



TERMS OF REFERENCE

Consultant for preparation and facilitation of gender equality refresher workshop for partners from the Economy and Employment Domain of the Swiss Cooperation Strategy Bosnia and Herzegovina 2017-2020

Mandate duration: 14 October - 15 December 2019, 3.5 working days

Consultant: Majda Halilovic

1. Background

The overall goal of the Swiss Cooperation Program is to provide more and better economic, social and political opportunities and perspectives to the people of Bosnia and Herzegovina (BiH). The Swiss Cooperation Strategy BiH 2017-2020 is the main strategic document for the implementation of this Program, incorporating three main domains: Health, Economy and Employment, as well as Democratic Governance, Municipal Services and Justice. The Swiss Cooperation Office BiH (SCO) of the Swiss Embassy in BiH is implementing the Cooperation Strategy and is doing so by engaging partner organizations and institutions in BiH, both local and international.

Gender Equality is one the two transversal themes of the Cooperation Program. Implementing partners that carry out the projects and programmes funded by Switzerland have to adhere to the basic principles of gender equality mainstreaming. This means they have to address gender related issues in all thematic domains through design, implementation, monitoring and evaluation of cooperation strategies and project interventions. This is especially important in the Economy and Employment domain since gender inequalities in employment and education in BiH remain high. The central focus of the Economy and Employment domain is providing more and better economic opportunities and perspectives to all, but especially to young women and men in Bosnia and Herzegovina. This includes labor-market oriented training and vocational education, the creation of more and decent jobs, as well as high quality intermediation services delivered by professional Public Employment Services. Furthermore, programs to improve overall economic framework conditions, promote and support entrepreneurship, and to enable businesses to be created and to grow, are all core aspects of this domain. Also special attention is given to foster women' economic empowerment through entrepreneurship.

2. Purpose and Objective of the Mandate

In the fall of 2019, the Embassy of Switzerland in Sarajevo plans to organize a one-day gender equality mainstreaming workshop for its partners who are active in youth employment and entrepreneurship components of the Economy and Employment domain. The overall objective of the workshop is to further strengthen gender equality mainstreaming in project implementation and design of project activities, as well as discuss the best (and not so good) approaches in the past. This will also be an opportunity to discuss possible joint actions across this domain and the way in which we communicate the gender equality mainstreaming results of the Swiss Cooperation in BiH.

The consultant is expected to prepare the content of the workshop and to facilitate the workshop scheduled at the end of September or beginning of October 2019 (exact date still to be determined). Participants of the workshop are members of the Swiss Embassy's team and up to two representatives of project partners (not more than 15 persons).

The consultant should focus on the introduction and application of practical tools, instruments and methods that can be easily applied by project partners in their day-to-day work. Special attentions should be given to illustrate the most appropriate practical approaches and tools (using examples) for gender mainstreaming in a specific environment in which project partners work. The workshop should be fully interactive allowing participants to provide their views and inputs. The consultant should also challenge partners in their application of gender equality mainstreaming.

The workshop shall cover the following areas:

- **Gender analysis:** Identifying gender issues and disparities in problem analysis. How to analyse gender relations in employment – what questions should be asked? What are practical steps for conducting a gender analysis? What are useful indicators? What linkages exist in the decent jobs agenda?
- **Integrating gender into project design:** How to use the findings of the gender analysis for project development / how to transform the findings into gender sensitive project interventions? How to define project interventions in order to address women’s socio-economic disadvantages caused by gender-based discrimination and their double roles of being a worker and a carer?. How to challenge gender stereotypes?
- **Gender mainstreaming:** Best practices of gender equality mainstreaming actions in employment and entrepreneurship related development interventions.
- **Monitoring and reporting on gender:** How to monitor the project’s effect on gender relations and women’s economic empowerment? How to report on gender, beyond the usage of gender disaggregated data? How to communicate gender issues and actions to address gender inequalities?

3. Deliverables and Activity Planning

Inputs shall be provided in English.

