

**Gender & Social Inclusion Analysis**  
**for the Programme**  
**Capacity Building in the Western**  
**Balkans and the Republic of Moldova**  
**(12/2021 to 05/2024) – BACID III**

**Terms of Reference (ToR)**

## Terms of Reference: Gender & Social Inclusion (GSI) Analysis

### 1 Context and Background

On behalf of the Austrian Development Agency (ADA) the Österreichische Städtebund (ÖStB) together with the KDZ-Zentrum für Verwaltungsforschung (KDZ) carries out the **OEZA-Project 8325-00/2021 Building Administrative Capacities of the Western Balkans and the Republic of Moldova (BACID III)**. For the project, an external Gender and Social Inclusion Analysis is required. This analysis will apply the ADA Manual on Environmental, Gender and Social Impact Management<sup>1</sup> and the ADA policy document Gender Equality and the Empowerment of Women and Girls<sup>2</sup>.

**Project/Programme Title:** Capacity Building Administrative Capacities of the Western Balkans and the Republic of Moldova (“BACID III Programme”)

**Timeframe:** December 1, 2021 – May 31, 2024

**Project Budget:** 1.091.450 Euro

**Countries:** Western Balkans (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia) and Moldova

**Project/Programme Number:** OEZA-Contract: 8325-00/2021

**Name of ADA Implementing Partner:** Österreichischer Städtebund (ÖStB)

The BACID III programme is the last phase of the BACID programme that was implemented in the period December 2014 until July 2021 by the Österreichischen Städtebund (ÖStB) together with the KDZ-Zentrum für Verwaltungsforschung (KDZ) and supported by the Austrian Development Cooperation.

The main objective of BACID III is to improve good public governance in the Western Balkans and the Republic of Moldova. BACID activities will focus on two elements of governance that are in urgent need to be further developed and are not sufficiently supported by other donors and actors:

- Increasing the quality of public administration and public services with the Common Assessment Framework (CAF), which is hosted by the Ministries for Public Administrations of the EU-member countries and recognised by EU and OECD SIGMA.
- Decentralisation and local autonomy as key elements of the “Western European Democracy Model” and guarantors for the provision of high-quality local services.

<sup>1</sup>

[https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Publikationen/Handbuecher/Environmental\\_and\\_Social\\_Impact\\_Management/ESIM\\_Manual\\_Juni2018.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Handbuecher/Environmental_and_Social_Impact_Management/ESIM_Manual_Juni2018.pdf)

<sup>2</sup> [https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Publikationen/Leitlinien/Englisch/PD\\_Gender\\_2017\\_EN.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Leitlinien/Englisch/PD_Gender_2017_EN.pdf)

The BACID activities will be implemented together with two regional organisations. Both, ReSPA (Regional School for Public Administration) and NALAS (Network of Associations of Local Authorities in South East Europe) have been established by their members – ReSPA by the Ministries for Public Administration in the Western Balkans and NALAS by the Local Government Associations of South East Europe, and have proven to be strong and trustworthy partners. ReSPA is located in Danilovgrad, Montenegro, NALAS has its headquarters in Skopje, North Macedonia. ReSPA and NALAS are partners and beneficiaries at the same time because BACID III will contribute to the institutional sustainability of the two organizations by consolidating the RQMC of ReSPA as the regional CAF centre on the one hand and strengthening the technical capacities of NALAS both in its core areas (decentralization observatory and fiscal decentralization benchmark) and in developing capacities in digitalization to support the SEE LGs on the other hand.

Therefore, BACID III expects two main results:

- The future existence of the Regional Quality Management Centre of ReSPA is assured and it provides excellent CAF services
- The institutional sustainability of NALAS is ensured through high competence in decentralisation and the provision of excellent services

The results mainly contribute to SDG 16 (...*build effective, accountable and inclusive institutions at all levels*), SDG 11.3 (...*enhance inclusive and sustainable urbanization and capacity...*) and SDG 5.5 (...*ensure women’s full and effective participation and equal opportunities for leadership ...*) through the strengthening of ReSPA and NALAS.

