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## Terms of Reference for external consultant

**Consultancy required on “Conduct mapping of specialized disability services in 14 regions, and make it accessible in the web platform for PAK”**

**Month February 25<sup>th</sup>, 2021**

<b>Service title</b>	Conduct mapping of specialized disability services in 14 regions, and make it accessible in the web platform for PAK.
<b>Location/Country</b>	Albania
<b>Organization</b>	Albanian Disability Rights Foundation (ADRF), World Vision Albania
<b>Time frame duration</b>	Total of 15 days within the period of March 2021- June 2021
<b>Contract start date</b>	March 20 <sup>th</sup> , 2021 <sup>st</sup>
<b>Deadline for submission of deliverables</b>	June 15 <sup>th</sup> , 2021

### Background information

The project “Inclusive COVID-19 response for children with disabilities and their families in Albania \_“Information service and legal aid for children with disabilities and their families in Albania” is being financed by EU. The action will be implemented by World Vision as lead organization and Albanian Disability Rights Foundation (ADRF)

ADRF will use the accessible and interactive web platform on disability, the first of the kind in Albania, and update it with disability related policy and legislations, 4 explanatory toolkits and guides on disability legislation, to ensure that persons with disabilities and their family members understand the rights and benefits guaranteed by the law, in addition to that a lawyer will provide legal aid, to ensure that support and orientation is provided for different legal and administrative matters, all contributing to increased knowledge and consequently increased opportunities for access to rights and benefits. The accessible web platform on disability will be upgraded with a mapping of available services in 14 municipalities’ to ensure that families of children with disabilities are aware of and get access to those services, thus enhancing the overall social and health wellbeing through access to available services. Local networks will make sure that the web platform is accessed by children with disabilities and their families, adults with disabilities as well as disability NPOs and disability service providers. In addition to that, mapping of services will facilitate the process of identification of gaps and will lead family members and project partners to lobby and advocate for setting up the needed services to ensure independent living and social inclusion of persons with disabilities and their family members.

### Purpose of the Service

Conduct mapping of specialized disability services in 14 regions, and make it accessible in the web platform for PAK.



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## Responsibilities of the Contracted Expert (s):

- Detail the responsibilities if the third party (external consultancy)

Prepare the instrument for data collection

Consult and finalize the instrument for data collection with an IT specialist

Coordinate with WV and project partners for data collection on available services.

Coordinate with the IT specialist to include the mapping of disability services in the available web platform

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

## Deliverables

*Note: all deliverables are to be submitted in English and Albanian, unless otherwise agreed between implementing parties. Deliverables will be provided only in Albanian language*

Work-plan and draft proposed instrument (questionnaires)

Data collection

Oversight of data collection provided, data collated, draft mapping presented

## 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, 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 Albanian and 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:**



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# World Vision



- 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@albmail.com](mailto:adrf@albmail.com)**

**The deadline for submission of applications is March 15<sup>th</sup>, 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: [adrf@albmail.com](mailto:adrf@albmail.com)**