***Terms of Reference***

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| **WV Office:** | World Vision Albania and Kosovo  Kosovo Zonal Office |
| **Project:** | Kosovo Area Program  Case study document on Kids for Peace Project |
| **Date:** | March 16th, 2018 |

**Introduction**

***Background Information on World Vision***

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. World Vision started its programs in Albania and Kosovo in April of 1999 in response to Kosovo refugee crisis, working in the capital Tirana, and cities of Elbasan, Vlora and Saranda.

The overall strategic goal of World Vision Albania & Kosovo in partnership with local communities and partners is to contribute to the well-being of children.

Kosovo is a multiethnic country formed by Albanian, Serbian, Turkish, Bosnians, Croats, Roma, Ashkali and Egyptian communities. During 1999 Kosovo had a conflict between Albanian and Serbian communities which contributed in loss of life from these ethnicities and other as well, broken relationships, loss of hope and a division between mainly Albanian and Serbs. Promoting inter-ethnic reconciliation has been and still is a requirement for Kosovo in limiting potential violence and equaling opportunities for all ethnicities.

World Vision in Kosovo has been present through Kids for Peace (a peace building project) in five municipalities: Lipjan, Suhareke, Rahovec, Zubinpotok, and Mitrovice, for more than a decade bringing together children and adolescents of different ethnicities toward peace building relationships.

**Project/ Initiative Description**

Kids for Peace (KfP) was created soon after the Kosovo crisis in 2002 to bring children from different ethnic backgrounds together and teach them the importance of peace, tolerance and diversity. The program emphasized after-school clubs connected to divided schools and tried to bring youth from Albanian, Serbian, Roma, Ashkalie, and Egyptian together as a way of reducing ethnic tensions. In addition to trainings and club activities, the KfP clubs were also focused on outreach and peer awareness raising as well as promoting inter-ethnic exchanges through conferences and visits. The program began with four clubs containing less than 80 members in total and has since expanded to 16 clubs with an actual consistent membership of 202 students.

The KfP project has been marked as a highly successful initiative. In 2009, KfP received an award from World Vision International for the creative peace building efforts. In 2010, KfP received an award from the government of Kosovo for being one of the top ten NGO initiatives in the country. In addition, donor partners have indicated a strong interest in expanding the number of clubs throughout the country, particularly in the northern city of Mitrovice where inter-ethnic tensions are particularly acute.

The project has been prolonged thanks to the generosity of World Vision South Korea (WV KO) additional non- sponsorship funds (PNS), and been transformed to: *“Adolescence and Youth are peace builders and active citizens who contribute to the quality of life in Kosovo's municipalities of Lipjan, Suhareke, Mitrovica, Rahovec and Prizren”.*

Embracing a structured model such as Involvement, Motivation, Participation, Action, Community, Teen clubs (IMPACT), the project is expected within a year to improve the positive identity and future orientation of these clubs’ members by promoting:

* peace building among different ethnicities
* active citizenship model in how to improve their living communities on various aspects or areas
* contribution toward sustainability of clubs and self-independence

**Purpose of the Service**

Given the peculiarity of the context and the possibility for increasing funding sustainability toward promotion of peace building a requirement has been posed by the support office (SO) of WV KO to conduct a case study which summarizes: (i) background, (ii) process, (iii) challenges and the (iv) impact of the KfP project within more than a decade through answering the following questions:

1. What actually occurred?
2. Whether it had an impact, expected or unexpected?
3. What links exist between the KfP project and its observed impacts?

*\*Note: These are not research questions of the case study.*

**Deliverables**

The selected consultant/ consultancy is expected to produce the following deliverables according to the guidance and principles of the Evidence and Learning (E&L) unit aka Ministry Quality (MQ) of World Vision Albania and Kosovo (WVA&K), and through close coordination with the Kosovo team:

1. **Project proposal on the case study process:** 
   1. Develop the research questions/ hypothesis.
   2. Develop a design methodology for obtaining the desired document as posed in requirement. Methodology implies both sources of data primary (qualitative) and secondary (archival/ project documents).
   3. Develop the needed instruments for obtaining data, such as surveys, and question guides (for focus groups and interviews associated with notes matrixes).
   4. Develop a plan for field data collection process which includes orientation process for data gathering team.
   5. Develop an analysis framework for qualitative methods (as described above in the design methodology).
2. **Budget proposal estimated for the costs (financial prediction of costs of the process).**

The following is object of negotiation after consultant/ consultancy has been selected following procurement procedure (when signing work conditions and contract).

