

10/10/2022

Research Consultant

Terms of Reference

ARTPOLIS

Terms of Reference: Research Consultant

Artpolis is a non-governmental organization that operates in Kosovo, promotes human rights, culture, art and multi-ethnic coexistence through social dialogue and the application of theatre as a tool to promote social and cultural development. Founded in 2004, its main mission is to influence the development of a society that respects human rights, cultural values of art, culture and social diversity through artistic and non-formal education.

Artpolis promotes the values of art and culture and at the same time affirms human rights and gender equality. Applying art and culture as a tool to accomplish its objectives makes Artpolis special and close to the citizens and the community.

Background:

Artpolis within “Humanrightivism” project implemented by Community Development Fund (CDF), and supported by Embassy of Sweden in Pristina aims to develop and publish a research report on sexual harassment at the University of Pristina, which aims to provide an overview of knowledge, measures and the current state within the University of Pristina in addressing sexual harassment.

The report will be based on a general analysis of current existing publications addressing sexual harassment at the University of Pristina, existing policies as well as interviews conducted with representatives of University of Pristina, representatives of relevant institutions, student and student representatives.

Artpolis is seeking a highly motivated Research Consultant to contribute to its efforts to strengthen the importance of addressing sexual harassment, with focus on sexual harassment at University of Prishtina.

The Research Consultant will conduct a research report on sexual harassment at the University of Prishtina. Through this research, Artpolis seeks to promote concrete measures/recommendations on importance of addressing sexual harassment, and to present an overview of the situation within the University of Prishtina.

This work will build upon Artpolis's previous research on sexual harassment at the University of Prishtina published in 2016, and Artpolis work with University of Prishtina through workshops and programs on how to address sexual harassment.

Summary of Research Consultant Duties:

In coordination with Artpolis Executive Director & Program Manager, with general support and inputs from the Artpolis network, the Research Consultant is responsible for researching and developing/writing a report on sexual harassment at University of Prishtina.

Expected time frame of consultancy:

Consultancy to commence on or around 05 December, 2022, with final deliverable completed and submitted on or before December 5, 2022.

PHASE ONE: PLANNING (3 days)

Preparation and Desk Research:

- In coordination with management to preliminarily identify key issues and concerns on which to focus the research, as well as stakeholders and key informants to consult, and inform the next phase.
- Conduct a literature review of existing research on addressing sexual harassment at the University of Prishtina and the role of "Regulation on prevention and protection from sexual harassment and harassment at the University of Prishtina".
- Develop a timeline for the completion of the project.
- Develop a comprehensive list of interviewees including University of Prishtina staff, government & institution representatives, NGOs (headquarters and field level), local partners, and others.
- Develop a comprehensive list of faculties part of University of Prishtina representatives and students of which will be interviewed/ be part of the survey/questionnaires.
- To write the research methodology and structure the interviews.

PHASE TWO: INFORMATION GATHERING (15 days)

Stakeholder Interviews:

- Develop a standard set of questions for the interviews and guidelines for a minimum set of information that should be obtained from each interview.
- Conduct stakeholder interviews
- Document information obtained in each interview, and submit to Artpolis Executive Director and "Humanrightivism" project manager a brief (1-3 page) summary of key themes and emerging issues that arose from the interviews.

PHASE THREE: REPORT WRITING (15 days)

- Prepare a complete research report on sexual harassment within University of Prishtina, including the role of "Regulation on prevention and protection from sexual harassment and harassment at the University of Prishtina", role of the officer for the prevention and addressing cases of sexual harassment at University of Prishtina, real statistics based on surveys on students experiencing some form of sexual harassment and/or assault in their studies, and recommendations.
- Circulate the approved summary and draft by management (Artpolis Executive Director and Program Manager), and integrate and address comments.

DELIVERABLES:

1. Front-end planning and bi-monthly process updates to the staff. To be completed by: October 21, 2022.
2. Written summary of each stakeholder interview and analysis of key themes/emerging issues. To be completed by: November 15, 2022.
3. Final report (based on structure described above, approximately 20 pages in length), including a two-page executive summary of findings and recommendations. To be completed by December 5, 2022.

Requirements:

- Master's degree in law or human rights, international affairs, public policy, or related field.
- Knowledge of international human rights and humanitarian law
- Excellent knowledge of Kosovo legal framework and relevant international and regional laws.
- Excellent written and spoken Albanian; English highly desirable.
- Ability to effectively coordinate and oversee complex projects with multiple logistical, and programmatic components, as well as the ability to be flexible and work well under pressure in a fast-paced environment.
- Experience conducting qualitative, interview-based research for policy audiences.
- Past experience working with NGOs and/or in the non-profit sector desirable.

Compensation:

- To be paid after the completion and final submission of the research report to Artpolis representatives.
- Three Artpolis representatives (from the field) to assist in the research, interviews and drafting of the research report.

Terms and Conditions:

Terms and conditions will be set in the consultancy contract.

How to Apply:

To be considered for this consultancy, please send application materials via email, with the subject line “[Your name] – Research Consultant” to ojq.artpolis@gmail.com. All applications must include:

- A curriculum vitae or résumé;
- A thoughtful cover letter detailing relevant skills, experience, fee expectations, and availability; and
- One brief, unedited writing sample (approximately three to five pages).

The deadline to apply is October 15, 2022. No phone calls please. Only short-listed candidates will be contacted.