Activities/deliverables of the Consultant for Gender Equality workshop	No. of days
Review of background documents and preparation of the workshop program/content. Up to two meetings with the Embassy to finalize arrangements.	2
Delivery and facilitation of one day workshop	1
Brief report on the workshop and possible recommendations how to further improve gender equality mainstreaming in the Economy and Employment related interventions.	0.5
Total days	3.5

The exact timeline for the deliverables will be agreed with the Embassy after the selection of the Consultant.

4. Contract and Logistics

The Consultant will sign a contract with the Swiss Embassy in BiH. All logistics regarding the venue, necessary equipment/tools and catering will be provided by the Embassy. If the Consultant comes from outside of Sarajevo, travel and accommodation costs are to be included in the offer.

5. Profile of the Consultant

- MA degree in management, social sciences or related field.
- Proven experience in the field of gender equality mainstreaming in BiH, with knowledge of the employment sector being an advantage.
- Proven experience in conducting training sessions.
- Excellent presentation and facilitation skills.
- Excellent spoken and written English skills.

6. The following documents are requested for this offer:

- 1) Cover letter
- 2) Technical proposal (max. 2 pages), which shall include:
 - Understanding of the consultancy:
 - Proposed approach and methodology to complete the task
 - Competences, roles and responsibilities of the consultant
 - Annexes:
 - Curricula vitae of the proposed consultant
 - Relevant references from previous successful consultancies
- 3) Financial proposal: please use the attached Excel form.
- 4) **The offer should be submitted by email to: Almir Tanovic, Senior Program Officer and Policy Advisor, Embassy of Switzerland in Bosnia and Herzegovina, almir.tanovic@eda.admin.ch**
Deadline for the submission is Monday, September 9 at 12:00.

7. Selection of the consultant

The consultant will be selected by the Embassy based on his/her professional experience relevant to the mandate, as per CV and references (criteria weight: 60%), the "Understanding of the consultancy" (criteria weight: 20%) and the financial offer (criteria weight: 20%).

Annex and links:



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- Local mandate form for financial offer.
- Swiss Cooperation Strategy in Bosnia and Herzegovina 2017-2020 (https://www.eda.admin.ch/dam/countries/countries-content/bosnia-herzegovina/en/CS_BiH_ENG.pdf)
- Factsheets of the projects from the Economy and Employment domain (available at www.swissinbih.ba)
- Swiss partners' needs assessment on gender equality (survey responses)

Swiss_partners_ass
essemnt.zip
- SDC Guidelines and Policies for gender equality (<https://www.shareweb.ch/site/Gender>)

Sarajevo:

The Embassy of Switzerland

The Consultant

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Almir Tanovic, Senior Program Officer

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Majda Halilovic



Terms of Reference for Gender Equality Mainstreaming Backstopper for the Embassy of Switzerland in Bosnia and Herzegovina

(Global budget)

Mandated to: Ms. Majda Halilović (Consultant)
Place of mandate: Bosnia and Herzegovina (Sarajevo)
Duration of mandate: February 15th to December 31st 2020

1 Background

Introduction

The Swiss Cooperation Strategy Bosnia and Herzegovina 2017-2020, in the frames of which Switzerland is providing its development support to BiH, is organized along three main domains of intervention: 1. Democratic Governance, Municipal Services, and Justice, 2. Health and 3. Economy and Employment. These domains of intervention include a number of projects aiming at reaching the over-arching goal of the Strategy: *Switzerland contributes to strengthening social, economic and political inclusion in Bosnia and Herzegovina. It reinforces the further development of a democratic political system and a social market economy, based on accountable public and private actors as well as active and empowered citizens, with the longer-term perspective of European integration.*

