**Vacancy Announcement: Commission Members for Evaluating Organizations Eligible for Funding**

**Terms of Reference (ToR):**

**Objective:**

Kosova-Women 4 Women as part of the "Together Building Resilience" project, funded by the United Nations Trust Fund (UNTF), is seeking qualified individuals to serve as Commission Members for evaluating organizations eligible to receive funding through our initiative to monitor municipal mitigation plans. This is an opportunity to contribute to the assessment of local organizations' capabilities in addressing the consequences of the COVID-19 pandemic and ensuring the effective implementation of municipal mitigation plans regarding VAWG. Through this activity, K-W4W aims to empower local organizations, particularly women's organizations, by providing funding and support to actively engage in monitoring and advocating for the successful implementation of these plans. By involving these organizations in the monitoring process, the activity strengthens the local capacity for ensuring effective responses to the consequences of the COVID-19 pandemic.

**Scope of Work:**

The Commission Members will be responsible for thoroughly reviewing and evaluating grant applications submitted by newly registered organizations focusing on women's rights in the municipalities of Ferizaj, Lipjan, Podujevë, Drenas, Skenderaj, and Shtrpce. Their evaluation will contribute to the selection process for distributing grants.

**Roles and Responsibilities:**

* Evaluate applications submitted by organizations interested in participating in the monitoring initiative and receiving funding.
* Assess the qualifications, expertise, and capacity of organizations to effectively monitor and advocate for the successful implementation of municipal mitigation plans.
* Evaluate the potential impact of the proposed initiatives on advancing women's rights in the community and assess organizations' needs and eligibility for funding.
* Contribute to the selection of organizations based on predetermined criteria, ensuring transparency and fairness in the selection process.
* Offer recommendations and insights on the strengths and weaknesses of participating organizations.

**Qualifications and Expertise:**

* Demonstrated experience or expertise in women's rights, community development, grant evaluation, or related fields.
* Strong analytical skills and attention to detail.
* Ability to work collaboratively in a team and communicate effectively.
* High level of integrity, impartiality, and professionalism.
* Knowledge of Albanian and English excellent speaking and writing skills
* Preference is given to candidates who also speak the Serbian language

**Time Commitment:**

The Commission Members will be engaged for one day to complete the evaluation process. The specific date and duration of engagement will be communicated by Kosova - Women 4 Women.

**Deliverables:**

At the conclusion of the evaluation process, Commission Members are expected to provide:

* Comprehensive evaluations for each application, including scores, comments, and recommendations.
* Any additional documentation or reports as requested by Kosovo - Women 4 Women.

**Confidentiality:**

* Maintain confidentiality regarding application materials and evaluation discussions.
* Handle sensitive information with discretion and professionalism.

**How to Apply:**

Interested candidates should submit their resume, financial offer (daily fee), along with a brief cover letter outlining their relevant experience and qualifications for the position of Commission Member.

**APPLICATION DEADLINE**

The application deadline is **27 March, 2024.** Please send all required documents to human.resources@k-w4w.org with the subject line: **Commission Member - UNTF**

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