**Terms of Reference**

**Consultancy required to**: ***“Preparation of the report with success stories and best practices in 10 municipalities in Albania”***

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| **Service title** | Identify and document 20 success stories and best practices on returnees’ reintegration in Albania, build during RE-IN-VEST project implementation in 10 municipalities in Albania.  Prepare the publication/report with 20 success stories and best practices, in collaboration with project team. |
| **Location/ Country** | **Albania**  ***(Belsh, Cerrik, Perrenjas, Kamza, Korca, Maliq, Kurbin, Mirdite and Vlore) and Administrative units No. 5, No. 6 and No.11 of Tirana (Bregu i Lumit).*** |
| **Organization** | **World Vision Albania** and Foundation “Spirit of Love”- Diakonia Agapes (FSoLDA) |
| **Project** | **RE-IN-VEST II** |
| **Time frame duration** | **TBD 10 – 12 working days** |
| **Contract start date** | **01 October 2022- 31 January 2023** |
| **Deadline for submission of bids** | **17 September 2022** |

**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 & Kosovo 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 16 municipalities of Albania through development programs and grant awarded projects, such as in:. Dibër, Durrës, Korçë, Maliq, Kurbin, Lezhë, Librazhd, Përrenjas, Shkodër, Tiranë, Kamëz, Belsh, Cërrik, Mirditë, Vlorë,.

World Vision Albania (WVA) and Foundation “Spirit of Love”- Diakonia Agapes (FSoLDA), committed themselves to continue the work started on the previous project “**Returnees reintegrate and reinvest within country” (REINVEST 1),** part of BMZ-Program “Returning to New Opportunities”. Their efforts for the next 12 months will be concentrated in contributing to “***Increased income through socio-economic empowerment for returnees” in 10 Municipalities of Albania (Belsh, Cerrik, Perrenjas, Kamza, Korca, Maliq, Kurbin, Mirdite, Vlore and Tirana).***

**Purpose of the Service**

The project enfolds three milestones heading toward the project goal:

***Milestone 1:*** Local level stakeholders are engaged in economic integration of returnees

***Milestone 2:*** Returnees have access to specialized psychosocial support

***Milestone 3:*** Returnees have access to employment, or self-employment opportunities

The service required contributes to the milestone 1. WVA has supported local partner institutions in 10 municipalities to build their capacities through sustainable networking and share successful models developed in frame of RE-IN-VEST.

Project measures implemented are focused on children and youth support on activism and inclusion, parents support to raise capacities and develop their potentials for families’ empowerment. It has supported returnees and their families to be integrated in communities they live.

Positive experiences are developed from returnees in each project implementation area.

Identification and documentation of these returnees/families, as successful approach for socio-economic integration of returnees and most vulnerable families in project implementation area will be prepared, aimed to promote these models for other returnees and vulnerable families in Albania.

For this reason, World Vision Albania (WVA) is looking for an agency or expert/ team of experts to identify and document 20 success stories, best practices on returnees’ reintegration in Albania, build during RE-IN-VEST project implementation in 10 municipalities in Albania; and to prepare the publication/report with 20 success stories and best practices, in collaboration with project team.

**Responsibilities of the Contracted Experts:**

The selected agency or consultant will be responsible to:

* Provide the plan of the process: Develop objectives; Develop tasks to meet those objectives; Determine resources needed to implement tasks; Create a timeline; Determine tracking and assessment **method**; Finalize **plan** & final product of 20 success stories in the framework of RE-IN-VEST project in Belsh, Cerrik, Perrenjas, Kamza, Korca, Maliq, Kurbin, Mirdite and Vlore and Tirana.
* Support the staff to identify the success stories developed during RE-IN-VEST implementation.
* Finalize the report (or the communication product as previously agreed with World Vision Albania); content & design in soft and hard copy.
* Keep regular and effective contact with WVA staff.

**Deliverables**

The selected agency or expert is expected to produce the following deliverables:

1. Design methodology of the assessment which will include:
   1. Methods
   2. Criteria for selection of successful reintegration cases.
   3. Data Collection Tools (questionnaires and/or interviews) and desk review
   4. Timeline of the events
   5. Data Analyses
2. Draft report/document with success stories

**Proposal/ Documents required for submission**

Please submit the following documents:

* A clear proposal document explaining methodology, approach, focusing on how the agency/ expert envisions the process suggested in the ToR and division of the working days.
* An expression of interest for the consultancy and sharing of roles and responsibilities of the group of experts if and agency is applying/ expert;
* CV highlighting the expertise of the applicants on preparation of success stories in a consolidated document.
* The consultancy fee (financial offer) in total including all applicable taxes. (**Note**: **Applicants shall calculate their own transportation means to the field and no WVA vehicle will be included in this consultancy work**).
* Must be cleared of legal disputes that ended in Court in the past three years. (e –Albania)

(Deshmia e penalitetit)

* Sign the Supplier Code of Conduct.
* References and/ or sample of similar works

If you are a registered company / organization / agency, please also provide:

* Tax Registration number (NIPT)
* Updated Extract generated from the National Registration Centre (QKR)
* Provide last two years of audited financial statements or tax filing, or similar documents

***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%)***

* Technical and scientific quality of the proposal (25 %)
* Project management, work plan, methodology, milestones, budget (15%)
* The time-length to deliver the research (10%)
* Quality of the working team (20%)

***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.

**Deadline for receipt of applications:**

**17 August 2022**

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

All people working for World Vision Albania and Kosovo, or visiting its programs 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.*