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| **Call for delivering:**  **The analysis on the role of women during the local elections in Montenegro** |
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**TERM OF REFERENCE**

April 2022

# Introduction

Westminster Foundation for Democracy (WFD) is a non-departmental public body sponsored by the Foreign and Commonwealth Office (FCO). With over 25 years’ experience of supporting democracy around the world, WFD’s strategic plan elaborates our expertise and approach to supporting political parties, parliaments, civil society and electoral processes.

WFD is currently implementing a three-year CSSF funded project that operates in six countries: Albania, Bosnia and Herzegovina, Serbia, Montenegro and North Macedonia and is coordinated through a regional Western Balkans office based in Belgrade.

The regional programme titled: “Western Balkans Democracy Initiative” focused on three components of work:

* Strengthening Political Parties
* Strengthening Parliamentary Practice
* Strengthening Democratic Institutions and Culture

WFD in Montenegro is currently working on a project that targets the low level of women's participation in political parties and their presence in decision-making positions. This issue is indicated in various research and surveys done over the years focusing on women's activism and political participation in Montenegro, including one done by WFD in the last year, which shows that political activism of women is not visible. The data show that women in NGOs are to a bigger extent occupying leading roles and are much more active which impacts their results unlike the ones in political parties. This perception is also visible when it comes to electoral campaigns and visibility of those women who run for the mandate in local councils. This form of women's political activism has been so far fostered with legal means such as the introduction of a gender quota which has been effective to a certain extent but still the level of political participation of women is not on a satisfying level or visible enough.

In this manner a need was created for an analysis on the role of women during the local elections. Especially focusing on their campaign, visibility of their activism and general compliance of the parties with legal provisions.

# 2. Objectives

With the goal analysing the women`s role during the elections as well as spreading awareness about the need for more inclusion of women in the leading position, WFD would like to engage the eligible subject (such as think-tanks, CSOs, companies) with relevant expertise and experience in this area. The subject will be supported in developing an analysis of the role that women had in the mentioned municipal elections.

The analysis should focus on the compliance of the parties with the legal norms related to gender quota, the inclusion of women`s issues in the party programs on a local level, the overall role of women in the political campaign, the visibility of their campaigns for the position in local councils as well as their representation in the political party’s leadership.

Some of the questions that could be tackled within the analysis:

* Are women present in the pre-election campaign and to what extent?
* How visible are women in the political campaign?
* To what extent are women that run for mandate presented in media compared to male colleagues?
* Number and position of women in the party lists
* Women representation on the list compared to previous elections
* Number of women entering local parliaments
* Statistics on how many women are running for another mandate
* Hate speech, violence and misogynist rhetoric during the campaign
* Financing of women organizations within political parties.

The findings of the analysis will be presented through the social media campaign consisting of various appropriate mechanisms/tools: infographics, online debates, interviews etc. The final report will be presented to the general public.

# 3. General requirements and assignment

The chosen organization will, under the guidance of WFD, prepare the scope of topics related to women`s participation in local elections that will be included in analysis with recommendations, methodology, as well as the dataset and communication plan that will be applied. After the approval of the content and scope of the analysis, the organization is expected to work closely with WFD in producing the analysis. Further on, the analysis will be present to a wider audience. The main goal is to present an impartial and comprehensive overview of women`s participation in the elections from several mentioned perspectives, with concrete recommendations for improvement.

The selected company/organization is expected to:

1. Provide a detailed plan for analysis that would provide in-dept understanding and presentation of women`s participation in local elections.
2. Share the draft with implemented comments provided by WFD.
3. Develop detailed analysis and recommendations within previously set scope.
4. Present the findings of the analysis through social media channels.
5. Present the analysis to a wider audience.

The company/organisation will be selected based on the following criteria:

1. Detailed content plan of the analysis;
2. Methodology of the analysis;
3. Suggested budget of the analysis.

# 4. Timelines

The deadlines listed in the table below assume contracting is completed by May 1st, 2022. Work should commence as early as May 5th, 2022. If contracting with the company/organization is concluded after this date, the deadlines will be adjusted accordingly.

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| **Deliverable** | **Description** | **Deadline** |
| Draft of research format and scope of the analysis including the recommendations | The draft should detail the scope of the research, methodology and the dataset used, including any further materials used for analysis. | May 10th, 2022  (English version of the document to be provided to  [mina.medjedovic@wfd.org](mailto:mina.medjedovic@wfd.org) |
| Implementing any comments provided by WFD | Adjusting the draft following the suggestions made by WFD. | By May 20th, 2022 |
| Developing the analysis | Delivering the analysis within a set framework. | By June 20th, 2022 |
| Social media campaign | Publishing interim findings through visuals on social media | June 2022 |
| Review of the final draft by WFD | Implement any necessary changes and adaptations suggested by WFD. | By June 30th, 2022 |
| Present the analysis | Publish the analysis. | July 15th, 2022 |

# 5. Key Deliverables

The selected company/organisation is expected to, in close co-operation and co-ordination with WFD, prepare and deliver:

* Develop methodology and scope of research in accordance with WFD;
* Conduct research based on established scope;
* Present the analysis through social media channels and at a final event to the wider audience;

# 6. Offer and Payment terms

The offer for conducting the programme should be inclusive of development of methodology, desk research, organisation of all and any relevant meetings and workshops, proofreading cost to English, translation and interpretation costs inclusive of VAT.

• The consultant/s travel expenses, meeting organisation costs, accommodation and boarding costs, draft report preparation, taxes, meal allowances and any incidentals are the sole responsibility of the company/organisation and the budget provided should be inclusive of these costs. WFD will not be covering any of the above expenses.

• 30% of the approved budget will be provided upon signing the contract to ensure effective execution of the tasks. 60% will be paid in instalments, upon successful implementation of programme parts and delivery of all necessary reports. The remaining 10% will be paid upon successful completion and delivery of the programme.

# 7. Application details

Interested companies/organisations should express their interest and provide an offer by providing a proposal by April 24th, 2022. Interested organisations should provide:

* One-page document listing the experience of the organisation/company relevant for this work;
* One-page proposal for the content of the analysis, including proposed scope of the analysis and methodology.

Track record of previous work with WFD under similar methodology and quick turnaround in delivering the task will be considered an additional asset. An email with your expression of interest and an offer with a proposed budget should be sent to the WFD Montenegro office at: [mina.medjedovic@wfd.org](mailto:mina.medjedovic@wfd.org) by April 24th 2022.