
Terms of References

1. Background Information

The main point of the project is to foster the women employment in the artistic field to exchange experiences and practices of intercultural work. Related to the first overall objective, the project aim is good project management to know and improve the knowledge of the women's creative resources to favor the turnover in the managerial roles to improve competences and services in theatre field. Related to the second overall objective the project aim to improve the social dialogue and to develop the sensitiveness towards an active citizenship. This project refers for better valorization of the women's creative resources acquired through a more specific knowledge of the social composition of the theatre staffs and their theatrical repertoires as well as by exchange of information's and competences between target groups within the cross border region in order to foster the women employment in the artistic field.

2. Objectives, Purpose and Expected Results of Study Research

2.1. Overall objective

The overall objectives of the study research of which this contract will be a part is as follows:

- To foster the women employment in the artistic field

2.2. Purpose

The purposes of this study research are as follows:

- To have a better understanding of current situation of female population in artistic field
- To have clear view of creative resources of woman in theatrical filed
- To collect and exchange information for future collaboration



2.3. Results to be achieved by the Study

- To create a model of Study Research which will easily reputable and extended on a larger scale even by organizations and research center that want to know the exact potential of woman's workforce in the artistic field and their own enervation area
- Better knowledge of women art universe
- Clear view that what are the resources provided to female population to perform art.

3. Scope of the Work

3.1. General description

Study/Research is envisioned to realize through interviews and a questionnaires submitted to the target group of at least 35 individual subjects and/or artistic and cultural organizations. It is foreseen a thematic meeting for the exchange of knowledge/experiences which put in comparison different organizational systems and artistic planning with impact (set of new information and knowledge) on researchers, art professionals, national and municipal theatres , festivals, syndicates, policy makers. Main outputs is the video book collecting interviews and information; it will offer a better knowledge of women art universe and will be a tools easily usable by target groups and beneficiaries. The study/research will be easily repeatable and extended on a larger scale even by organizations and research centers that want to know the exact potential of the women's workforce in the artistic field and in their own intervention area.

3.2. Geographical area to be covert

The geographical area to be covet on the study are cross border areas between Republic of Macedonia and Republic of Albania.

The regions on Macedonian part are as follows:

- Pelagonian Region
- A part from Vardar Region
- A part Southwest region
- Poloshki Region

The regions on Albanian part are as follows:

- Korca Region
- Elbasan region
- Tirana region
- Dures region



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3.3.Target Groups

The target group of research study are:

- Female population in artistic filed
- People graduated from theater academies
- Managers of cultural associations and theatrical companies
- Managers of public bodies and responsible of public policies
- National and municipal theatres.

3.4.Specific activities

Two experts have to travel 15 different municipalities, in which 6 are in Republic of Albania and 9 are in Republic of Macedonia. The experts have to provide following activities:

- 3.4.1. **Mapping** – The experts have to find contact in all the municipalities that the experts going to visit, before starting the visits (Watch coordination team going to provide sufficient information to experts for this issue). The experts should cover cultural institutions, addressed to female actors, and cultural departments responsible of public and private cultural institutions.
- 3.4.2. **Preparing questionnaires** – The experts must prepare questionnaires and prepare for interviews. The questionnaires should content question relate to artistic organizational and technical units belonging to minorities, in order to collect information about motivations, ages, roles and the artistic repertoires (text typology, use of texts and female works, intercultural features).
- 3.4.3. **Filed Research** – The experts must travel in all 15 municipalities. The experts should visit all the institution mention on 3.4.1 mapping section. The experts going to travel by car and collect row date through questionnaires and interviews. The experts must shoot short video from all visited places and all realized interviews.
- 3.4.4. **Processing row data** – The experts must process the row data collected from filed research. Analyses the performing arts system, social compositions of artistic organizational, technical units, motivations, ages, roles and the artistic repertoires (text typology, use of texts and female works, intercultural features). In the end of the processing the experts must provide a full final report and the video book with collected interviews and information.
- 3.4.5. **Presentation** – The experts must present whole work in front of stakeholders during the final meeting
- 3.4.6. **Assisting in Master Classes** – The experts must assist in master classes, so lectures can understand better the problems and prepare candidates in best possible way.



4. Logistics and Timing

4.1. Logistics

The Experts must travel in this order to municipalities as follows:

Macedonian Part

- Tetovo
- Gostivar
- Debar
- Struga
- Ohrid
- Resen
- Skopje
- Veles
- Bitola

Albanian Part

- Pogradec
- Korca
- Elbasan
- Cerrik
- Tirana
- Dures

4.2. Timing

The experts have to finish the assignments in 12 weeks' time. They are going to start working on 17th of February 2015.

The experts must finish the given assignments in this time frame:

- Mapping and Preparing questionnaires: 5 working days
- Filed Research: 13 working days
- Processing row data: 8 working days
- Presentations: with in one day
- Assisting lectures: According to lectures need

5. Requirements

5.1. Education

The Experts must have a university degree in one of the following:

- Albanian literature
- Communication
- Art and culture
- Psychology
- Journalism



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5.2. Qualification and skills

- Experience in art and culture
- Experience in filed research area (performed at least 1 study research)
- Good knowledge of Macedonian, Albanian and English language.
- Driving license and car.
- Good communication skills.

6. Reporting

- Dally basis report – Time sheet
- Weekly report – Short description of realized activities during the week including picture and videos
- Final report –Description of achievements of study research including problems encountered and recommendations.

7. Contracting, price and Other information

7.1 Contracting details

The parties will be proposed the signature of a service contract. The experts should ensure that all administrative or fiscal necessary requirements under EU regulation have been respected.

7.2 Price of service

The experts are going to be played monthly. The contract award is 60,900.00 MKD gross amount per experts. The payment is going to be realize in 3 months period (20,300.00 MKD per month).



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