



This project is funded  
by the European Union



## Terms of Reference for National Consultancy

### Consultancy required on Orientation and Administration of the Index Monitoring Tool for the Preparation of the Second<sup>1</sup> Report on Monitoring the Implementation of the National Disability Action Plan from the Perspective of People with Disability and their Family Members

April 2020

<b>Service title</b>	Expertise to conduct orientation and administration of the Index Monitoring Tool for the Preparation of the Second Report on Monitoring the Implementation of the National Disability Action Plan ( NDAP ) (2016-2020) from the Perspective of People with Disability and their Family Members
<b>Location/Country</b>	Albania (Lezha, Korca, Dibra, Berat)
<b>Organization</b>	Albanian Disability Rights Foundation (ADRF), World Vision Albania and Association Defending the Rights for Persons with Disabilities (MEDPAK)
<b>Time frame duration</b>	May-September 2020 (14 working days per expert; 2 experts)
<b>Contract start date</b>	15 May 2020
<b>Deadline for submission of deliverables</b>	* Organize training and orientation to administer the Index Monitoring Tool – <b>within third week of June 2020;</b> * Organize round tables to validate the findings of the second NDAP monitoring report - <b>within first week of September 2020.</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 the European Union (EU). The

<sup>1</sup> The first monitoring report of NDAP ( 2016-2020 ) from the Perspective of People with Disability and their Family Members was launched on April 2019, as part of the implementation of the project “Increasing Civil Society Organizations’ Capacities for Mainstreaming Rights of People with Disabilities in Albania”

action is being implemented by World Vision Albania as lead organization, 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 of 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**

In the framework of Action Work package 2 “*Established mechanism for monitoring of implementation of the NDAP at local and national level and used effectively by CSOs*” are planned to be implemented the following actions:

**2.2 Build capacities of local CSOs to administer the Index<sup>2</sup> and monitor eight domains of the NDAP.** Four regional events, one in each of the areas (Lezha, Dibra, Berat and Korça) will be organized to conduct orientation and administration of the Index for the monitoring of NDAP by PWD, CSOs and DPOs. The experts hired will support in understanding the tool and validating the questions and elements of the Index with the participants in order to conduct an accurate tool administration. In addition, as per proposal, the hired experts are requested to provide information/ knowledge on NDAP, so to enable individuals (CSOs, DPOs, caregivers of PwD and PwD) to respond to the questions as accurately as possible, minimizing bias. Experts also will lead the process of orientation of data collectors as a process for validation of preliminary findings of the report by PWD, CSOs and DPOs in the four target regions of the project. Four training sessions, one in each of the areas (Lezha, Dibra, Berat and Korça), (one day each) will be organised for data collectors to be oriented how to administer the using of the Index during the process of data collection and four round tables, one in each of the areas (Lezha, Dibra, Berat and Korça), (half day each) will be organized to validate the findings of the second monitoring report of NDAP, by PWD, CSOs and DPOs.

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<sup>2</sup> **Index-monitoring tool for NDAP<sup>2</sup> implementation:** The level of implementation of NDAP will be external monitored an

Index monitoring tool based on the eight priority areas:

1. Accessibility (including physical accessibility and access to information),
2. Equality,
3. Employment and Vocational Education and Training (VET),
4. Education,
5. Social care,
6. Health care,
7. Participation in political and public life (including cultural and sports activities),
8. Promotion of collaboration, coordination, and monitoring and evaluation.

**The purpose of the Index will be three-fold:**

- (i) to be used as a tool for measuring the level of implementation of NDAP;
- (ii) to be used for monitoring purposes on behalf of the CSOs after the project ends;
- (ii) to serve as evidence to support advocacy initiatives at local and national level, based on its findings and analysis.

For this reason we are looking to engage **two experts** to work in close consultation with ADRF and project partners World Vision and MEDPAK, as followed:

- 2.2.1 Organize training and orientation of CSOs, DPOs, PwD and caregivers on NDAP and its Monitoring;
- 2.2.2 Organize training and orientation, one in each of the areas (Lezha, Dibra, Berat and Korça), (one day each) for data collectors in order to administer the using of the Index during the process of data collection;
- 2.2.3 Administer the NDAP monitoring Tool (Index approach as it is defined in the project).
- 2.2.4 Validation of the preliminary findings of the report by PWD, CSOs and DPOs in the four target regions of the project. Four round tables, one in each of the areas (Lezha, Dibra, Berat and Korça) will be organised to validate the findings of the second monitoring report of NDAP, by PWD, CSOs and DPOs.

### **Responsibilities of the Contracted Experts:**

- Build capacities of local CSOs, data collectors in 4 target areas, to administer the using of the Index, monitoring eight domains of the NDAP; Accessibility (including physical accessibility and access to information); Equality; Employment and Vocational Education and Training (VET); Education; Social care; Health care; Participation in political and public life (including cultural and sports activities) and Promotion of collaboration, coordination, and monitoring and evaluation. Four regional events will be organized in cities of Lezha, Dibra, Berat and Korça **within third week of June 2020**.
- Build capacities of data collectors in 4 target areas to administer the Index monitoring tool during the process of data collection.
- Validate the preliminary findings from the Index administration with local stakeholders through organizing 4 round tables (each in one day event) in the four target areas: Lezha, Korca, Diber and Berat **within first week of September 2020**.

### **Deliverables**

- Organize 4 (four) regional capacity building activities (one day each) in 4 target areas for local CSOs, DPOs and PwDs to orient them how to administer the Index. Prepare 4 (four) training reports, one for each regional capacity building activity organized;
- Provide 4 (four) training sessions (one day each) in 4 target areas for data collectors;
- Provide 4 (four) regional round tables (half day each) in 4 target areas to validate the preliminary findings of the second NDAP monitoring report, by local CSOs, DPOs and PwDs.
- Provide 4 (four) reports on administration, of the index monitoring tool by data collectors based on the protocol.

### **Proposal/ Documents and expert criteria required for submission:**

#### **I. 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. *Note: You must calculate in the total fee proposed, also the expenditures for the travel and accommodation for the four-project target area.*

## 2. Criteria for selection of external consultancy

- Degree in social sciences, public administration, law or similar;
- Experience in the disability field or similar, minimum of 5 years;
- Proved expertise in similar consultancy, in monitoring implementation of national plan for vulnerable groups;
- 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.
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### 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 e-mail address:

ADRF e-mail address: [adrf@albmail.com](mailto:adrf@albmail.com)

**The deadline for submission of applications is 7.05.2020 (Thursday), Hrs. 17:00.** Applications should be sent in a sealed envelope or can be sent by e-mail to the following address:

**Fondacioni Shqiptar për të Drejtat e Personave me Aftësi të Kufizuara,  
Rruga Bogdani, Nr 1. Tirane  
E-mail: [adrf@albmail.com](mailto:adrf@albmail.com)**