



Call for Expressions of Interest

Expert on feminist Dealing with the Past

Preliminary terms of reference (Date: 13.11.2025)

Project Context

This call is published in the frame of Module 5 of the Project “Amplifying Voices of Women affected by war-related SGBV in the Western Balkans – For a culture of Recognition and Reconciliation” (June 2024 – August 2027). Aim of the project is to contribute to creating a culture of recognition and reconciliation in the Western Balkans, which enables women survivors of war related SGBV to live in dignity and free from violence. It is implemented by [Medica Zenica](#) and [Vive Žene](#) (Bosnia and Herzegovina), [Kosova Rehabilitation Centre for Torture Victims](#) and [Medica Gjakova](#) (Kosovo), [Women in Black](#), [Autonomous Women’s Centre](#) and [Youth Initiative for Human Rights](#) (Serbia), together with [medica mondiale e.V.](#) (Germany).

Module 5 “Joint Advocacy, Networking, and Mutual learning” aims at increasing the recognition of the project partners as experts for feminist approaches to Dealing with the Past in political national and regional reconciliation processes.

This includes, among others the ***Development of a conceptual framework for a comprehensive Toolkit on Feminist Dealing with the Past*** that includes joint evidence-based methods to support survivors of war related SGBV in the Western Balkans and for the prevention of transgenerational trauma. Within the first phase of the project, a compilation of methods and tools of all partners to support the rehabilitation and recognition of survivors of war-related SGBV has been put together. Within this second phase, the toolkit should be further developed to describe feminist approaches to Dealing with the Past rooted in the practical experience of the partner organizations within an overarching theoretical framework. It’s envisaged to organize a conference in the last project year to present the toolkit, and to use it for future advocacy efforts.

Purpose and Objectives of Assignment

In this context, the role of the consultancy is to accompany the process of **developing the feminist Dealing with the Past Toolkit**, which includes all steps from setting up a concrete methodology in a co-creative way, collecting data through existing materials and bilateral and joint formats, including possibilities for learning and exchange within the process, to writing the toolkit itself.

Scope of Work

Key task of the consultant will be the establishment, implementation and facilitation of a co-creative process together with the eight Amplifying Voices member organizations to develop an experience and knowledge-based “feminist Dealing with the Past Toolkit” with an intersectional approach.

Inception Phase:

- Desk study of existing internal materials
- Screening of existing material on feminist DwP produced by other relevant stakeholders
- Key informant interviews to clarify expectations for the process
- Development of an Inception report containing a Methodology for a co-creative data collection and conceptualisation of the feminist DwP Toolkit, incl. timeline and a facilitation plan. The Inception report also needs to elaborate on the identification of the “unique selling point” of the Amplifying Voices feminist DWP Toolkit

Primary Data Collection Phase:

- Bilateral analysis of existing tools according to feminist criteria with each partner organization, ideally through in-person workshops, incl. preparation, facilitation, and documentation
- (Virtual) focus group interviews with members of different partner organizations on common approaches to feminist DwP, ensuring the opportunity for exchange on proven good practices and lessons learnt

Analysis, Conceptualisation and Writing Phase:

- Analyse and synthesise primary and secondary data, and identify key feminist approaches to DwP relevant for drafting the “feminist Dealing with the Past Toolkit” based on an intersectional understanding of violence
- Develop and write a first draft of the Toolkit based on the above analysis
- Participatory approach to developing the final Toolkit in consultation with the AV-members and the Regional Advocacy Advisor

Smooth Implementation of the assignment:

- Participate in and provide inputs for regular coordination meetings with the Regional Advocacy Advisor of the programme and medica mondiale for clarifications, adjustments, etc.
- Develop a final report with focus on recommendations and lessons learned
- Other tasks based on needs and upon further agreement

Deliverables

- Inception report Inputs for and documentation of bilateral workshops with each AV-member and focus groups
- Regular updates on the implementation status of the consultancy
- Final text of the “Feminist Dealing with the Past Toolkit”
- Final report at the end of the project

Qualifications and skills

- Knowledge of and (ideally 7+ years) experience in working with feminist approaches to dealing with the past and transitional justice within women’s/feminist NGOs and/or networks
- Familiarity with intersectional feminism(s) in general and intersecting forms of violence in particular
- Feminist background and clear commitment to working with feminist, intersectional, stress- and trauma-sensitive and survivor-centred approaches
- Knowledge about the region
- Proven skills in designing toolkits / manuals
- Proven skills in participatory facilitation of workshops and focus groups, on-site and virtual
- Excellent and proven writing and verbal communication skills in English. Knowledge of at least one of the official languages of the region is a requirement.
- Master's degree (preferably in Social Sciences, Political Sciences, Gender studies or similar)
- Ability to work in an independent and self-contained way, while maintaining reliable communication and working relations with all AV-members

Preliminary Timetable

Tentative Timetable for the consultancy. Exact due dates are to be revised during inception phase. It is estimated that the implementation of the task requires **min. 70 and ideally up to 95 working days** between January and November 2026. The total available budget for this assignment (excl. travel and material costs) is approximately 40.000€.

Month	Activity	Participants	Locality
	<i>I. Inception phase</i>		
February-March	Desk Study	Consultant	Remote
February-March	Initial meetings	mm, regional advocacy advisor, AV steering committee	
	<i>II. Data Collection</i>		
April	Key informant interview	mm, regional advocacy advisor, AV steering committee	Remote
April-May	Individual workshops	Consultant, individual AV-members	BiH, Kosovo, Serbia
April-May	Focus groups	Consultant, participants depending on topic	Remote

	III. Conceptualisation and Writing Phase		
June-July	Data analysis and writing of first toolkit version	Consultant	Remote
August-October	Presentation and feedback loops	Consultant, AV-members	Remote
November	Presentation of final toolkit version	Consultant, AV-members	Remote

How to apply:

To indicate your interest, please send your CV and a cover letter, including your daily rate and proof of writing samples (please send all documents as one PDF file with a maximum of 2 MB). Interviews will take place online mid-January 2026.

Please send your application with the subject **'Feminist DwP Toolkit Consultant'** to Amplifying.Voices@medicamondiale.org until **30.11.2025**. Please note that only shortlisted candidates will be contacted after the closing date.

Female candidates are encouraged to apply. We strive for greater diversity of life backgrounds in our projects and therefore expressively welcome applications from people with a migration background, with experience of racism, people of colour, and people with disabilities.

Further information on *medica mondiale* and our projects can be found on our website: <https://www.medicamondiale.org/>. For specific questions related to the assignment please contact: HKraus@medicamondiale.org