



This project is funded
by the European Union



Terms of Reference for consultants

Consultancy required on “Design and provide trainings on organizational development, disability mainstreaming, monitoring, networking and lobbying”

May 2018

Service title	Consultancy required on “Design and provide trainings on organizational development, disability mainstreaming, monitoring, networking and lobbying”
Location/Country	Albania (Lezha, Korca, Dibra, Berat)
Organization	Albanian Disability Rights Foundation (ADRF) in cooperation with World Vision Albania and Association Defending the Rights for Persons with Disabilities (MEDPAK)
Time frame duration	May- June 2018 & September 2018 (12 working days for development of curriculum for capacity building trainings; 24 days delivery of trainings)
Contract start date	22 May 2018
Deadline for submission of deliverables	Curricula prepared within 3rd June 2018 Trainings delivered (including report, evaluation forms) within September 2018

Background information

The 3-years action “**Increasing Civil Society Organizations’ Capacities for Mainstreaming Rights of People with Disabilities in Albania**” is financed by EU. The action under the implementation 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 of the activity of work package no 1 is “Design and provide trainings on organizational development, disability mainstreaming, monitoring, networking and lobbying”. Six days capacity building trainings will be organized for DPOs, CSOs and PwD in each of the areas Lezhe, Diber, Korce and Berat for 80 participants (20 per each area). Organizational Capacity Building - two days; Disability Mainstreaming - one day; - Lobbying and advocacy – one-day training; Participatory Budgeting and monitoring - one day training; Networking - one-day training.

For this reason we are looking experts to work in close consultation with project partners as follow:

With ADRF (as lead partner organization for this activity) to provide technical expertise on the following:

- Expert (s) to design curricula for CSOs, DPOs and PwD for Organizational Capacity Building and Disability Mainstreaming (6 working days);
- Provide trainings on the above mention topics in 4 project areas

With World Vision Albania to provide technical expertise on the following:

- Expert to design curricula for CSOs, DPOs and PwD for Lobbying and advocacy; Participatory Budgeting and Monitoring (for 3 working days)
- Provide trainings on the above mention topics in 4 project areas

With MEDPAK to provide technical expertise on the following:

- Expert to design curricula for CSOs, DPOs and PwD for Networking (for 3 working days)
- Provide trainings on the above mention topics in 4 project areas

Responsibilities of the Contracted Expert (s):

ADRF Experts will:

- Prepare Training Module/Curricula (Organizational Capacity Building and Disability Mainstreaming)
- Prepare pre/posttest for the trainings
- Collect and analyze data from pre-post tests and evaluation form¹
- Prepare training report, including analysis, results and raw data of pre-posttests and evaluation forms for the above mention topics
- Based on the training reports of other experts organizations (WV & MEDPAK) prepare the final training report for six days trainings (all topics included) in 4 areas

World Vision Expert will:

- Prepare Training Module/Curricula (for Lobbying and advocacy; Participatory Budgeting and Monitoring)
- Prepare pre/posttest for the trainings
- Collect and analyze data from pre-post tests and evaluation form

¹ Use WV template as per M&E package

- Prepare training report, including analysis, results and raw data of pre-posttests and evaluation forms for the above mention topics

MEDPAK expert will:

- Prepare Training Module/Curricula for Networking
- Prepare pre/posttest for the trainings
- Collect and analyze data from pre-post tests and evaluation form
- Prepare training report, including analysis, results and raw data of pre-posttests and evaluation forms for the above mentioned topic

Note:

1. ***World Vision and MEDPAK will have contractual relationship with respective experts only for curricula preparation (including preparation pre/posttest). While for training delivering ADRF will maintain contractual relationship for all trainings modules delivery with all experts.***
2. ***All the training modules developed by experts will be shared for consultation and approval prior to training delivery with WV Ministry Quality Department and Programme specialists for quality assurance purpose. Feedback provided is to be included/ reflected in the curricula/training modules.***

Deliverables

- Capacity building curricula and programme delivered, as per templates provided by the action in the M&E package;
- Report on the capacity building activity in the four areas, including evaluation forms and data analysis produced, as per templates provided by the action in the M&E package. Pre-post tests and evaluation forms will be conducted during the training days to measure level of knowledge gained and level of satisfaction from participants. The data will be analysed and a report inclusive of curricula, findings from the analysis on the level of gained knowledge will be delivered along with recommendations.
- Raw data of pre-post tests and evaluation forms and analysis

Proposal/ Documents and expert criteria required for submission:

1. Please submit the following documents:
 - An expression of interest for the consultancy, specifying the training topics for which they are applying
 - CV highlighting the expertise of the applicant(s) on six days trainings topics
 - The consultancy fee in total including all applicable taxes
2. Criteria
 - Degree in social sciences, public administration or similar
 - Experience working with organizations for people with disabilities will be asset
 - 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:

adrf@albmail.com;

florakalemi@yahoo.com;

The deadline for submission of applications is 18 May 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: adrf@albmail.com or florakalemi@yahoo.com;

www.adrf.al

World Vision Albania

Rr. Skenderbej, Ndertesa Gurten, Kati 2, Tirana, Albania

E-mail: Rudina_Lula@wvi.org

<https://www.wvi.org/albania>

MEDPAK

Rruga Shyqyri Ishmi, Pallati 38, Shk 1, Ap 3, 1000, Tirana, Albania

Email: nkoka@medpak.org

www.medpak.org