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Terms of Reference for external consultant

Consultancy required on “Review assessment systems, including both registries, that of SSS and LO to find the way to insert the new instruments for professional and work-related assessment of persons with disabilities in NESAs IT system, preparing a report and advising how both systems can interface”

Service title	“Review assessment systems, including both registries, that of SSS and LO to find the way to insert the new instruments for professional and work-related assessment of persons with disabilities in NESAs IT system, preparing a report and advising how both systems can interface”
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF), National Agency on Employment and Skills
Time frame duration	Total of 20 days for an expert, within the period of November 2022 – January 2023
Contract start date	November 15th, 2022
Deadline for submission of deliverables	January 15 th , 2023

Background information

Albanian Disability Rights Foundation & National Agency for Employment and Skills together with the Municipality of Tirana are implementing the project “Advance Social and Labour Inclusion of Persons with Disabilities”, that will be run for 26 months through the financial support of the European Union in Albania. The project aims to strengthen capacity at national, regional and municipal levels to effectively support access of citizens with disabilities in inclusive social and labour programmes and services. This will be achieved through building a strategic and operational partnership between municipalities, public and non-public agencies to learn, advance and embed an innovative practice of supported employment service, contributing to social and labour inclusion for persons with disabilities. Through project interventions, necessary mechanisms, infrastructure, material and human resources are created/strengthened and adopted by municipality of Tirana, NESAs and its regional and local offices and ADRF, to improve the PES to serve persons with disabilities and to embed in the system the innovative practice of Supported Employment Service for persons with disability, through transferred experience/expertise of ADRF; The innovative practice of Supported Employment for Persons with Disabilities piloted by ADRF will benefit round 180 job seeking persons with disabilities; Standards of the service are adopted and supportive public and private nets and mechanisms effectively used to ensure its effectiveness and sustainability; A communication platform, including an e-platform created to share and transfer the experience built in Tirana, on the design, management, governance, funding, and delivery of the innovative practice of specialized supported employment service for persons with disabilities, in three other targeted municipalities, Elbasan, Durres, Shkodra, but also national wide, to ensure scaling up, replication and sustainability. A local network of supported employment service for persons with disabilities will be created and strengthened, as a mechanism for policy dialogue and practice learning and further developments in the social and employment service sector.



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An evaluation report found that there is still no consolidated and unified national database for unemployed jobseekers with disabilities. For assessing person's competences and matching them with labour market requirements, there are different IT supported systems of documentation, which are inexistent in NESA system. Linking PES and SSS information systems, will allow for effective case management of unemployed recipients of social and disability assistance, but also to improve the access, provision and effectiveness of active labour market programmes

Purpose of the Service

Review assessment systems, including both registries, that of SSS and LO to find the way to insert the new instruments for professional and work-related assessment of persons with disabilities in NESA IT system, preparing a report and advising how both systems can interface”

Responsibilities of the Contracted Experts:

- Detail the responsibilities of the experts
 1. Review both assessment systems, including both registries, that of SSS and LO with regards to assessment of persons with disabilities (first one for benefits system and the second for employment purposes)
 2. Propose recommendations to a. insert the new instruments that will be prepared in NESA IT system; b. link the two information systems that of PES and SSS. An IT expert will work jointly with ADRF and NESA staff to realize it.

Note: all deliverables are to be consulted with all implementing parties and final approval is required from ProjectManager (PM).

Deliverables

Deliverables will be provided only in Albanian language

- An improved registry/ including the IT system at NESA, with data extracted from the professional and work-related assessment of persons with disabilities;
- Recommendations for linking PES and SSS information systems to enable proper job orientation and job insertion of persons with disabilities;



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Proposal/ Documents and expert criteria required for submission:

1. Please submit the following documents:

- An expression of interest for the consultancy;
- CV highlighting the expertise on the field;
- The consultancy fee in total and divided per working days, including all applicable taxes.

2. Criteria for selection of external consultancy

- Degree in information and communication technology (ICT)
- Experience, minimum of 5 years;
- Logistical and planning skills, ability to facilitate, communicate and negotiate with a broad range of stakeholders;
- Excellent communication skills and good writing skills in Albanian and English.

Application procedure:

Questions/requests should be made to the following e-mail address: Info@adrf.al

The deadline for submission of applications is October 15th, 2022 at 16.00. Applications should be sent in a sealed envelope or can be sent by e-mail to the following addresses:

**Fondacioni Shqiptar për të Drejtat e Personave me Aftësi të Kufizuara, Rruga
Bogdani, Nr 1. Tirane
E-mail: info@adrf.al**