

No: 14-2/2026.
Date: 03.03.2026.

Subject: Specification for the Small Value Public Procurement Procedure No. 14/2026

Service:	Engagement of 6 local experts (one from Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia, Albania, and Kosovo) for the preparation of national analytical documents for a regional training curriculum and training program on violence against women and technology-facilitated violence (TFV).
Program:	The activity is implemented within the project: “Learn, Connect, Act, Protect Yourself – Empowering Women’s Organizations and Networks in the Western Balkans to Combat Digital Violence against Women,” which aims to strengthen the capacities of women’s organizations and networks in 6 Western Balkan countries to recognize, prevent, and respond to violence against women, including technology-facilitated violence. Activity 1.2 envisages the selection of 6 local experts through a public call, whose task will be to prepare national analytical documents that will serve as the basis for the regional curriculum.
Type of contract/engagement:	Short time Copyright Agreement
Place:	Kikinda
Application deadline:	March 11, 2026.
Engagement period:	March – May 2026.
Supervision:	Center for Support of Women, Kikinda
Languages:	Languages of the country of origin (Albanian, Macedonian, SRB/BH/MNE) and English

1. Legal Basis

The small-value public procurement procedure involves 6 local experts. They will prepare national analytical documents for the regional training curriculum and program.

The procedure is conducted on the basis of:

- Based on the relevant laws and rules on public procurement and contracts in Serbia, especially for small-value procurements.
- Following the Serbian law that regulates contract work for engaging individuals.
- Aligned with internal procurement procedures of the Center for Support of Women for project-related purchases.
- As outlined in the Cooperation Agreement between the 'Lara' Foundation and the Center for Support of Women for project implementation.
- As per the Grant Agreement with the project donor for the selection of 6 local experts under Activity 1.2.
- According to international standards on gender equality and the combating of violence against women, such as CEDAW, the Istanbul Convention, and GREVIO's recommendations.



This activity is organized by the “Lara” Foundation within the project “EU for Gender Equality: Economic Empowerment of Women and Ending Violence against Women”, funded by the European Union in cooperation with UN Women and UNDP agencies.

Project Activity 1.2 includes selecting 6 local experts, one from each of the six Western Balkan countries, through a public call. Each expert will prepare an analytical and normative overview of the national context of violence against women, including technology-facilitated violence. Experts must also develop recommendations for improving protection systems, in the original languages and in English.

This is a professional, intellectual service. The engagement is time-limited and tied to a specific project activity. The service is neither performed within an employment relationship nor funded by regular resources; project funds finance it. The legal basis for engagement is a Copyright Agreement, in accordance with the Law on Obligations. The selection uses a small value public procurement procedure to ensure transparency, competitiveness, and equal access for candidates from all project countries.

2. Subject of the Call

The subject of the call is to engage six (6) national experts, one each from Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia, Albania, and Kosovo. They will prepare national analytical documents for a regional training curriculum and program on violence against women, especially focusing on technology-facilitated violence (TFV).

The engagement is carried out within Activity 1.2, “Development of the training program and curriculum” of the project “Learn, Connect, Act, Protect Yourself – Empowering Women’s Organizations and Networks in the Western Balkans to Combat Digital Violence against Women.”

The developed national documents will serve as the basis for preparing a joint regional curriculum to train women’s organizations and networks across the six Western Balkan countries.

Experts are engaged through a Copyright Agreement, in accordance with current Republic of Serbia regulations and the project rules.

3. Duties and Responsibilities

Within this engagement, each expert will:

Conduct research and analysis of the national context of violence against women and TFV, which includes:

- a brief overview of the legal and institutional framework for combating domestic and gender-based violence, including TFV and its alignment with international standards,
- findings of international monitoring bodies (UN CEDAW, GREVIO, OSCE studies, others if relevant),
- presentation of statistical data on reporting of violence over the past 3 (three) years, methods of record keeping and public availability of information and data, results of prevalence research,
- identification of key challenges, trends, and good practices in combating violence, including at least two case studies,
- overview of specialized support services for victims provided by CSOs and their linkage with institutions;
- description of campaigns conducted in the last 3 (three) years and other specificities relevant to the country context (if any),
- preparation of a structured analytical document (10–15 pages) with clear references,
- providing recommendations for improving protection systems and possibilities for regional action.

