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Terms of Reference for external consultant

Consultancy required on “Drafting a DCM and/ or an internal order of NAES on disability assessment for work reasons/ Work Capacity Assessment for Job seeking persons with disabilities.”

Service title	Drafting a DCM and/ or an internal order of NAES on disability assessment for work reasons (Work capacity assessment for PwD)
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF), National Agency on Employment and Skills
Time frame duration	Total of 26 days, within the period of July 2023 – November 2023
Contract start date	July 1st, 2023
Deadline for submission of deliverables	November 1 st , 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 Labor 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 labor 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 labor inclusion for persons with disabilities. Through project interventions, necessary mechanisms, infrastructure, material and human resources are created/strengthened and adopted by municipality of Tirana, NESA 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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Purpose of the Service

The Law on Promotion of Employment, in article 6 requires a proper assessment of the job seeking person with disabilities. In addition to the preparation of the assessment instrument (se 1.1), it is necessary to set up the assessment structure / system at NESA central/regional/local offices. ADRF is seeking to employ an expert to Draft a DCM and/ or an internal order of NAES on disability work related assessment of job seeking persons with disabilities. (Preparation and consultation)

Responsibilities of the Contracted Expert(s):

- Detail the responsibilities of the experts
- a) Review the Law on promoting employment including the review of the current work-related assessment instruments for job seeking persons, including job seeking persons with disabilities and proposed instruments by the project interventions;
- b) Review the current involvement of staff and the current digital system related with data entry with regards to assessment process of job seekers including job seekers with disabilities;
- c) Design/Propose a legal/ administrative mechanism/ order to be released by the responsible authority (NAES) to institutionalize and operationalize the work capacity assessment of job seeking persons with disabilities;

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

Deliverables

Deliverables will be provided only in Albanian language

A legal/ administrative mechanism/ order prepared and presented for adoption and release by the responsible authority (NAES) to institutionalize and operationalize the work capacity assessment of job seeking persons with disabilities;

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 law;
- Experience in the disability field or similar, minimum of 5 years;
- Proved expertise in similar consultancy,

- 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 June 15th, 2023 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**