Gender equality, together with good governance, is the key transversal theme of the whole Swiss Cooperation Program in BiH and will remain in future strategies. The Swiss Cooperation therefore will continue to integrate gender equality in the identification, planning, and implementation processes of its programmes and projects, as well as monitoring and evaluation. The Embassy of Switzerland in BiH is implementing the Cooperation Strategy and is doing so by engaging partner organizations and institutions in BiH, both local and international. These implementing partners that carry out the projects and programmes funded by Switzerland have to adhere to the basic principles of gender equality mainstreaming and they have to make sure that gender equality as a principle is not only included in the projects and programmes but is also reflected the reporting. Swiss partners are also encouraged to apply a gender transformative approach by challenging gender equality stereotypes and existing social norms in their everyday work and interactions with other stakeholders and beneficiaries. However, partners often do not have sufficient knowledge and capacities to adequately address these issues.

In order to support its partners in their efforts for gender equality mainstreaming and applying gender transformative approach, **the Embassy of Switzerland will engage a gender equality expert** who will provide short term support to the Embassy of Switzerland and the Swiss Cooperation partners in analyzing the gender dimensions in their respective sectors and defining intervention areas and providing guidance and knowledge in specific activities for gender mainstreaming. The expert will also

provide training to the Swiss partners' teams how to better understand underlying social norms that create inequalities and stereotypes, as well as to adequately address them in project activities.

During November 2019 the Embassy conducted a one-day gender equality mainstreaming workshop for its partners active in youth employment and entrepreneurship components of the Economy and Employment domain. Ms. Majda Halilovic was selected as the best consultant for this activity among the three received offers. Ms. Halilovic delivered this workshop very well and with excellent engagement of participants and very positive feedback. Ms. Halilovic has also provided a valuable contribution to the Swiss Partners' Day in December 2019 with a presentation on gender stereotypes. Following proved quality of Ms. Halilovic's work in 2019 and existing needs for further strengthening of gender equality in the Swiss Cooperation Program, Ms. Halilovic will be engaged in this consultancy.

2 Objectives of the mandate

The overall objective of the mandate is active gender equality mainstreaming throughout the entire Swiss Cooperation Program. Special emphasis shall be put on enhancing the capacities of Swiss partners to analyze the gender dimensions in their respective sectors and intervention areas and to integrate gender transformative approach in their everyday activities and interactions with beneficiaries and partners.

3 Specific tasks

In close cooperation with the Embassy of Switzerland, the consultant will provide the following support:

1. Guide local partners in applying gender mainstreaming tools and provide advice on concrete activities which would strengthen gender equality in their projects with focus on gender transformative approach;
2. Prepare and deliver gender equality refresher workshops for the Swiss Cooperation Partners and the Embassy team;

The consultant should spend maximum two to three days of his/her engagement per Swiss partner. Estimated number of days available for the period February 2020 - December 2020 is twenty five (25). Pending funds availability and needs expressed by the Swiss partners, additional days might be approved and the engagement of the consultant could be extended in 2021.

4 Expected Outcomes/Results

1. Consultant will provide to the Embassy of Switzerland brief reports on each assigned tasks with proposals for future improvements in gender equality mainstreaming for project partners.
2. Partners will have better understanding of gender equality mainstreaming and will improve their workplans and reports in terms of addressing gender equality in their respective areas of interventions.
3. Partners and the Embassy team will better communicate gender equality issues and challenge stereotypes in interactions with beneficiaries and other stakeholders.

5 Requirements for consultant(s)

The required qualifications for the consultant are:

- MA degree in management, social sciences or related field.
- Proven experience in the field of gender equality mainstreaming.
- Excellent analytical skills.
- Excellent spoken and written English.
- Strong communication, presentation and writing skills.

6 Roles and responsibilities

Responsibilities of the local consultant will be as follows:

- Review proposed gender mainstreaming activities and other related documents;
- Meet with project partners and provide comments, guidance and advice (in person or by email) on concrete activities (such as analysis, focus groups composition, interpretation of data, etc);
- Brief the Embassy of Switzerland on the assigned activities;
- Organize and facilitate refresher workshop for the Swiss partners.