This shall be achieved through:

- 16 CAF implementations in public sector organisations
- 2 smart digital municipalities
- a quality certification system for public administrations
- transparency in local government finances and decentralisation
- capacity building activities on digitalization for Local Governments and
- gender-specific measures throughout the intervention.

The latter will be adapted and further developed based on the findings of the gender analysis in the project inception phase to also contribute to gender transformation.

The project will consolidate and secure the achievements of the ADC co-financed BACID project implemented in the period 2018-2021 by the following activities:

- The Regional Quality Management Centre of ReSPA** provides excellent CAF services by (1) setting up the CAF-Feedback and Certification System, (2) establishing a Network of CAF-Feedback Actors, (3) providing CAF-Feedback and awarding “Effective CAF User” labels in pilot organizations and (4) linking the CAF-actors of the Region with the European CAF-Network (CAF Regional Network). Furthermore, (5) CAF implementations will be carried out on all levels of government with the support of digital CAF tools (6). Networking events (8) will accompany the CAF activities for know-how exchange and awareness and a publication on the evaluation of the CAF programme within ReSPA (9) will summarize the main outputs including recommendations for further developments.

- ❑ The activity “**NALAS Decentralization and Digitalisation**” safeguards the NALAS-Observatory for Transparency and Decentralisation through fiscal decentralisation reports in SEE focusing on post covid19 (1), fosters budget transparency through citizens budgeting (2), and integrates the regional and administrative decentralisation assessment (3). Furthermore, NALAS will be capacitated to support its members regarding smart digitalization (4), an analysis of the status quo of digitalization in local governments will be carried out to identify strengths, challenges, good practices, and frontrunners in the Region (5) and two smart city digital pilots will be implemented with the North-Macedonian city of Veles on the improvement of elderly care and the Serbian city of Sombor on improving the urban park management system (6). Finally, NALAS will foster its role in EU Affairs to advocate its members' interests and needs regarding possible EU membership.

The main target groups are civil servants, leadership in public sector organisations from all levels of government and politicians (mainly from the local level) in Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia, Kosovo\* and Moldova. Through capacity development, CAF implementations, study visits, workshops, events and publications about 1000 people will directly benefit (direct beneficiaries) from the intervention. Around 9000 people will be reached indirectly including the indirect beneficiaries of the smart digital city pilots in Veles/North Macedonia and Sombor/Serbia.

The lack of good governance, that can be observed in the Western Balkans and the Republic of Moldova at all levels of government, together with deficient intergovernmental relations impairs social and economic development and the quality of public services for its citizens. By contributing to improving good public governance the project will have an impact on the overall socio-economic development of the partner countries. Hence, the project supports both to comply with the OECD-SIGMA principles of public administration for EU membership in the Western Balkan countries and the Republic of Moldova and to implement the recently adopted SEE 2030 Strategy.

The project document (**Annex 1**), as well as the project logframe matrix (**Annex 2**), is enclosed in the ToRs.

To facilitate socially inclusive participation and enhanced gender equality a gender and social inclusion analysis is commissioned. In this respect, the specific challenges and barriers regarding gender and vulnerable/marginalized groups (such as ethnic minorities, persons with disabilities etc.) as it concerns access to information/digitalisation, participation in planning and decision-making processes etc. should be taken into due account. Based on this assessment the foreseen programme activities and approaches shall be fine-tuned.

As a background and reference document, the final external evaluation of the BACID II program is enclosed in the ToRs (**Annex 3**).

## 2 Purpose and Objectives

The purpose of this assignment is to conduct a gender and social inclusion analysis, which will inform the revision of the project document and implementation of the BACID III project. This may entail new activities in the working plan, with relevant indicators, targets, means of verification, and potential partners for implementation.

