lack of mechanisms for implementation of strategies and plans for economic empowerment of women, especially mechanisms related to the implementation of the Law on Gender Equality and the National Action Plan for Gender Equality. These are just some of the factors that show this reality, because there is no special financial support for women, knowing that access to finance is a key enabling factor for their economic development and empowerment. Fiscal laws and sub-laws do not have special provisions to promote female self-employment. There is no permanent database for women entrepreneurs in Kosovo and the activities that they lead and manage.

## Related programmes and other donor activities

The EU is investing heavily in building Kosovo’s small but highly open economy. The EU programme of financial assistance supports Kosovo’s ambitious reform agenda. More than 280 EU-funded projects managed by the EU Office are currently being carried out across a wide-range of sectors, regions and cities in Kosovo. The EU assistance is focused on fulfilment of the EU political criteria, including strengthening the rule of law and support for public administration reform, the communities, culture, media and the youth and sports; on wider socio-economic issues, including trade and regional development, education and employment, support for the tax administration and agriculture; on capacity building, the approximation of legislation and flanking measures on European standards, as identified in the European Partnership, including support for the environment, transport and energy. EU funding for projects in Kosovo is provided in the form of grants and contracts. EU allocated €645.5 million of financial assistance for the period 2014-2020 under IPA II for Kosovo. Below are presented some of the projects under Private-sector and economic development implemented by the EU Office in Kosovo:

* EU KOSVET VI-Development of Vocational and In-Company Training Schemes and Development of Entrepreneurship Scheme;
* Regional Development Agency – Center
* Regional Development Agency – North
* Regional Development Agency – West
* Regional Development Agency – East
* Regional Development Agency – South
* Promoting Energy efficiency and renewable in Kosovo
* Beautiful Kosovo

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project “Supportive business environment for women start-ups in North and South Mitrovicë/a” of which this contract will be a part is as follows:

Contribution to sustainable economic and social improvement of North & South Mitrovica through inclusion of women in private sector development.

## Purpose

The purpose of this contract is as follows:

* Preparation of the exchange visit to Bujanovac and Skopje

## Results to be achieved by the Contractor

* Regional study visit executed.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable

## Risks

Main risks of successful implementation of this project are possible low turnout of women start-ups in the activities, as well as the absence of political unrest in both parts of Mitrovica.

# SCOPE OF THE WORK

## General

### Description of the assignment

Purpose of this assignment is to prepare exchange regional visit for the project “Supportive business environment for women start-ups in North and South Mitrovicë/a”.

Participants invited to participate in the exchange visit will be the 30 grantees, participants from the North and South Mitrovica that participated on the trainings and were awarded with grants. Through the exchange visits 30 women participants from different business backgrounds from Mitrovica North and South (including 5 staff members from organizations) will have the opportunity to get new ideas, lessons learnt and good practices of business development activities and to apply them in Mitrovica. In addition participation in the study visits, in which will spend three days together, builds trust and function as teambuilding to promote economic development and encourage women to take active part in business activities. The regional exchange visit will be organized in a 3 day visit (including travel).

### Geographical area to be covered

Republic of Kosovo, Serbia, Macedonia

### Target groups

Women start-up entrepreneurs from South and North Mitrovica.

## Specific work

Under the supervision and in close co-operation with the CBM Regional Organization will implement the following tasks:

**Logistic/technical preparations**

Hotel Reservation in Bujanovac(1 night) and Gostivar(1 night) for 35 participants

Space reservation

One day visits/meetings with different local institutions and businesses in Bujanovac

One day visits/meetings with different local institutions and businesses in Gostivar

.

## Project management

### Responsible body

The Contractor is responsible for all activities regarding implementation of this contract.

### Management structure

The responsible person for implementation of the tasks related to this contract on behalf of the Contracting Authority is Ms. Aferdita Sylaj.

### Facilities to be provided by the Contracting Authority and/or other parties

Contracting Authority will inform all participants and schedule recording sessions, according the direction and scenario. Contracting Authority will inform Contractor about the schedule of the recording minimum 7 days before the appointed date(s) of the recording sessions.

# LOGISTICS AND TIMING

## Location

South and North Mitrovica, Kosovo

## Start date & Period of implementation of tasks

The intended start date is 10 October 2016, and the period of implementation of the contract will be 1 month, including start date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Not applicable

### Other experts, support staff & backstopping

The contractor will ensure sufficient number of qualified staff for quality and timely implementation of tasks planned by these Terms of References. These staff members are considered as non-key experts therefore their CVs will not be submitted with the application.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contracting Authority.

## Facilities to be provided by the Contractor

## Equipment

**No** equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

The Contractor will submit the following reports in English in one original:

* **Final report -** The contractor will prepare the final report on the implementation of the tasks, at the end of this contract. The deadline for sending the final report is 15 days after the end of this contract. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment as indicated in the Special Conditions.

## Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference”.

## Special requirements

Not applicable.