Responsibilities of the Embassy of Switzerland (Gender Focal person) will be as follows:

- Inform project partners about modalities of the consultant's engagement;
- Review and evaluate project partners' requests for assistance and assign appropriate time of the consultant;
- Review consultant's reports on the assigned tasks;
- Provide consultant with necessary input information for her work;
- Provide necessary logistics and organization for workshops with partners;
- Follow up on the gender mainstreaming activities of partners.

7 Proposed budget offer (attached)

8 Reference materials

1. Cooperation Strategy BiH 2017-2020
(https://www.eda.admin.ch/content/dam/countries/countries-content/bosnia-herzegovina/en/CS_BiH_ENG.pdf)
2. SDC's: Gender Equality Tool Kit, Gender and Training, Gender and Qualitative Interpretation of Data, Gender and Water. (http://www.deza.admin.ch/en/Home/Themes/Gender_Equality)
3. Any other reference material upon agreement between the consultant/s and the Embassy of Switzerland.

Sarajevo,

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The Embassy of Switzerland

The Consultant

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Almir Tanović, NPO

Majda Halilović

Three Principles for Gender Equality Mainstreaming in the Swiss Cooperation Programme in Bosnia and Herzegovina

1. Integrate gender as a transversal theme in all phases and processes of *project cycle management* and make sure that the implementing partner has the **capacities to apply a gender sensitive approach**:
 - a. Make sure that during the project definition the **needs of men and women** both are taken into consideration. Take in account specifics and differences of women and men in terms of time, location, access to resources and information. Formulate **gender sensitive outcomes** (*i.e. "Men and women have access to gender-equitable services of local government"*).
 - b. Develop, if applicable, at least **one gender specific gender outcome** (*i.e. "Women and girls are empowered to use their education to make life choices and pursue employment opportunities"*) that are based on a sound gender analysis.
 - c. Ensure sufficient **resources, knowledge and expertise** (*i.e. sufficient budget and time to collect adequate sex-disaggregated baseline information*).
 - d. Define and **assign responsibilities for implementing gender specific activities** in job descriptions and terms of references.
 - e. Use participatory strategies to **involve both women and men in decision-making and steering processes**.
 - f. Undertake gender-specific data collection and analysis based on **gender sensitive indicators on output and outcome level** (*i.e. impact on the life of men and women, systemic change, change in perceptions*). Use combination of qualitative and quantitative indicators.
 - g. **Evaluate and report results in relation to gender equality**. Make necessary adjustments in project activities.
2. **Align interventions with national gender strategies and policies** (*i.e. Gender Action Plan*). Ensure local ownership and involve local stakeholders in dialogue.
3. Observe mindsets of staff, partners and beneficiaries and challenge gender stereotypes. Use **gender-sensitive language in communication**. Communicate gender equality objectives, activities and results. Document and promote widely cases and **best practices** that can prove the success of gender mainstreaming as a tool to make gender equality a reality.



Sarajevo, 17.04.2020

Dear Swiss Cooperation Partners,

I hope you, your families and friends are all healthy and taking good care of yourselves in these difficult times. We at the Embassy are all well. We are working in an adaptive way, from home and always with two persons on duty at the Embassy. We hope that all this will soon be behind us and that we can get back to a normal working environment.

With this letter, I would like to personally reach out to you on a very important matter – **the gender dimension of the COVID-19 outbreak.**

The impact of the COVID-19 pandemic is not gender neutral, as it affects men and women differently and makes existing inequalities for women and girls and discrimination worse.

Women are less likely than men to have power in decision making around the outbreak, and their needs risk to be largely unmet. At the same time, women make a large majority of the health workforce. Nurses, for example, work under huge pressure and are more exposed to infections. The closure of schools might have a differential effect on women, who provide most of the informal care within families, with the consequence that their work and economic opportunities are decreasing. Women are more likely to lose their jobs than men, especially when women's participation in the labour market often takes the form of temporary employment or working in the informal economy.

