**Terms of Reference (ToR) for Commission Members for Start-Up Week**

**1. Context and Background:**

Kosova - Women 4 Women (KW4W), as part of the "Together Building Resilience" project supported by the United Nations Trust Fund (UNTF), is seeking three (3) enthusiastic and experienced individuals to serve as commission members for our upcoming Start-Up Week. This initiative aims to empower women to launch successful businesses by providing them with the necessary skills, knowledge, and networks. The Start-Up Week is focused on empowering women entrepreneurs and addressing Violence Against Women and Girls (VAWG) within the entrepreneurial context. This is an exciting opportunity to contribute to a transformative event aimed at supporting aspiring women entrepreneurs in launching and growing successful businesses.

**Project Goal:**

Marginalised women who are at an increased risk for VAWG as a consequence of the COVID-19 pandemic crisis in six municipalities (Drenas, Lipjan, Shterpce, Skenderaj, Podujeve, and Ferizaj) feel more confident and empowered to live a life free of violence.

**2. Objective:**

The primary objective of commission members is to evaluate business pitches, provide feedback and guidance to participants, and assist in the selection of start-up grants during the Start-Up Week.

**3. Roles and Responsibilities:**

* **Evaluate Business Pitches:** Assess the viability, innovation, and potential impact of business ideas presented by participants during pitch competitions.
* **Provide Feedback and Guidance:** Offer constructive feedback and guidance to participants to help them refine their business concepts, improve pitching skills, and identify areas for further development.
* **Select Start-Up Grants:** Participate in the selection process for awarding start-up grants to deserving participants based on the assessment of business proposals and alignment with Start-Up Week objectives.

**4. Qualifications and Expertise:**

* Expertise in entrepreneurship, business development, finance, marketing, or related fields.
* Demonstrated commitment to promoting gender equality, empowering women entrepreneurs, and addressing VAWG is highly desirable.
* Strong communication, analytical, and decision-making skills are essential for effectively evaluating business pitches and providing feedback to participants.

**5. Time Commitment:**

Attend all scheduled pitch competitions, feedback sessions, and selection meetings during the assigned day of August 2, 2024.

**6. Confidentiality:**

* Maintain confidentiality regarding business ideas and sensitive information shared by participants during the Start-Up Week.
* Handle any proprietary or confidential information disclosed during the event with utmost care and not disclose it to third parties without consent.

**7. Code of Conduct:**

* Conduct oneself professionally, ethically, and respectfully towards participants, organizers, and fellow commission members.
* Avoid conflicts of interest and adhere to the highest standards of integrity and impartiality in all interactions and decision-making processes.

**8. Duration of Assignment:**

The commission will be engaged on **August 02, 2024.**

**9. Necessary Documents for Application:**

* A brief cover letter outlining their relevant experience and qualifications for the position of Commission Member.
* CV.
* A financial offer.

**10. Application Deadline:**

The application deadline is **July 19th, 2024**. Please send all required documents with the subject line: **"START-UP WEEK COMMISSION APPLICATION"** to the email: [human.resources@k-w4w.org](mailto:human.resources@k-w4w.org).

*Kosova - Women 4 Women does not discriminate based on race, color, age, gender, sexual orientation, religion, national origin, marital status, matriculation, physical or mental disability, personal appearance, family responsibilities, political affiliation, or status as a disabled or veteran or any other status.*