

Contract: IPA/2022/441-421

Title: Technical Assistance to CSOs (TACSO 3) in the Western Balkans and Turkey

Terms of Reference (ToR) for Senior Non-Key Expert on legal support of further development of the Concept Document on Volunteerism in Kosovo

Objectives and purpose of the TACSO 3 project:

The overall objective of the Civil Society Facility, of which this EU TACSO 3 project is a part, is to strengthen participatory democracies and the EU approximation process in the Western Balkans (Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, Serbia) and Turkey. The main goal of EU TACSO 3 is to strengthen the capacity of civil society organisations (CSOs) to actively take part in the democratic processes and to stimulate an enabling environment for civil society and pluralistic media development.

The specific purpose of TACSO3 is to set-up a Regional Technical Assistance project which will provide services to the target groups in 6 main areas:

1. CSOs organizational and operational capacity development
2. Enabling environment for civil society development
3. Communication and visibility of civil society
4. Development and monitoring of the civil society and Media Guidelines
5. Effective relations between EU and CSOs
6. Events management (including the People-to-People programme)

The EU TACSO 3 started in January 2019 and will last until June 2025. The project is implemented by the consortium of GDSI Limited and LDK Consultants.

For more information about the project, please visit <https://tacso.eu>

General background of this assignment:

The Office of Good Governance, Office of Prime Minister of Kosovo (OGG) submitted in May 2023 a request for Technical Assistance (TA) from EU TACSO 3. The request is based on a previous support that was provided to OGG during 2021-2022 and specifically requests a) provision of expertise for drafting of the new Government Strategy for Cooperation with Civil Society for the period 2024-2029 and b) provision of expertise for finalising the concept document on Volunteering in Kosovo. This TOR pertains to section b.

In Kosovo there is no comprehensive legal framework for volunteering. The *Government Strategy for Cooperation with Civil Society 2019-2023* foresees creation of such a framework.¹ This is followed by other sub-objectives for supporting the development of volunteering, including developing the capacities of non-governmental organizations to recruit, engage and manage volunteers as well as raising civic awareness of the opportunities and values of volunteering. Additionally, the Office of Prime Minister of Kosovo has formed a working group to develop a Concept Document on Volunteering (Decision 232/2017) with OGG as the lead responsible party in the process. In the

¹ Office for Good Government. [Government Strategy for Cooperation with Civil Society 2019-2023](#). 2018, pg. 21.

absence of the law and its implementation, CSOs and other voluntary workers face a lack of standards, capacities and awareness of citizen engagement in voluntary work.

A draft concept document on volunteering has been prepared and shared with CSOs working in the field. However, the recommendations from the concept document need further elaboration as, at the moment, they are vague. Considering that concept document has not yet been adopted, it is considered that the assistance would contribute to conclude this process that has started in 2017. During the process, [Guidelines and Manual for developing Concept Documents](#) should be consulted and applied.

Specifically, technical assistance is required for proposing a model of institutional mechanisms whereby institutional roles and responsibilities would be structured and extended to different institutions without creating primary legislation. Through the creation of an institutional mechanism led by the OGG and in the framework of the Government Strategy, OGG will exercise its 'coordinating' role to support and develop volunteerism in the country.

The need and specific details of this assignment have been coordinated with the EU Office in Kosovo (EUOK) to ensure proper follow-up to previous national TA and other EU-funded support being implemented in Kosovo.

Approach and Scope of Work of the Expert: Assignment:

The objective of assignment is to support the entity in charge for drafting the Concept Note, Office of Good Governance/Office of Prime Minister of Kosovo with one Legal Expert to undertake the necessary steps to address the identified issues and propose relevant content for supplementing the Concept Note.

To support this process, EU TACSO 3 project will engage one Senior Non-Key Expert (SNKE) to ensure that the issues identified by Office of Good Governance/Office of Prime Minister of Kosovo are taken as the basis for review of the Concept Document and the proposed solution for an oversight mechanism within OGG and moreover according to the legislation in place and do not collide with any other regulation.

The Expert will perform the necessary analysis and consultations with key beneficiaries, especially with the Office of Good Governance/Office of Prime Minister (OGG/OPM) as a coordinator of the project.

Specific tasks of the Expert will include:

1. Conduct necessary consultations without repeating the work of the WG to identify all steps and ensure the process is fully in line with the [Guidelines and Manual for developing Concept Documents](#);
2. Propose a model for defining the roles and responsibilities to be structured and extended to different institutions without creating primary legislation;
3. Specify of the role of relevant institutions² such as line Ministries for the promotion and development of volunteering based on the support from the OGG as a coordinating institution in accordance with the *Government Strategy for Cooperation with Civil Society 2019-2023*;

² This should be done so that voluntary work is covered in all relevant sectors or fields

4. Undertake a short legislative review and provide expertise in drafting options of the amendment of the Regulation and justify that the options are not in breach of any other legislative document;

Time input requested: Up to 10 working days during **November 2023**.

Input and location: Preparation, delivery, and reporting on the activity will be conducted at the Expert's home-base.

Activity	No. days	Location	Indicative timetable
1. Conduct necessary consultations without repeating the work of the WG to identify all steps and ensure the process is fully in line with the Guidelines and Manual for developing Concept Documents ;	2	Home-based	November 2023
2. Propose a model for defining the roles and responsibilities to be structured and extended to different institutions without creating primary legislation;	3	Home-based	November 2023
3. Specify of the role of relevant institutions ³ such as line Ministries for the promotion and development of volunteering based on the support from the OGG as a coordinating institution in accordance with the <i>Government Strategy for Cooperation with Civil Society 2019-2023</i> ;	3	Home-based	November 2023
4. Undertake a short legislative review and provide expertise in drafting options of the amendment of the Regulation and justify that the options are not in breach of any other legislative document;	2	Home-based	November 2023
TOTAL	10		

Key deliverables:

- 1) The revised Concept Note Document identifying the main interventions on Volunteering pertaining to the new “Model for defining the roles and responsibilities of institutions” (Activity as well as “Role of relevant institutions⁴ such as line Ministries for the promotion and development of volunteering”
- 2) An explanatory memo detailing the rationale for proposals in the Concept Note;
- 3) Final report documenting all activities undertaken and deliverables produced.

Project Management: The Expert will report to the EU TACS0 3 Team Leader, Country Coordinator for Kosovo, and GDSI Project Director.

³ This should be done so that voluntary work is covered in all relevant sectors or fields

⁴ This should be done so that voluntary work is covered in all relevant sectors or fields

Required profile for the Expert:

The Expert should have the following educational background and professional experience:

Qualification and skills:

- University degree in sociology, management, education, public administration, law, EU studies or equivalent (i.e., eight years of professional experience following secondary education);
- Excellent skills in drafting policy and legal documents;
- Excellent analytical, research, presentation, communication skills;
- Fluency in English;
- Fluency of local language (Albanian and/or Serbian) is essential.

General professional experience:

- At least 10 years of practical experience working in the development of civil society sector in the EU countries, Western Balkans and Turkey (WBT) region, and/or Kosovo;
- At least 5 years of practical experience working in the area of volunteering or strategy development related to the enabling environment for CSOs.
- Experience working in or closely with public administration;

Specific professional experience:

- At least five years of experience in drafting public policies, rules, and regulations;
- Working experience in the civil society context in the WBT region and/or Kosovo.

Language requirements:

All final deliverables should be available in all three languages: English, Albanian and Serbian. Translation of final documents will be made available. Reporting, communication, and coordination with EU TACSO 3 are to be conducted in English.