

Terms of Reference

Training programme at RPOs in Albania to prepare and implement GEPs

Title	Training programme at RPOs in Albania to prepare and implement GEPs
Application Deadline	October 15, 2022
Reference	POLICY ANSWERS-
Contacts	Legal representative: Wolfgang Michalek (michalek@zsi.at) Project lead, contact for this agreement: Elke Dall and Desiree Pecarz (policy-answers@westernbalkans-infohub.eu ; dall@zsi.at ; pecarz@zsi.at)

1 Introduction and Background

POLICY ANSWERS R&I POLICY making, implementation AND Support in the WEStErn BalkanS) is a project funded by the European Union's Horizon Europe research and innovation programme under grant agreement No 101058873.

POLICY ANSWERS (supports policy coordination in the Western Balkans and with the EC and the EU. 14 partner organisations, representing network nodes in the region and EU expert organisations, support policy dialogue through formal meetings (such as ministerial and steering platform and ad-hoc policy meetings), monitoring and agenda setting, capacity building and implementation of the EU's Western Balkan Agenda, as well as the alignment of thematic priorities. The project implements regional pilot activities and offers an information hub based on the westernbalkans-infohub.eu online information platform. The partners provide analytical evidence via monitoring and mapping activities of the stakeholder ecosystem, of the implementation of the Western Balkans Agenda and of the Western Balkans' integration into the European Research Area as well as via strategic foresight.

POLICY ANSWERS also allows for tailored and targeted capacity building activities in the Western Balkans as well as regional alignment of priorities in relation to the digital transformation, the green agenda and towards healthy societies. Pilot activities provide learning opportunities on policy and programme level and reach out to final beneficiaries related to improved academia-industry cooperation, researcher mobility, inclusion of youth in policy processes, promotion of research infrastructures and increased innovation skills in all areas.

This activity is placed in the frame of the targeted capacity building activities (Work Package 3 of the project) in ALBANIA (Task 3.1) which is coordinated by Centre for Social Innovation (ZSI) in cooperation with the National Agency for Research and Innovation (NASRI) as Associated Partner.

Detailed information about the activities is available at the following website www.westernbalkans-infohub.eu.

Based on an initial mapping carried out by the project WBC-RRI.NET, there are very few good practices for GEPs available Albania. As GEPs are a requirement for participation in Horizon Europe projects for many organisations, it is important to spread the knowledge and support the implementation of GEPs. Some local organisations have received support through SWAFS projects and there are international good practices that can be used (e.g. GENDERACTION, Mind-the-GEP, WBC-RRI.NET, DRIVE project, LeTSGEPs etc.). Yet, knowledge is often not shared in a general awareness of the institutions is about this requirement is low. This is connected also with low awareness of the Charter and Code and the Human Resources Strategy for Researchers (HRS4R) which are needed to reinforce capacity building of higher education institutions in Albania and to increase Albanian participation in the ERA.

The National Strategy for Gender Equality also includes a Specific Objective on the reduction of barriers keeping women, young women and girls away from the labour market and on the improvement of access to decent work (including non-traditional, such as STEM topics/science, technology, engineering, mathematics, etc.) for women, young women and girls in all their diversity (from rural areas, ethnic minorities, persons with disabilities, LGBTI+, the elderly, single mothers, survivors of violence/trafficking, girls that are mothers, migrants, and asylum seekers, etc.). Generally, female participation in science as well as in company leadership is increasing and stakeholders are interested.

The Action should support the Association to Horizon Europe and participation in the European Research Area (ERA) as it is a prerequisite to have a GEP for participation in the EU programmes. Good international practices should be used and not just GEPs as a lip service developed.

Upon award of the service contract, the contracting institution will share further information.

2 Description of the Scope and Purpose of the Service

This call requests the provision of the following services for [repeat title of the service], in detail the following work shall be carried out:

- The service provider shall strive to get a strategic commitment of Albanian research performing organisations (RPOs), e.g. public and private universities to ensure gender equality and a safe environment for teachers as well as students at universities.
- This shall include a Memorandum of Cooperation, facilitated by the service provider, creating a network of RPOs who are committed to exchange experiences. The commitment shall include the establishment of responsibilities for GEPs at RPOs (nomination of responsible persons or a

team) to coordinate activities in the areas of gender equality and the fight against gender-based violence and discrimination.

