

## Call for Applications: Regional Consultant on Gender, Inclusion, and Disability (PwD)

<b>Project:</b>	SEE Mediation – Southeast European Mediation Systems Strengthened
<b>Purpose:</b>	Strengthening the integration of gender, inclusion, and disability (PwD) perspectives across all project activities.
<b>Reporting to:</b>	CSSP Berlin Center for Integrative Mediation
<b>Geographical scope:</b>	Kosovo, Albania and North Macedonia
<b>No. of consultants:</b>	1 ( <i>open to individual consultants, consultancy firms, companies, or teams of experts</i> )
<b>Application Deadline:</b>	<b><u>8 March 2026</u></b>
<b>Engagement period:</b>	April 2026 – October 2028 ( <i>approximately 24 working days spread over ca. 2,5 years</i> )

### **WHO WE ARE**

CSSP – Berlin Center for Integrative Mediation (CSSP) is a non-profit organisation founded in 2006 as a “Lessons Learned” project from the team around Mr. Christian Schwarz-Schilling as the International Mediator in Bosnia and Herzegovina (1995 – 2004). CSSP, with headquarters in Berlin, Germany, initiated its approaches in the Western Balkans and has extended its mediation outreach to other regions such as the Middle East and North Africa, South Asia, Eastern Europe and the Caucasus. We work in diverse teams of insider and outsider mediators and provide services and expertise in the context of mediation, political dialogue and mediation systems.

Upon the request of the Ministry of Justice, with the financial support of the Norwegian Ministry of Foreign Affairs first, and the Konrad Adenauer Stiftung after, CSSP was invited in 2019 to implement a project in partnership with the National Chamber of Mediators (NCM) and the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR), supporting the country in strengthening the mediation system

CSSP has successfully implemented the three-year project “*EmPoMe – Expanding and Empowering the Mediation System in Albania*” (2022–2025), funded by the Austrian Development Agency (ADA), in partnership with the National Chamber of Mediators (NCM) and the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR) and the special support of Ministry of Justice.

Building on this experience, CSSP is launching the second phase of the EmPoMe initiative at a regional level under the project “*SEE Mediation – Southeast European Mediation Systems Strengthened.*” The project will be implemented over the next three years in Albania, Kosovo, and North Macedonia, funded by the Austrian Development Agency (ADA) and implemented in partnership with NCM and ODA Kosovo.

## **SCOPE OF THE SERVICE**

CSSP is seeking a Regional Consultant on Gender, Inclusion, and Disability (PwD) with strong expertise in gender equality, minority rights, and disability inclusion, to support the integration of these perspectives across all project activities of the “*SEE Mediation – Southeast European Mediation Systems Strengthened*” project.

The consultant will provide strategic, analytical, and advisory support to the project team and national partners in Albania, Kosovo, and North Macedonia, ensuring that gender equality and minority inclusion are systematically integrated across all project activities. Particular attention will be given to improving access and participation for women, minority groups, and other underrepresented populations in mediation services.

They will also support an intersectional approach to mainstreaming the inclusion of persons with disabilities (PwD), in line with relevant project documents and requirements.

Overall, the consultant will provide respective strategic guidance throughout the project cycle.

## **MAIN RESPONSIBILITIES**

The objective of this consultancy is to strengthen the integration and mainstreaming of gender, inclusion, and disability (PwD) perspectives across all project activities. The service includes a total of approximately **24 working days** for the period April 2026 – October 2028, spread over 2,5 years, with the majority of work and deliverables during the inception phase (April - June 2026).

The **Consultant on Gender, Inclusion, and Disability (PwD)** will be responsible for the following tasks:

- Conduct an intersectional gender, minority, and disability (PwD) analysis during the inception phase. Gather baseline data, consult stakeholders (including PwD organisations), and identify gaps and opportunities to guide project activities. The geographical scope will be on Kosovo, Albania, North-Macedonia.
- Provide ongoing strategic advisory support to the project team and national partners to integrate gender equality, minority inclusion, and PwD considerations throughout the project cycle, including practical guidance on inclusion-sensitive approaches, and strengthen partner teams’ capacity to apply these practices independently. Particular support is most likely for training, mentoring and awareness-raising approaches.
- Develop and apply gender-, minority-, and inclusion-sensitive monitoring tools and indicators, track application of inclusion principles, and conduct follow-up assessments to guide improvements.
- Increase the likelihood for meaningful participation of underrepresented groups, including women, ethnic minorities, and persons with disabilities (PwD) through consultations and engagement with respective specialised organizations or experts.

Deliverables, including a report at the end of the inception phase, together with the respective allocation of working days per deliverable, will be defined and agreed upon in the Service Contract.

## **APPLICATION RULES AND EVALUATION PROCESS**

To apply, please send your application in English language and PDF format by email to [info@cssp-mediation.org](mailto:info@cssp-mediation.org) no later than **8 March 2026**. The subject of the email should include the reference of this document: “call for application Regional Consultant on Gender, Inclusion, and Disability (PwD)”, followed by the name of the individual / company consultant.

### **The application should include:**

#### **Documents:**

1. **CV** of the consultant;
2. Copy of the **VAT/Tax number**;
3. **An individual statement of non-conflict of interest** with this engagement and **certifying the absence of any administrative measure in force**;
4. **A letter of interest** outlining the individual/company’s motivation and commitment to carrying out this engagement, including **previous experiences** of the individual/Company in the sector;
5. **Financial proposal**, reflecting the principle of “best value for money”. The financial offer shall specify the unit price per working day (8 hours), excluding VAT;
6. **Two references** from previous similar experience.

#### **Professional criteria and qualifications:**

##### **A) Mandatory qualifications**

- Advanced university degree (Master’s level or equivalent) in Gender Studies, Social Sciences, Law, Human Rights.
- Minimum 6 years of professional experience integrating gender equality, social inclusion, minority rights and disability (PwD) considerations, preferably in regional or multi-country programs or projects.
- Experience collaborating with civil society organizations, women’s networks, minority, or people with disabilities initiatives and/or public institutions providing strategic and advisory support to the project team.
- Experience with monitoring and evaluation using gender- and inclusion-sensitive tools and indicators.
- Excellent written and spoken English is required.

##### **B) Preferred qualifications/Assets**

- Experience working in Western Balkans, specifically, Albania, Kosovo, or North Macedonia.
- Experience mainstreaming gender equality and inclusion in programs or projects in policy, justice, mediation, access to justice, peacebuilding, or governance sectors.
- Experience working with international donors (especially ADA, EU, UN, or similar).

- Knowledge of Albanian and/or Serbian and/or Macedonian is an asset.

### **EVALUATION PROCESS**

- Documents of the formal offer/application (*30 points*)
- Professional criteria and qualifications (*30 points*)
- Economic offer (*40 points*)

All the submitted offers will be assessed, based on the eligibility criteria as described in this request for offer. In case of equal points, on technical and documentation criteria, the proposal with the best financial offer will be awarded.

**Note:** The documents of the application under 3, 4 and 5 should be submitted signed and scanned.

We strongly encourage applications from women and diverse profiles.

Many thanks for your interest and the time invested in your application.

Berlin, 25 February 2026

**Project Staff**