Each expert is expected to submit by the deadline:

- National analytical document (10–15 pages max)



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- Participation in at least 2 online coordination meetings
- Revision of the text in accordance with the comments of the editor/coordinator
- Submission of the final version of the text in the language of the country of origin and in English.

The document must be written clearly and concisely, and usable for training and module development purposes, in accordance with the project.

The engaged national experts work under the supervision of the curriculum coordinator and editor (CSW). They cooperate with the project team.

4. Contract Deliverables and Timeline

Deliverable	Description	Deadline
Draft of the national analytical document for each country (in the language of the country of origin and in English)	The expert must submit the draft text for review and comments by the contracting authority. The text should meet the requirements specified in the specification and the copyright agreement. The contracting authority must review the draft text to ensure that the delivered product meets the required quality criteria.	April 27, 2026.
The final version of the national analytical document for each country (in the language of the country of origin and in English)	Relevant comments from the contracting authority must be properly integrated into the final version, and the final national analytical document must meet all the requirements specified in the specification and the copyright agreement.	May 29, 2026.

5. Competencies, Qualifications, and Key Values

The right to apply for this call is granted to persons who meet the following requirements:

- * Completed studies in law, social sciences, gender studies, or related fields,
- * Minimum 5 years of experience in the field of gender equality and/or combating violence against women,
- * Experience in the analysis of legislation or public policies,
- * Knowledge of international standards (CEDAW, Istanbul Convention),
- * Experience in the field of digital rights or TFV (advantage),
- * Mandatory knowledge of the language of the country for which the applicant is applying (SRB/BH/MNE, Albanian, Macedonian) and English.



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Engaged experts are responsible for producing the national analytical document from start to finish, under the supervision of the curriculum coordinator and editor (CSW), in the country of origin's language and in English.

6. Selection criteria for the most suitable candidate

The selection process includes the following steps: (1) assessment of relevant experience and CV (40%), (2) evaluation of the quality of references provided (30%), (3) review of the motivation letter and understanding of the task (20%), and (4) consideration of the proposed price (10%). Each candidate will be scored according to these criteria, and the final ranking will determine the most suitable expert for engagement.

Selected experts will be notified within 7 days of the acceptance of the offer and conclusion of the Contract, while other applicants will be informed of the results of the call by email. The schedule for service execution in accordance with this specification, as well as payments for individual positions under the offer, will be defined in the contract with the selected expert, in accordance with the project budget.

7. Principles of Non-Discrimination and Equal Opportunities

The process for selecting experts in this public procurement follows the principles of legality, transparency, equal treatment, and non-discrimination.

The contracting authority guarantees that candidates will be selected exclusively on the basis of predefined and published criteria relating to professional qualifications, relevant experience, the quality of the application, and the proposed price, without any form of direct or indirect discrimination.

During selection, discrimination of any kind is not allowed. This includes, but is not limited to, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, language, citizenship, race, religion, political belief, social status, property, disability, age, marital status, or other personal characteristics, as protected by the Republic of Serbia and international human rights standards.

Given the nature of the project, which aims to strengthen the capacities of women's organizations and networks to combat violence against women, the call is primarily intended for experts with experience in gender equality and violence against women, while respecting the principles of proportionality and the project's legitimate objectives.

8. Confidentiality and Data Protection

All data submitted as part of the application for this call will be used exclusively for the selection procedure and will be kept in accordance with applicable personal data protection regulations.

Members of the commission and other involved persons are obliged not to disclose the contents of applications or information about the course of the procedure to third parties, except in cases of a legal obligation or an obligation to the project donor.

9. Application Procedure

Interested candidates shall submit:



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- * CV with references
- * Motivation letter
- * Offer form (with stated gross amount)

The motivation letter is sent in free form.

The offer form template is attached to the service specification.

APPLICATIONS MUST BE SUBMITTED IN ENGLISH.

Send the required documents to the Center for Support of Women at: podrskacz@gmail.com.

Submit by March 11, 2026, 3:00 PM.



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