Thus, the analysis has the following main objectives:

1. to improve the gender and social inclusion impact of the programme design
2. to provide recommendations concerning the measurement of achievements in social inclusion and gender quality

## 3 Deliverables:

Key deliverables:

- A Gender and Social Inclusion analysis** based on the Gender and Social Inclusion assessment with a clear set of recommendations, whereby it must be clearly distinguished between Gender and Social Inclusion aspects.
- The organisation of an online workshop** that brings together the project stakeholder (project partners and the donor) to review and validate the recommendations.
- Incorporation of the workshop results** into the final Gender and Social Inclusion analysis document.

All deliveries need to be carried out in English.

## 4 Tasks of the Service Provider

The service provider will research, write, and produce a Gender and Social Inclusion Analysis following the purpose and aim of this assignment as described under point 2.

Thereby, the service provider will look at the **socio-economic and gender issues in the project region**. Understanding the Gender and Social Inclusion dynamics at the national level in the project region is critical as they may influence the direct and indirect beneficiaries of the project in the long run, depending on political, economic, environmental changes and other factors.

With regard to **gender**, this means considering gender-based differences in the conditions, needs, access to resources and services, control of assets, participation and decision-making powers between women and men in their assigned gender roles within the project context. Thus, the analysis shall include:

- the collection of relevant data and facts on the situation of women, girls, men and boys and the sociocultural, legislative and enabling environment for gender equality (including discriminatory social norms, attitudes and practices) with a focus on key risks/barriers and opportunities faced by women and girls

- information on the participation of women in decision making and the distribution of labour between men and women (including paid and unpaid work in the project context).

With regard to **social inclusion**, this means informing about the situation of marginalized/discriminated and vulnerable groups in the project area (i.e. determination of marginal/vulnerable status, e.g. according to age, ethnicity, minority, disability status etc.). Hence, the analysis shall include:

- the collection of information and relevant data in terms of conditions, needs, access to resources and services, control of assets, participation, and decision-making powers of marginalized, discriminated and vulnerable groups
- information on legislative and enabling/disabling environment conditions for social inclusion (including discriminatory social norms, attitudes and practices), existing risks and barriers as well as opportunities for marginalized, discriminated and vulnerable groups in the scope of the foreseen intervention, with a focus on availability, accessibility and affordability as well as potential benefits.
  - disparities and inequalities regarding gender and vulnerable groups in the areas of implementation of the project

In addition, the service provider will

- assess the risk** that the project potentially limits the ability of women and vulnerable groups to be properly involved in the project activities and/ or to access services provided by the project taking into account different roles and positions of women, men and vulnerable groups in accessing services
- identify tangible, concrete and practical recommendations for actions** to promote gender equality and social inclusion and their implications
- estimate the costs** for these measures as well as for monitoring to be adequately considered within the project budget.

The analysis will take place as a home-based engagement.

## 5 Approach and Methodologies

This analysis is expected to employ mixed methodologies, including review of documents, structured interviews, semi-structured interviews by phone or online, focus group discussions online, online-survey (if applicable), and others.

Among others, the interviews shall be conducted with representatives of NALAS and ReSPA as the project partners in the Region since they are also representing individual ministries and local governments from all target countries. Direct beneficiaries shall be involved in both focus group discussions and interviews. Optionally, an online survey with other relevant stakeholders identified by the service provider can be performed.

All data collected needs to be disaggregated by sex and country, whereby data protection needs to be considered.

The Manual on Environmental, Gender and Social Impact Management<sup>3</sup> and the policy document Gender Equality and the Empowerment of Women and Girls<sup>4</sup> developed by the Austrian Development Agency need to be considered throughout the entire analysis process.

## 6 Workplan

A total of 25 working days over two months is currently estimated for this assignment. With the exception of the submission date, **the schedule is tentative** and will be finally agreed upon with the contractor in the contracting phase.

