



This project is funded  
by the European Union



### 0 Terms of Reference for a national consultant

**Consultancy required on “Mapping local CSOs, DPOs and conduct capacity building needs assessment”**

**April 2018**

<b>Service title</b>	<b>Consultancy required on “Mapping local CSOs, DPOs and conduct capacity building needs assessment”</b>
<b>Location/Country</b>	<b>Albania (Lezha, Korca, Dibra, Berat)</b>
<b>Organization</b>	<b>Albanian Disability Rights Foundation (ADRF) in cooperation with World Vision Albania and Association Defending the Rights for Persons with Disabilities (MEDPAK)</b>
<b>Time frame duration</b>	<b>April – May 2018 (12 working days)</b>
<b>Contract start date</b>	<b>13 April 2018</b>
<b>Deadline for submission of deliverables</b>	<b>20 April 2018 , Hrs. 17:00 30 May 2018</b>

### Background information

The 3-years action “**Increasing Civil Society Organizations’ Capacities for Mainstreaming Rights of People with Disabilities in Albania**” is being financed by EU. The action will be implemented by World Vision as lead organization and Albanian Disability Rights Foundation (ADRF) and the Association Defending the Rights for Persons with Disabilities (MEDPAK).

The action aims to support advocacy efforts in monitoring of public policies related to mainstreaming rights of people with disabilities and capacity building for local CSOs and disabled people organizations (DPOs) in the areas of Korca, Berat, Dibra and Lezha.

The action foreseen interventions at three different levels: (a) mobilizes CSOs, PwDs and their communities to engage into networking and advocacy to influence disability policy framework; (b) monitors implementation of National Plan for People with Disabilities (2016-2020) and (c) engages local networks in dialogue with central government on the status of NDAP implementation, creating synergy between the national and grass root level advocacy.

Thus, this action will improve effectiveness of disability policy framework and enhance rights of people with disabilities through strengthening and mobilizing CSO and PwDs as drivers of change. Moreover, it will create new approaches to increase transparency and improve implementation of National Plan for People with Disabilities at local and national level.

## **Purpose of the Service**

One key component of the project is “Mapping local CSOs, DPOs and conduct capacity building needs assessment”. For this reason we are looking local expert (s) to work in close consultation with ADRF (as lead partner organization for this activity) to provide technical expertise on the following:

- Design methodology and instruments for mapping CSOs, DPOs in 4 project targeted districts, Lezha, Berat, Korca and Dibra;
- Collect (qualitative and quantitative methods of data collection), analyses and validation of data
- Prepare document with the mapping and needs assessment

## **Responsibilities of the Contracted Expert (s):**

- Prepare the methodology for the assessment, including instruments;
- Make a plan for data collection (using qualitative and quantitative methods)
- Analyze the data/ make the first draft of the report;
- Validate the data in round tables/focus group discussions;
- Conduct capacity building needs assessment
- Travel to Lezha, Diber, Korce and Berat for data collection and support in round tables meetings
- Cooperate with MEDPAK (which will facilitate and ensure that all CSOs, DPOs are part of the assessment) and WV which also be consulted and give support in the process
- Consult methodology (including instruments) and report on needs assessment with action’s implementing parties (WV, ADRF, MEDPAK).

## **Deliverables**

- Methodology of mapping of CSOs and DPOs (including assessment tool)
- Document with the mapping and needs assessment of CSOs/DPOs 4 areas (Korce, Berat, lezhe, Diber)

## **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 of the applicant(s) on disability and inclusion, data collection and analyses and need assessment.
- The consultancy fee in total including all applicable taxes

2. Criteria

- Degree in social sciences, public administration or similar
- Substantial experience in working with organizations for people with disabilities
- Logistical and planning skills, ability to facilitate, communicate and negotiate with a broad range of stakeholders;
- Excellent communication skills and good writing skills in English

## **Notes related to World Vision Albania Child Protection Policy:**

All people working for World Vision Albania and Kosovo, or visiting its programmes are obliged to sign its Child Protection Policy and Behavior Protocols. This policy aims to create a child-safe organizational environment and is based on the principles of the UN CRC and its protocols.

**Important note: The contract will be awarded to the winner upon submission of official documents that certify that the full team of the project – including field team – complies with the child protection rules and procedures. The selected applicant will be informed about the required documents before finalization of the contract.**

**Principles of child protection involve briefly but are not limited to:**

- Treat children with respect and dignity
- Listen to children views and opinions
- Inform children parents/legal guardian/s and take a written consent before any interaction with children (this involves special written permission when it comes to photographs/videos)
- Be sensitive to the child age and maturity, cultural background and local social and family norms and respect them
- Dress in culturally appropriate way.
- Always be in the company of another adult (preferably parent/legal guardian or teacher) when meeting a child
- All visitors to WVA projects must be in accompany of WVA staff.
- Do not abuse with children (sexual, emotional, psychological and physical abuse).

*\*Please note that World Vision Albania personnel and visitors are expected to report any suspicions of child abuse to the National Director immediately. WVA has policy and procedures that respond to accusations, which allows for a process that respects all involved. World Vision Albania holds the position that adults are always responsible for their behavior with a child, even if a child is acting seductively.*

**Application procedure:**

Questions/requests should be made to the following ADRF e-mail address:

[adr@albmail.com](mailto:adr@albmail.com);

[florakalemi@yahoo.com](mailto:florakalemi@yahoo.com);

**The deadline for submission of applications is 11 April 2018, Hrs. 17:00.** 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: [adr@albmail.com](mailto:adr@albmail.com)

[www.adrf.al](http://www.adrf.al)