1. **Provide a full report of the case study:**
2. **Provide a short version** or extract that highlights: (i) background, (ii) process, (iii) challenges, and (iv) impact that KfP has had, serving to donor and other external audiences (not World Vision ones).

**Time – frame**

Nine weeks (from March 16th to May 11th 2018).

**Required/preferred experience and skills of the Service Provider**

* Expertise in qualitative research methodologies and tools (surveys, interviews, focus groups discussions) and data analysis software.
* Experience and knowledge on peace building, relationships between different ethnicities, working with children and youth, social engagement, advocacy field.
* Knowledge of models used by organizations and Non-Government Organizations (NGOs) working in the field of children empowerment in peace building.
* Ability to work in a team, delegate authority, and take instructions.
* Very good planning and time management skills.
* Excellent knowledge of English (Albanian and Serbian are preferred).
* Availability and commitment during the process.

**Responsibilities of the Contracted Expert/Organization**

*The Consultant will be responsible in:*

* Having a consulting meeting with the WVA&K representatives from MQ department and Kosovo program manager.
* Draft an action plan, specifying research methodology and timeframe.
* Prepare the methodology and tools (surveys/ interviews or focus groups) for conducting the evaluation in English (Serbian and Albanian are preferred).
* Produce a report of the data analysis process, in order to show to what extent the objectives and goals of the project were achieved.
* Record the information and any learning in terms of methodology used and/or any adaptation made.
* The hired individual or company will share the findings and work closely with the MQ designated staff.
* The hired individual or company will be required to sign WVA&K Child Protection Policy and provide criminal background records.

**Potential issues to be explored through the Service**

There are no potential issues to be explored.

Notes related to World Vision Albania and Kosovo Child Protection Policy

All people working for World Vision, or visiting its programs 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.

***Principles of child protection involve briefly but are not limited to:***

1. Treat children with respect and dignity.
2. Listen to children views and opinions.
3. 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).
4. Be sensitive to the child age and maturity, cultural background and local social and family norms and respect them.
5. Dress in culturally appropriate way.
6. Always be in the company of another adult (preferably parent/legal guardian or teacher) when meeting a child.
7. All visitors to WVA&K projects must be in accompany of WVA&K’s staff.
8. Do not abuse with children (sexual, emotional, psychological and physical abuse).

*\*Please note that World Vision Albania WV 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.*

Notes related to Ethical Principles in Evaluation and Research[[1]](#footnote-1)

All people working for World Vision, or visiting its programs are obliged to:

1. Protect participants: Appropriate measures to minimize and mitigate risks must be taken. Risk reduction measures must avoid harm to all aspects of well-being resulting from study procedures or study topics.
2. Balance between risks and benefits: Since it is not possible to eliminate all possible risks, the key is to minimize them so that the benefits of the evaluation and research outweigh any potential negative effects
3. Ensure voluntary participation: Researchers are expected to ensure voluntary participation by obtaining and documenting free and informed consent.
4. Ensure privacy and confidentiality: It is important to protect the privacy of participants and confidentiality of data and to abide by national data privacy and data protection laws. It is the responsibility of all staff involved in evaluation and research activities to protect the identities of participants throughout every stage: participant selection, data collection, data analysis and dissemination of results.

Annexes

Latest design document of the KfP project

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Plan of Action foreseen and shared with the Support Office of WV KO

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Application Procedure

The interested applicants should submit the below stated documentation:

* Updated Curriculum Vitae
* Letter of Interest
* Specific Action Plan on the number of FGDs/ Interviews, meetings, surveys, etc., needed for having the required results
* Samples of similar study reports conducted
* Financial offer specifying budget line for each activity to be conducted during this study
* If you are private business, institution or non-profitable organization, please specify the type of invoice you will provide (invoices are to be Regular bills)

They can be submitted via e-mail to [procurement\_albania@wvi.org](mailto:procurement_albania@wvi.org)

Deadline for application

The deadline for applications is **23rd of March, 2018.**

1. Ethical Principles for World Vision Evaluation and Research, September 2013 [↑](#footnote-ref-1)