Action	Responsible	Date
Submission of bid (electronically)	Service provider	September 5, 2022
Contract signed and documents provided	Contract signed between the client (KDZ) and the contractor (service provider)	calendar week 38
Kick-Off meeting	Meeting between client and contractor	calendar week 38
Conducting the Gender and Social Inclusion analysis including recommendations (1st draft)	contractor	calendar week 42
Review of the analysis and feedback	client	calendar week 44
Submission of the gender and social inclusion report (hard copy and electronic copy) to client	contractor	calendar week 45
Organising and carrying out the workshop with the project stakeholders	contractor	calendar week 46
Incorporating the results of the workshop in the Gender and Social Inclusion Analysis and submission of the final version.	contractor	November 18, 2022 -

## 7 Analysis Management Arrangements

The analysis management will be done by KDZ with both the ÖStB and ADA involved in quality assurance according to the standards set by the ADA Manual on Environmental, Gender and

<sup>3</sup> [https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Publikationen/Handbuecher/Environmental\\_and\\_Social\\_Impact\\_Management/ESIM\\_Manual\\_Juni2018.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Handbuecher/Environmental_and_Social_Impact_Management/ESIM_Manual_Juni2018.pdf)

<sup>4</sup> [https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Publikationen/Leitlinien/Englisch/PD\\_Gender\\_2017\\_EN.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Leitlinien/Englisch/PD_Gender_2017_EN.pdf)

Social Impact Management<sup>5</sup> and the ADA policy document Gender Equality and the Empowerment of Women and Girls<sup>6</sup>.

## 8 Requirements for the Expert(s)

A single expert or an expert team of two persons can apply for this assignment.

### Key Qualifications of the expert or expert team:

- Advanced academic degree (master level) in a field relevant to the assignment, for example in social sciences, gender studies, or another field.
- Extensive knowledge of gender and social inclusion analysis, gender and social inclusion action plan development and gender and social inclusion mainstreaming into projects and programmes.
- A minimum of 5 years of experience and expertise in conducting gender and social inclusion analysis
- Team leader (if a team of two – otherwise this applies to a single expert) has led at least three gender and/or social inclusion analyses in the last five years ideally in the relevant field and has solid expertise in analysis design as well as methods, including online
- The team member has participated in at least three analyses ideally in the relevant field
- Knowledge of the Western Balkans countries and Moldova with a focus on gender and social inclusion issues in public administration at all levels of government.
- Experience in project cycle management
- Experience in social science methods
- Excellent oral and written English skills as well as oral proficiency in local language(s)
- Good ability to communicate non-verbally and to decipher hidden meanings in responses.
- Good observation techniques are advantageous
- Sound MS Office and IT skills

The service provider must not have been involved in the design of this programme.

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<sup>5</sup>

[https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Publikationen/Handbuecher/Environmental\\_and\\_Social\\_Impact\\_Management/ESIM\\_Manual\\_Juni2018.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Handbuecher/Environmental_and_Social_Impact_Management/ESIM_Manual_Juni2018.pdf)

<sup>6</sup> [https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Publikationen/Leitlinien/Englisch/PD\\_Gender\\_2017\\_EN.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Leitlinien/Englisch/PD_Gender_2017_EN.pdf)



## **9 Specifications for the Submission of Offers**

A **maximum payment of 18,000 Euro** (eighteen thousand) **is planned for this analysis**. All costs must be covered within the foreseen amount.

The offer needs to include:

- a technical offer: a brief description of the understanding of the assignment, suggested analysis design and approach, including sampling and methods, workplan and timeline, division of tasks (if team).
- a financial offer: including experts fees and other costs
- CV(s) and references for all team members/single evaluator

The weight given to the assessment of the technical offer is 70 per cent and the financial offer 30 per cent.

The offer needs to be submitted electronically in English language including the required documents until **Monday, September 5, 2022, 12:00 CET** to [schantl@kdz.or.at](mailto:schantl@kdz.or.at).

### **Questions to the ToR:**

Alexandra Schantl, Tel. +43 1 8923492-37, Email: [schantl@kdz.or.at](mailto:schantl@kdz.or.at)

## **10 Annexes:**

- Annex 1: BACID III Project document
- Annex 2: BACID III Logframe Matrix
- Annex 3: Final Evaluation of the Programme Capacity Building in the Western Balkans and the Republic of Moldova – second phase (BACID II, 2018-2021)

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