

TERMS OF REFERENCE

Technical Expert – Facilitation of participatory review process in Kosovo

Caritas Austria is an international NGO implementing activities in the fields of emergency relief and rehabilitation as well as development cooperation, in countries struck by conflicts or natural disasters. Caritas Austria has carried out and supported several projects focusing in particular on vulnerable people like children with disabilities.

Caritas Austria is looking for a local review expert with strong facilitation skills for the ADA funded project “My Right – Inclusive Education in Armenia and Kosovo”, executed by Caritas Austria, and implemented by Armenian Caritas and Caritas Kosova. The project duration is from 1.9.2023 to 28.2.2026. The Project foresees ideally to find one expert that can carry out a local review at the last year of the project and accompany the review process until the end of the project. By choosing one local expert for the process, it will be ensured that produced knowledge will be put in the local context.

The selected person will be contracted by Caritas Kosova, the execution of tasks will be in cooperation with Caritas Kosova and Caritas Austria.

Purpose: The task of the technical expert is:

- to facilitate and guide a local **participatory review process** with a **special focus on gender** (builds up on a previous gender analysis carried out in the beginning of the project implementation and an internal midterm review carried out in January 2025 in Vienna). This will be **guided by the external consultant**, who conducted the gender analysis and the midterm review process.

Time frame

September 2025 – February 2026

Deliverables: The following deliverables are expected:

Assignment	Deliverables	Time frame
Participatory Local Review Process	Internal Review Meetings / Workshops including facilitation with key informants, such as teachers, personal assistants, teaching assistants, headmasters, parents, and representatives of state bodies. At least 2 separate meetings / workshops to be held, final list of participants for each meeting to be agreed with Project core staff	Meeting time during the first semester of school year 2025-2026 (fall 2025) preparatory work starting in September 2025

	Summary of meetings / workshops held during the local review	2 weeks after the last meeting
	Final local review report, that summarizes the outcomes and insights from the local participatory review workshops. The report should present findings for Kosovo, providing a detailed account of the local perspectives gathered during the sessions.	Mid-January 2026

Duty station: Home-based consulting via e-mail and zoom with Kosovo team, facilitation of workshop in Prizren, Kosovo in fall 2025.

About the project

Outcome: “Enhanced inclusive education in 11 educational institutions and 1 ECEC for CwD and their parents in Kosovo (Prizren, South Kosovo).

Outputs:

1. Girls and boys with disabilities are encouraged to realize their rights and be active parts of their schools.
2. Teachers are supported to work with groups of children with diverse needs.
3. “Index teams” are supported to make their schools an inclusive place and promote inclusion.
4. Parents of children with disabilities (with special focus on fathers) have increased knowledge in taking care of their daughters and sons with disabilities according to their needs.
5. The community (international and local) benefits from diverse exchanges, awareness-raising, and the piloting of new models (for example first integration class in Kosovo)

Additional information will be provided upon request.

Background: Caritas Austria works in various fields with Caritas Kosova since 2008. Caritas Austria and Caritas Kosova has already realised projects in the disabilities field:

- Early Education since 2008; Integration of children with disabilities into primary school and the use of the index for inclusion since 2016.

Both organizations have been working on the ADA funded project: “My Right – Inclusive Education in Armenia and Kosovo”, executed by Caritas Austria, and implemented by Armenian Caritas and Caritas Kosova from 1.7.2019 to 30.06.2022. The underlying project is building up on those experiences.

Caritas Kosova has a broad experience in project implementation and is the implementing organisations in the country. Caritas Austria will facilitate the exchange and learning between the two implementing organisations, and support them to be in line with the regulations of the cofinancing party

Duties and responsibilities

Background

In the first phase of this project, an external evaluation has been realized in Kosovo and in Armenia, based on requests that already considered the **new guiding principles outlined in the ADA Guidelines for Programme and Project Evaluations**. This second phase of project implementation **builds upon all learnings and outcomes** (from the evaluation and gender analysis) and further develop the self-assessment capabilities of the core team by reflecting on topics that are of review interest of the core team. Therefore, it was decided to concentrate on a **participatory review process** with a **special focus on gender** and facilitated by an external expert. In January 2025 a internal mid-term review process meeting was held in Vienna, where all core project staff together with the external expert (who was facilitating the process) reflected on jointly (pre-) defined review questions with the aim to produce a first reflection on those questions that are of real importance for the project implementation. Gender was a mandatory topic. The internal mid-term review is a base for proceeding into the second half of the programme period with the adjustments that will enable the maximum achievement of project objectives.

Building on the methodology and tools developed during the Vienna workshop in January 2025, the local consultant in Kosovo is tasked with conducting final participatory review workshops. These sessions will adhere to the same systematization methodology and utilize the consistency chart established in Vienna, ensuring that the experiences and guiding questions remain unchanged. By engaging different local participants, these workshops will capture additional perspectives on key issues in inclusive education.

Objective

Based on the Gender Analysis of the previous project, the gender Analysis of the current project, the midterm internal review report and special topics requested by the Austrian Development Agency, the primary objective of these local workshops is to gather unique local insights that complement the findings from the internal review meeting in January 2025. The aim is to enrich the overall understanding of inclusive education practices by involving diverse stakeholders and incorporating their experiences into a coherent review process.

Scope of Work

- The local consultant will organize and facilitate participatory review workshops in Kosovo using the established systematization approach and write a final report. The process will involve guiding participants—primarily teachers, personal assistants, teaching assistants, headmasters, parents, and representatives of state bodies—through reflective exercises based on the consistency chart developed in Vienna. This chart outlines key experiences, such as Classroom Practices, Parental Engagement, Early Childhood Education, and Experience with Institutions, along with specific guiding questions for each area. Using tools like color-coded cards and group discussions, participants will reflect on these experiences and share their insights. Throughout the process, local facilitators will consult with the external consultant, who conducted the gender analysis and the midterm review process to ensure methodological consistency and to address any challenges that arise.

Consistency Chart

Experience	Question
Classroom Practices	Which actions helped / hindered inclusion of CWD in the classroom?
Parental Engagement	What helped / did not help to empower mothers and fathers, specifically, to take active involvement in their children development and to protect their rights?
Early Childhood Education	What early childhood education services were useful to improve the preparedness of CWD for the school?
Experience with Institutions	How can we convince public institutions to take over / fund important causes?

Required qualification, skills and experiences

Local consultants should have proven experience in facilitating participatory workshops or systematization processes, particularly within educational projects. They should be well-versed in inclusive education practices and capable of effectively engaging a diverse range of stakeholders to ensure comprehensive and insightful discussions.

- ✓ Experience in work with international partners
- ✓ Compliance with the Caritas Code of Conduct
- ✓ Fluent written and oral Albanian, Fluent written and oral English
- ✓ Fully proficient in computer skills
- ✓ Readiness for and skills of online communication
- ✓ Strong facilitation and communication skills

The gender analysis + internal midterm review process expert and the local review expert are requested to meet (virtually) to transfer the knowledge gained through the gender analysis and the midterm review and to discuss potential implications for the local participatory review – in order to secure knowledge transfer.

Assignment: Participatory Review: 1000 Euro

Application

Qualified candidates should send their CV, together with a motivation letter and a financial proposal to: info@caritaskosova.org (in cc to b.zangl-jagiello@caritas-kaernten.at) by 18th of June. The motivation letter, max 300 words, should explain why you think you are qualified for this post and also indicate when you can start work.

Applications that do not include all the required documents will be disqualified.
Applications received after the deadline will not be accepted.