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## TERMS OF REFERENCE

**Civil Rights Defenders is looking for experts in Albania, Bosnia and Herzegovina, Kosovo and Serbia to develop policy papers in the area of the rule of law**

### GENERAL INFORMATION

**Project:** South East European Legal Days 2.0 (SEELD 2.0)

**Region:** Western Balkans (Albania, Bosnia and Herzegovina, Kosovo and Serbia)

**Type of contract:** Individual contracts

**Deadline for applications:** 31 October 2020

### BACKGROUND

The project South East European Legal Days 2.0 (SEELD 2.0) is funded by the USAID Rule of Law Project and is implemented by Civil Rights Defenders.

**Civil Rights Defenders** is a human rights organization that defends people's civil and political rights on four continents. The organization has worked with different human rights projects in the Western Balkans since 1995 and its overall goal is to improve people's access to freedom and justice through greater respect for their civil and political rights. The approach of Civil Rights Defenders entails facilitating and striving for coordination and coalition-building with other NGOs, media organisations, human rights organisations, and other civil society initiatives for the purpose of advancing human rights through research, policy development, advocacy and campaigning.

### THE PROJECT

This project aims to contribute to the improved respect of the rule of law principles in the Western Balkans. In order for this to happen, an open discussion between relevant stakeholders on issues such as impunity, corruption and general lack of respect for fundamental rights and to propose recommendations on how to combat them. This goal will be accomplished by focusing on the following:

1. Increasing capacities of legal professionals and duty holders in the Western Balkans;
2. Strengthening regional cooperation and exchange of experiences among legal professionals and duty holders in the Western Balkans;
3. Raising visibility of the key obstacles for the respect of the rule of law in the region.



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## **THE ASSIGNMENT**

In order to increase the body of knowledge and provide reliable recommendations for the relevant stakeholders, Civil Rights Defenders is seeking to engage experts (researchers, policy analysts, activists etc.) to develop 4 policy papers, namely for Albania, Bosnia and Herzegovina, Kosovo and Serbia that analyze and assess various aspects of the structures, policies and processes that enable and/or prevent the enforcement of the rule of law in respective countries. Policy paper shall consist of general context, detailed elaboration of the problem, recommendation for the improvement and executive summary. Policy papers should lean on the main conclusions of the South East European Legal Days 2.0 (SEELD 2.0) online conference that will take place on 9, 10 and 11 November 2020 and will consist of six different panels. SEELD 2.0 conference will focus on education in the field of human rights, protection of human rights under the state of emergency, freedom of expression, gender equality and legal protection of victims of human rights violations. Policy papers will provide recommendations for relevant stakeholders aiming to improve the state of the rule of law in the Western Balkans.

Policy papers will be 10-15 pages long and will be based on analysis of primary and secondary data. In order to ensure quality and relevance, the Project Team will closely work with selected experts and supervise all stages of development of policy papers and will support the expert in accessing and providing data as well as with contacts of relevant experts that will be interviewed. Once finalized, policy papers will be translated into English and published both in electronic and printed version. Policy papers will also be used as tools for advocacy for the improvement of the rule of law protection in the Western Balkans.

One expert will be assigned for each of the four countries of the Western Balkans, namely Albania, Bosnia and Herzegovina, Kosovo and Serbia.

*The Project Team reserves the right to propose additional relevant topics and request deliverables not explicitly mentioned in the above mentioned expected service, but related to the objectives of the project and based on the recent developments of the situation in respective countries.*

## **DELIVERABLES**

- Inception report that will include a detailed work plan, methodology description and proposed structure of the policy briefs;
- Summary of the preliminary findings;
- First draft of the policy paper for review and comments from the Project Team;
- Final draft of the policy paper, including a set of recommendations for the relevant stakeholders.



## EXPECTED OUTPUTS AND TIMELINE

	<b>Tentative dates (2020)</b>
Selected applicants to be announced	4 November 2020
Experts meeting with the Project Team	6 November 2020
Desk research and data collection to start	9 November 2020
Inception report on the work plan and methodology	30 November 2020
First draft of the policy paper to be submitted for review	31 December 2020

## Payment

The payment will be done in one instalment after the submission of the final approved version of each policy paper. The fixed all-inclusive gross fee for developing each policy paper is **1,200 USD**.

## REQUIRED COMPETENCIES AND QUALIFICATIONS

### Eligibility

The applicant can be an individual or a team, including researchers, practitioners, activists, etc.

Applicants who have experience in research and have conducted similar studies on the similar topics as of this call will be given advantage in the selection process.

### Qualifications

A bachelor's degree in law, Public Policy, Political Sciences, International Relations or related disciplines is required. A masters or PhD will be considered an advantage.

### Competencies

- Proven track record of working in rule of law, democratization and legislative analysis;
- Strong analytical skills;



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- Excellent oral and written communication skills;
- Excellent organizational skills and proven ability to deliver within deadlines;
- Ability to synthesize research and draw comprehensive conclusions and recommendations on the related subject;
- Writes clearly and convincingly, and is able to adapt the style and content to different audiences;
- Experience of working with supervisors and implementation of reviews.

### **Experience**

- At least 3 years of professional experience including but not limited to: legislative framework for human rights protection, policy analysis and research related to the rule of law.
- Excellent understanding of national and international legal and policy frameworks, as well as institutions, mechanisms and processes relevant for the topics of policy papers.

### **DOCUMENTS TO BE SUBMITTED**

Interested applicants are invited to submit following information in order to be considered:

1. **Detailed letter of interest**, including a preference for a country (Albania, Bosnia and Herzegovina, Kosovo and Serbia) that they would be focusing on, highlighting their relevant experience (maximum 2 pages);
2. **Timeline of activities**, including deliverables;
3. **Detailed CV** (or CVs in the case of a team), demonstrating clearly that the applicant fulfills the required competencies and qualifications criteria;
4. **Examples of previous similar work** (publications/policy papers/research reports etc.)

Interested candidates should **send** their **application** to Neda Mirkovic, Programme Officer, [neda.mirkovic@crd.org](mailto:neda.mirkovic@crd.org) by **31 October 2020 the latest**.