- The employees designated by the RPOs shall receive training and support for data collection and development of GEPs.
- To this end, three workshops shall be organised by the service provider for the participating RPOs, ideally in three different locations in Albania, dealing with the following topics:
 - a. Definition of GEP, tools and resources, data collection
 - b. Interpretation of data and definition of GEP objectives
 - c. Identification and design of adequate measures

GEPs shall be made available in Albanian and English and submitted also to the monitoring exercise of the WBC-RRI.NET project. Lessons learnt shall be exchanged with the UNIGEM project implemented in Bosnia and Herzegovina, Serbia and Montenegro (see <http://www.tpo.ba/b/ProjektiEN.html>). Regular cooperation with NASRI during the implementation of the activities is encouraged.

Deliverables:

- Schedule of workshops, agenda and participant lists
- Training and briefing materials (in Albanian or English language)
- SMART outcome: at least 8 GEPs developed by mid-2023

Implementation period

October 2022 - June 2023

Expected deadlines and tentative timeline

The service providers are expected to suggest the most suitable methodology and timeline for successful completion of the assignment. A methodological overview needs to be an integral part of the application.

Please note that the materials used in the framework of this agreement shall be published on the project website and, unless otherwise agreed in writing, made available under open creative commons license CC-BY (see <https://creativecommons.org/licenses/by/2.0/>).

Requested deliverables, outputs and reporting

Detailed work plan to be agreed	End of October / beginning of November 2022
Short interim report (1-3 pages)	March 2023
Final report (3 to max. 10 pages) including the above mentioned Deliverables (workshop schedules, agenda, participant list; training and briefing materials to publish on the website; all GEPs developed during the implementation of the action	July 2023



Language

Working language with ZSI is English. During the workshops and in cooperation with local stakeholders, working language maybe be English or Albanian.

Quality Assurance

The service provider shall perform the service with reasonable care and skills and in accordance with the best commercial practices and standards in the industry of similar services.

Funding and Reimbursement

The maximum budget for the above described tasks to be delivered is 10.000 EURO. This maximum budget includes the service fee, travel and daily allowances for the travel to the events, logistics costs for the workshops as well as VAT and any other taxes and duties.

This Service will be funded by the POLICY ANSWERS project¹. This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101058873 for the project "R&I POLICY making, implementation and support in the Western Balkans" (POLICY ANSWERS).

Application, selection and contracting procedure***Required qualification/skills/experiences of the Service Provider***

Organisations and experts are required to

- Education: Degree in fields relevant for the assignment showing.
- Experience: Proven experience in similar activities. Previous involvement in GEP development. Experience in working with stakeholders in the Western Balkans, specific experience in Albania is an advantage. Experience in the area of research and innovation and gender policies. Proven training and communication skills.
- Language requirements: Excellent English written and spoken; knowledge Albanian is an advantage.

Application

The application from the Service Provider shall include the following documents:

List the requested documents, e.g.

- Price (please specify: total price, adequate level of detail in relation to the service fee, workshop costs, etc.)
- Skills: CV or description of the implementing organisation including information in relation to the required qualifications/skills/experiences
- Content: Short implementation plan

Submission of application

Please submit the required documents for the application per e-mail to:
Zentrum für Soziale Innovation / Centre for Social Innovation (ZSI), Austria
c/o Elke Dall

policy-answers@westerbalkans-infohub.eu; CC: dall@zsi.at

¹ www.westernbalkans-infohub.eu



Deadline for the submission of an application referencing to this ToR is **October 15, 2022 (date of entry of the e-mail), 23:59 (CET)**.

Selection

The best value for price principle will be applied, thus the following criteria will be taken into account:

- Price
- Skills
- Content of the short implementation plan
- Optional: references.

The Contractor reserves the right not to place any order. Costs for necessary document preparation by the Applicants to this call for tender will not be reimbursed.

Contracting procedure for Service Provider

The selected expert will be informed until **October 25, 2022** on the result of the selection procedure. The contract with the Service Provider will be established shortly after the selection.