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Terms of Reference for external consultant

Consultancy required on “Individual Plans preparation for SEP participants”

Service title	Individual Plans preparation for SEP participants
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF), National Agency on Employment and Skills
Time frame duration	Total of 180 Individual Plans, for 18 months, within the period of December 2022 - April 2024
Contract start date	December 29 th , 2022
Deadline for submission of deliverables	20 IP for SEP participants, bimonthly

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, Durrës, 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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Purpose of the Service

ADRF is seeking to employ one expert to prepare Individual Plans for SEP participants

Responsibilities of the Contracted Experts:

- Detail the responsibilities of the experts
- a) Coordinate with the coach and study/review the assessment documents as well as the job profile conducted for every job seeker with disabilities/participant in the SEP;
- b) Attend the last session of counseling/training of SEP participants and work jointly with every individual as well as the coach/trainer to prepare the first draft of Individual Plan for every SEP;
- c) Finalize/Make Individual Plans for SEP participants

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

Deliverables

180 Individual Plans for the 180 SEP participants.

Deliverables will be provided only in Albanian language

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 psychological, medical, social studies;
- Experience in the disability field or similar, 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 December 25th, 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**