The quarantine has gendered implications. Women's and men's different physical, cultural, security, and sanitary needs must be recognized. Reports of domestic violence have surged as a result of the pandemic, which forces people to stay at home. In France, cases rose by a third in the first week of lockdown, while reports are up 75% in Australia and cases have doubled in Lebanon.

On the other hand, the COVID-19 pandemic presents us with an opportunity to influence systemic changes that could protect women from bearing the heaviest brunt of future shocks. Flexible work arrangements that are currently in place should continue beyond the crisis and provide a new model of shared responsibilities within households, especially in relation to childcare. The quarantine also has shown opportunities for education and training for women that could facilitate the shift from precarious jobs to more stable and better-protected employment.

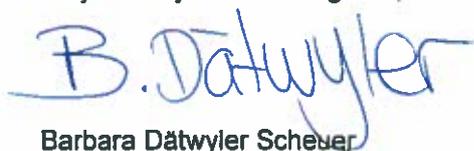
If the response to disease outbreaks such as COVID-19 is to be effective and not reproduce or perpetuate gender and health inequities, it is important that gender norms, roles and relations that influence women's and men's differential vulnerability are considered and addressed.

Therefore, we invite the Swiss Cooperation Partners to fully take in account and analyse the gender dimensions of the pandemic and to ensure that activities and responses to the crisis address these dimensions in a positive way through reducing discrimination, vulnerabilities and inequalities. We also invite you to assess opportunities and innovative approaches in your activities that could protect women from bearing the heaviest brunt of future similar crises. Finally, we strongly encourage you to take up the gender dimension of the COVID-19 outbreak in your work with your partners and beneficiaries.

We are ready to provide you with the necessary support and assistance in this matter.

Looking forward to seeing you face to face very soon.

Stay healthy and kind regards,



Barbara Dätwyler Scheuer
Director of Cooperation

Our commitment to equal rights for women and men in BiH

We are convinced that a society where women and men, and boys and girls, have equal rights and opportunities benefits everyone and contributes to prosperity and security.

That is why we make the following commitments on equal rights and we encourage all organisations, businesses and partners throughout the country to join us.

Representation

- We will strive to have mixed gender panels at any conference session in which we take part.
- On official mission visits to cities and communities throughout BiH, we will strive to identify and meet female counterparts. That not only includes inviting women to attend our meetings but ensuring that they have the opportunity to actively participate and lead them.
- When arranging visits from senior officials from our home countries, we pledge to proactively look for opportunities to highlight issues of gender equality.
- We pledge that guest lists for any official functions and events that we might hold will be scrutinised to ensure that they are as gender inclusive as possible.

Human resources

- When advertising vacancies at our missions, we pledge to ensure that the wording of all job descriptions is gender neutral.
- We will try to ensure that all interview panels will be mixed gender.

Communication

- We pledge that we will demonstrate how important the issue of gender equality is to us as the International Community by regularly raising it in meetings with authorities, in speeches and on social media.
- We pledge to support leading women in BiH who are (future) societal role models, by hearing and sharing their stories.
- When issuing a blog, press release or statement, we pledge that we will always use gender sensitive language and look for ways to be more approachable for a female audience.
- We pledge to call out threats of gender-based violence directed at women, particularly those in the media, politics and public life.
- We will strive to address as much as possible harmful gender stereotyping and associated behaviors, which limit women's capacity to develop their personal abilities, pursue their careers and make choices about their lives.
- Where appropriate, we pledge to support and promote the role of women in senior decision-making roles, and the role of men in strengthening gender equality.

Programme work

- We pledge that in the programme and project work we do in BiH, we will proactively seek to identify what impacts these might have on gender equality and, where possible, how the project might best address its root causes and support the drive for gender equality. We will ensure that related issues pertaining to both men and women are considered.
- We pledge that, wherever possible, all gender-based data collected during the lifetime of a project should be shared with official authorities or, if appropriate, made public.

[signatories]