Terms of Reference

**Consultancy required on:**

1. **Capacity assessment of inclusive education and integrated services practitioners (including team of specialists for the mobile unit, and community Centre for disability services, assistant teachers and psychosocial staff in schools) of Prrenjas municipality.**
2. **Capacity building training for inclusive education and integrated services practitioners (including team of specialists for the mobile unit, and community Centre for disability services, assistant teachers and psychosocial staff in schools) based on the identified needs.**
3. **Coaching of inclusive education and integrated services practitioners (including team of specialists for the mobile unit, and community Centre for disability services, assistant teachers and psychosocial staff in schools).**

**January 2023**

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| **Service title** | **Assessing, building capacities and coaching inclusive education and integrated services practitioners (including team of specialists for the mobile unit, and community Centre for disability services, assistant teachers and psychosocial staff in schools).** |
| **Location/Country** | **Albania , Prrenjas Municipality** |
| **Organization** | **World Vision Albania**  |
| **Department** | **Community Centre for Disability Services, European Union Funded project implemented by World Vision Albania in collaboration with Prrenjas municipality** |
| **Time frame duration** | **January 2023 – July 2024**  |
| **Contract start date** | **January** |
| **Deadline for submission of bids** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Background information**

World Vision International is a Christian, Community-based and Child-Focused organization working in 100 countries around the world, serving to and partnering with all people regardless of religion, race, ethnicity, capacity, background or gender. The overall strategic goal of World Vision Albania is in partnership with local communities and partners to contribute to the well-being of children. In Albania World Vision works with children, their families and communities across five Area Programs (APs) and 17 municipalities.

In its portfolio of programs, including youth, education, child protection and economic development a special focus has the implementation of special programs and project models which contribute to inclusive school environments and social inclusion of children and youth with disabilities. Such these are the setting of development spaces in mainstream schools and “Tungjatjeta… Jete”, WVA’s social program. Lately to ensure implementation of integrated services to children and youth with disabilities, World Vision Albania is implementing, in the municipality of Perrenjas, the European Union Funded Project “Community Centre for Disability Services” with its end goal “Children and youth with disabilities in Perrenjas municipality are provided with opportunities to realize their full potential. In this project framework children and youth with disabilities will have the chance to receive integrated specialized services at home, through a mobile unit “Tungjatjeta... jete”, integrated specialized service in a community Centre through another team of specialists and integrated specialized services and inclusive education practices at schools through trained mobile and community Centre units of specialists, support teachers and psycho social staff in schools. As legal basis for the project implementation will serve the Ministry of Health and Social Protection approved guidelines as of 2nd of June 2022 for Mobile Integrated Services at home for children with disabilities and their families.

The project foresees direct work with inclusive education practitioners in the Perrenjas municipality categorized in three groups, team of specialists (speech therapist, physiotherapist and psychologist), school psychosocial staff and support teachers a number of 50 in total. Initially it will be done a needs assessment in terms of capacity building, followed by delivery of three trainings and regular coaching sessions.

**Purpose of the Service**

For this reason, World Vision Albania (WVA) is looking to hire **an agency** or **pool of experts** for three specific services. The agency or pool of experts, based upon expertise, can apply for only one or the three services below:

1. Capacity assessment of 50 inclusive education professionals in Perrenjas municipality (including team of specialists for the mobile unit, and community Centre for disability services, assistant teachers and psychosocial staff in schools).
2. 3 Capacity buildings for 3 separated groups, based on identified needs of 50 inclusive education professionals in Perrenjas municipality (including team of specialists for the mobile unit, and community Centre for disability services, assistant teachers and psychosocial staff in schools). A capacity building which is not based on simply general learning principles about inclusion, but more importantly it will explore a much deeper approach for implementing specific therapies by professionals as used and administered by the International Classification of Functionality (ICF).
3. 20 coaching sessions, extended in 17 months, which will include plans and interventions with practical coaching and supervision to the mobile unit team, community Centre team of specialists and professionals in schools with main focus on applying the gained knowledge and integration of work among each other, building integrated individual development plans for every child/youth with disabilities.

**Responsibilities of the Contracted Expert/s:**

**Activity 1:**

* (i) develop a capacity assessment tool to be administered with the professionals for identification of their most emergent needs for growth taking in consideration the past investment and actions made by WVA and other local organizations the same as specific therapies as used and administered by the International Classification of Functionality.
* Define methodology and conduct assessment for 50 inclusive education practitioners in Perrenjas municipality.
* Analyze findings
* Prepare report, recommendations and conclusions on the assessment.

