

Date: 15 September 2023

## **Term of Reference**

### **Rapid Needs Assessment**

The Centre for Common Ground (CCG) is seeking a Company/Consultant to conduct a Rapid Needs Assessment as part of the Search funded project **“Enhancing women to promote peace and security by increasing awareness about gender-based violence and violent extremism in North Macedonia”**.

#### **1. Background Information**

##### *Organizational Background*

Since 2008, **Centre for Common Ground (CCG)** has been working toward reconciliation, interethnic relations and stability in the Western Balkans. CCG’s mission is to transform the way people and communities deal with conflict - away from adversarial approaches and towards cooperative solutions. Its projects are created to strengthen societies' capacity to deal with conflicts constructively: to understand the differences and act on the commonalities. Using innovative tools such as education, media, dialog, music, sport, arts and culture and working at different levels of society, CCG engage in pragmatic long-term processes of conflict transformation building social cohesion and using non-violent communication.

##### *Project Summary*

The project **“Enhancing women to promote peace and security by increasing awareness about gender-based violence and violent extremism in North Macedonia”** is funded by the **“Women's Inclusion in New Security (WINS) Rapid Response Fund (RRF)”** with the overall goal to empower local women to promote peace and security by increasing awareness about gender-based violence and violent extremism in North Macedonia. The specific objectives are:

- A. To strengthen the capacity of local women leaders to collaborate across divides to advance the Women Peace and Security (WPS) agenda and address challenges specific to women’s conflict-related and post-conflict needs, including Gender Based Violence and Violent Extremism at the local and national levels of governance.
- B. To support women leaders and local CSOs in implementing initiatives to execute priority components of the Collaborative Action Plans on WPS, through technical and financial assistance.

The project is implemented on the territory of North Macedonia, particularly in five target local multiethnic municipalities. These are Skopje-Cair, Gostivar, Kichevo, Struga and Prilep, which are multiethnic municipalities where CCG has established Community Action Teams (CATs) that are local tasks forces for the prevention of violent extremism on the local level.

#### **2. Objectives of Needs Assessment**

**The primary objective of the Rapid Needs Assessment is to gain insights into the current situation and identify the specific needs related to gender-based violence and violent extremism in North Macedonia. The findings of this assessment will inform the project's future activities and interventions.**

The specific objectives of the needs assessment are:

- To assess the existing knowledge and understanding of gender-based violence and violent extremism in North Macedonia.
- To identify the key stakeholders and organizations working in the field of gender-based violence and violent extremism.
- To determine the specific needs, challenges, and gaps in addressing gender-based violence and violent extremism, particularly in the project’s target local communities.

- To explore potential strategies and interventions for enhancing women's role in promoting peace and security on national and specifically on the local level.
- To provide recommendations for the project's implementation and future activities

### **3. Scope of Work**

The consultant/company is expected to perform the following tasks:

- Conduct a comprehensive review of existing data in literature, reports, and relevant documents related to gender-based violence and violent extremism in North Macedonia.
- Engage in consultations and interviews with key stakeholders, including government agencies, civil society organizations, local women's leaders and groups, and relevant experts.
- Organize focus group discussions and/or workshops with representatives from different sectors to gather diverse perspectives.
- Analyze the collected data and information to identify common themes, challenges, and potential opportunities.
- Prepare a comprehensive report outlining the findings, including an executive summary, analysis of key issues, and clear recommendations.

**Location:** the assessment will be conducted in various municipalities in North Macedonia: Skopje, Struga, Kichevo, Gostivar and Prilep.

### **4. Methodology**

The Local Consultant will make the assessment through questionnaires, focus groups and interviews with various stakeholders. Final methodology will be developed in conjunction with the Project team.

#### Qualitative Research

Qualitative research methods may include:

- a) Semi-structured interviews of key informants (Key Informants Interviews – KII).
- b) Focus group discussions (FGD) with target groups/stakeholders.

### **5. Deliverables**

The consultant/company is expected to deliver the following:

- Detailed work plan and methodology for conducting the Rapid Needs Assessment.
- An interim progress report halfway through the assessment period.
- A final report presenting the findings, analysis, and recommendations, including any relevant annexes, or supporting materials.

### **6. Timeline**

The execution of the Rapid Needs Assessment should take place from **1 to 30 November 2023**. The consultant/company should adhere to the specified timeline and submit the final report by the agreed-upon deadline.

### **7. Qualifications and Experience**

Interested consultants/companies should possess the following qualifications and experience:

- Demonstrated expertise in conducting needs assessments, preferably in the field of gender-based violence, violent extremism, or peacebuilding.
- Strong knowledge of the socio-political context in North Macedonia and familiarity with relevant stakeholders and organizations.
- Excellent research and analytical skills, including the ability to collect and analyze qualitative and quantitative data.
- Experience in engaging with diverse stakeholders and facilitating consultations and focus group discussions.

- Strong written and verbal communication skills, with the ability to produce clear and concise reports.
- Excellent written English skills preferred.

**8. Proposal Submission:**

All interested parties should send their proposal, including price, payment conditions and timeline, to the following email address: [ccg@ccg.org.mk](mailto:ccg@ccg.org.mk), until 31<sup>st</sup> of October 2023, latest.

Thank you for your interest in conducting the Rapid Needs Assessment for CCG's project.