* 1. **Terms of Reference for the Gender and Career Guidance Consultant**
	2. ***Her Cyber: Empowering Women and Girls in Cyber***

## **ABOUT THE BRITISH COUNCIL**

The British Council is the United Kingdom’s international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131).

The primary charitable objectives of the British Council, as set out in the Charter, are as follows:

* Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;
* Promote a wider knowledge of the United Kingdom;
* Develop a wider knowledge of the English language;
* Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries;
* Otherwise promote the advancement of education.

Further information can be found at [www.britishcouncil.org](http://www.britishcouncil.org).

**PROJECT BACKGROUND**

The programme focuses on increasing the participation of women in the cybersecurity workforce and to achieve that it will consider the full ecosystem in which this intervention will be deployed and the outcomes this intervention is expected to deliver. The expected impact of the programme is **a more inclusive and gender-diverse cybersecurity landscape** **across the Western Balkans** by boosting and promoting women and girls’ participation in the cybersecurity workforce. In doing so, it seeks to create a cybersecurity environment in the Western Balkans that is **more representative of the women** and better equipped to be **resilient, adaptable, and innovative** in addressing emerging cybersecurity challenges.

The overarching objective of the programme is to create a more inclusive and gender-diverse landscape in the cybersecurity field across the Western Balkans by increasing and promoting women and girls participation in the cyber security workforce. The programme is grounded in the understanding that diversity, with a specific emphasis on gender diversity, is essential for fostering innovation, effective problem-solving, and resilience in the rapidly evolving field of cybersecurity. As such, the programme not only aims to increase the number of women in the cybersecurity workforce but also to foster a cultural transformation where gender diversity is seen as a strength. By doing so, it aspires to create a cybersecurity landscape in the Western Balkans that is not only more reflective of the broader population but also more resilient, adaptable, and innovative in the face of evolving cybersecurity challenges.

**RELEVANT PROJECT OUTCOME AND OUTPUT TO BE SUPPORTED THROUGH THIS ASSIGNMENT**

The programme consists of 6 outputs, and the focus of this assignment is Output 1 – Outcome 1 described below:

**Outcome 1 – Young women and girls exhibit greater awareness of the significance of cyber security and feel confident and inspired to pursue careers in cybersecurity.**

Under this outcome, the programme aims to instil a sense of self-assurance and motivation among this demographic, encouraging them to overcome traditional gender stereotypes and consider cybersecurity as a viable professional option. Under this Outcome, the following Output is envisaged:

**Output 1:** Cyber security clubs for girls in secondary schools. It is aimed to establish and run cybersecurity clubs for girls between 15 and 18 years (class 10 and 11 of the secondary high school), who are at a pivotal juncture where they are on the brink of making crucial decisions that will shape their life trajectories, including their chosen fields of study. Cyber security clubs envisage delivery of 8 workshops over 3 months period, with each workshop lasting two hours (16 hours in total). Five of the eight workshops focus on the fundamentals of cybersecurity, **two address women and girls empowerment and the challenge of traditional gender roles, and one provides career guidance, outlining pathways into the cybersecurity profession for the participants.**

**PURPOSE OF THE ASSIGNMENT**

The purpose of this assignment is to translate from English to Albanian and adjust the already existing curriculum and materials (PPT, training materials) for 2 workshops dedicated to the women empowerment to challenge traditional gender norms and 1 workshop on career guidance in cybersecurity, as well as to deliver one-day training (ToT) for teachers in high schools who will be in charge to deliver these workshops in their respective schools.

**SCOPE OF WORK**

The consultant is expected to undertake the following activities:

* **Adapt materials and resources for 2 gender and 1 career guidance sessions**: Adjusting the existing materials for local context.
* **Translate the materials from English to Albanian language**
* **Conduct Online ToT Session:** Facilitate one-day online Training of Trainers (ToT) session for selected trainers.

**QUALIFICATIONS**

* A Master’s or Bachelor’s degree in Human Resources, or a related field within the social sciences.
* A minimum of 5 years of professional experience in women’s empowerment, and/or at least 3 years of relevant experience in career guidance.
* Excellent command of the English language, both written and spoken.
* Experience in the gender-related fields and/or career development within Kosovo is highly desirable.
* Previous involvement in the cybersecurity sector in Kosovo will be considered an asset.

**TIMESHEETS AND PAYMENT**

At the end of each month, the Gender and Career Guidance Consultant will submit a time sheet including the actual number of days spent and brief description of the tasks performed. The timesheet will be a base for payment, and it needs to be approved by the Programme Lead and senior Responsible Owner. Payments will be executed at the end of the assignment, based on approved timesheet and paid by day.

**DURATION OF ASSIGNMENT**

The Gender and Career Guidance Consultant is expected to work **3 working days** with the indicative timeframe being end of August 2025 until the end of September 2025.

**LOCATION**

The work will be delivered online, in Kosovo.

**REPORTING**

The consultant will report to Kosovo Country Project Manager.

**EQUALITY, DIVERSITY, AND INCLUSION STATEMENT**

The British Council is committed to policies and practices of equality, diversity and inclusion across everything we do, and we are encouraging applicants from underrepresented groups to apply. The British Council is committed to safeguarding children, young people and adults who we work with.

**PRIVACY POLICY**

The British Council is committed to maintaining the confidentiality of personal information and undertakes not to divulge any of the applicants’ personal information to any third party without the prior consent of the applicant.

**SUBMISSION**

Interested candidates are invited to submit their CVs in English highlighting their experience relevant to this assignment to the following e-mail address edis.agani@britishcouncil.org by **Saturday 28 June 2025 at 23:59** with e-mail subject in the following form: **“[Application for Gender and Career Guidance Consultant] – [Consultant name]”.**

**DISCLAIMER**

Issuing this Call for Consultant does not commit the British Council to engage with any applicant. Only shortlisted applicants will be contacted.