**Activity 2:**

* Work closely with WV Albania staff to take in consideration all past experiences and trainings delivered to the target group and have a thorough knowledge of the context and work conditions of each group of professionals.
* Design a customized capacity building plan for implementation defining methodology.
* Based on assessment findings and involved professionals past experiences prepare a training module which is not based on simply general learning principles about inclusion, but more importantly it explores a much deeper approach for implementing specific therapies by professionals as used and administered by the International Classification of Functionality (ICF).
* Delivers 3 trainings to 50 professionals divided in three groups, in a time frame of 9 months (3 trainings one per group in end of January23 February, 3 trainings one per group in May, 3 trainings one per group in September 23)
* Enrich the curriculum after the training (theoretical aspects, exercises included), include case studies with learnings from the team work specialists, support teachers, psycho social staff working towards developmental and learning objectives as well as documented learning from the collaboration and integration of work among these three groups of professionals.
* Conduct pre-post training measuring knowledge gained of professionals from the training as well as appropriateness. Analyses data and shares conclusions.
* Keeps proper back up document of the training occurred. Shares cases of success, challenges and lessons learnt.
* Prepares training overall report and conclusions.

**Activity 3**

* Prepares a coaching, supervision and support plan to professionals in the Community Centre and in the Mobile Unit, the same as support teachers and psycho social staff.
* Provides at least one coaching sessions per month, 20 in total, for the 50 professionals within the timeframe of eighteen months after the first training (from February 23 to July 24).
* Correlate coaching topics and focus with delivered training topics as per the needs defined by the assessment findings.

**Deliverables**

For the three activities above, the agency/ pool of expertise should submit:

* Assessment tool and described methodology
* Assessment findings, report and conclusions
* Training module and training plan including methodology, power point used, measurement tools (pre, post test)
* Back up documents of the activities occurred including, photos, case studies, success stories.
* Facilitation of 3 trainings for 3 groups of professionals.
* Facilitation of 20 coaching sessions.
* Submission of a final report with learning from the capacity-building event, data and recommendations for the future work with the group/ s.
* In close consultation with WVA produce and deliver the final report and curriculum. Note: Upon finalization of the curriculum, the product will be a copyright of World Vision Albania.

**Proposal/ Documents required for submission**

Please submit the following documents:

* A clear proposal document explaining methodology and approach focusing on exploring the topics under the section **responsibilities**. This document should be a descriptive framework of how the agency/ pool of experts envisions the process suggested in the ToR and division of the working days as per this ToR requisition in the excel document embedded below:
* An expression of interest for the consultancy and sharing of roles and responsibilities of the group of experts/ agency members if applying more than one individual;
* CV highlighting the expertise of the applicants on disability and inclusion, education, psychology and child development, policy framework for education/ social inclusion, expertise in academia, facilitation/ training expertise.
* The consultancy fee in total including all applicable taxes as per Financial Offer Form attached to this ToR. (**Note**: **Applicants shall calculate their own transportation means to the field and no WVA vehicle** or staff from the field will be included in this consultancy work to facilitate in trainings/ events).
* Evidence of previous works resembling specifics in the ToR.



**Technical proposal**

In this part, the applicants will describe the approach and methodology for implementing the tasks. The proposal will include a statement outlining the rationale for the number and relevant experience of the experts that will be included for the service. Team composition and distribution of tasks should be a specific section of the technical proposal.

**Financial Proposal**

The applicants should provide a detailed budget for delivering all the tasks and activities foreseen in this call. The budget should, at least, distinguish between expertize days (fee days), and miscellaneous costs related with the preparation, presentation and printing of the final report.

*\*World Vision Albania maintains the confidentiality of the offer and documentation you submit based on its strict procurement policies.*

**Criteria for evaluation of applications**

A Bidding Committee upon the following criteria will evaluate applications:

***I-Technical proposal (70%)***

*•* ***Expertise*** *and Strength of the technical proposal; (20%)*

*•****Experience.*** *Consultant with relevant professional and academic background and proven experience in disability area including assessment, coaching and training delivery. (20%)*

*•****Methodology.*** *Profound knowledge in developing and delivering training curricula as per needs. Target group oriented approaches and techniques. (15%)*

*•* ***Availability*** *and flexibility of working in the field, travelling and responding to set timeframes. (15%).*

***II-Financial Proposal (30%)***

III-*Final Evaluation and Award of Contract*

The contract will be awarded to the best technically acceptable proposal considering proposed prices.

The following formula will be used for combined technical and financial evaluation of proposals:

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 80, and

P = 20

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.

Only Bidders that have passed the pre-qualification process of Technical and Administrative proposals will be considered for financial proposal evaluation.

**Application procedure:**

Applications should be sent:

Through coupa sistem

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**Notes related to World Vision Albania Child and Adult Safeguard Policy:**

All people working for World Vision Albania and Kosovo, or visiting its programmers are obliged to sign its Child and Adult Safeguard 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&K projects must be in accompany of WVA&K’s staff.
* Do not abuse with children (sexual, emotional, psychological and physical abuse).

*\*Please note that World Vision Albania and Kosovo personnel and visitors are expected to report any suspicions of child abuse to the National Director immediately. WV 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.*