



This programme is funded by the European Union



Terms of Reference for external consultant

Consultancy required on “Legal expertise”

Month, February, 2021

Service title	Legal expertise
Location/Country	Albania
Organization	Albanian Disability rights foundation
Time frame duration	March 2021 – end of September 2021, total of 30 working days
Contract start date	March 10th, 2021st
Deadline for submission of deliverables	September 31 st , 2021st

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

- Describe the purpose of the service.

In order to provide online legal information to 400 families/ care givers of children with disabilities, ADRF Legal expert will be regularly checking the Official Legal Bulletin of the Parliament and will identify the disability specific or disability mainstreamed laws or by laws including rules and regulations. Main highlights alongside with the whole



This programme is funded
by the European Union

World Vision

document will be posted in ADRF accessible disability web platform. Alongside with that, the lawyer will prepare 4 explanatory guides for four pieces of legislation.

The Disability Web Platform is interactive, and through this project, a lawyer will be available to offer legal aid and assistance to 75 children with disabilities and their families as well as adults with disabilities and Disability NPOs on various matters, being those legal and administrative. In addition to asking and raising issues directly through direct access to the web and face book, project partners: World Vision, MEDPAK, Help the life, DSA, ANAD, Local disability networks will be raising issues on behalf of their membership/ clients. They will also informing children with disabilities and their families on the opportunities to access legal aid through the Disability Web Platform.

Responsibilities of the Contracted Expert (s):

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

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

ADRF Legal expert will be regularly checking the Official Legal Bulletin of the Parliament and will identify the disability specific or disability mainstreamed laws or by laws including rules and regulations.

Post the main highlights alongside with the whole document in ADRF accessible disability web platform

Prepare 4 explanatory guides for four pieces of legislation.

Offer legal aid and assistance to 75 children with disabilities and their families as well as adults with disabilities and Disability NPOs on various matters, being those legal and administrative.

Deliverables

- List the deliverables clearly as expected

Note: all deliverables are to be submitted in English and Albanian, unless otherwise agreed between implementing parties.

Quarterly newsletters on the recent changes in disability related policy and legislation;

4 explanatory guides for four pieces of legislation.

Legal aid and assistance to 75 children with disabilities and their families as well as adults with disabilities and Disability NPOs on various matters, being those legal and administrative.

A quarterly report on cases assisted through legal aid.

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.



This programme is funded
by the European Union



2. Criteria for selection of external consultancy

- Set the criteria for selection of external consultancy in close consultation with PM

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@albmail.com

The deadline for submission of applications is March 1st^h, 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**