

Terms of Reference

**Expert required on:**

1. **Conduct needs assessment of 10 local CSOs with specific consideration to gender related issues and gender mainstreaming. The needs assessment is fundamental to evaluate the needs and identify the areas for improvement, in particular for gender mainstreaming. A total of 10 CSOs will be targeted through this activity. The gathered information will inform development of a curricula/training material for CSOs.**
2. **Develop and deliver tailored training programs for 10 CSOs on gender related areas to strengthen their capacities in mainstreaming gender throughout their program and interventions, project management, and service delivery.**

**June 2024**

|  |  |
| --- | --- |
| **Service title** | **Conduct needs assessment & Develop and deliver training program to 10CSOs with basis to gender mainstreaming.**  |
| **Location/Country** | **Albania**  |
| **Organization** | **World Vision Albania**  |
| **Department** | **World Vision Albania Grants Portfolio; RISE HER, (Revitalize Independence and Solid Empowerment for Her) EU Funded project.**  |
| **Time frame duration** | **July 2024-December 2024** |
| **Contract start date** | **20 July 2024** |
| **Deadline for submission of bids** | **15 July 2024** |

**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 23 municipalities.

In its portfolio of programs including youth, education, child protection and economic development a crucial part of the interventions is grant funded and interlink responsiveness to the needs and constrains that impede Albanian society to grow and develop an enabling environment for the people to thrive and live as per Global Sustainable Development Goals. European Union strategies, Central Government Agendas, Local Government Social Plans, Women’s Forum Elbasan and World Vision Albania goals correspond to the need for interventions which through the implemented activities minimize gender based violence and prepare a community which is enabled to prevent and respond. Much to the benefit of the project, WVA has already extensive experience in building and strengthening capacities of system actors and Local NGOs.

RISE HER (Revitalize Independence and Solid Empowerment for Her) project has its main goal; Strengthen CSOs' capacity to join efforts for addressing gender inequalities especially GBV, and creating sustainable solutions with a lasting impact on the lives of the vulnerable community. A goal which will be achieved through the implementation of a series of activities including education materials and training to youth, men and boys, professionals, direct support to actual victims of violence, economic empowerment of women etc. A crucial aspect to achieving projects goal will be strengthening of Civil Society Organizations through assessing their needs and based on the findings train and prepare them to better engage and respond to gender based issues. There are two activities to be developed as described under this terms of reference purpose, which require involvement of the expert or studio of experts.

**Purpose of the Service**

World Vision Albania (WVA) is looking to hire an expert or studio of experts for two specific objectives/services. The expert or studio of experts, based upon expertise, can apply for only one or the two services below:

1. Conduct a needs assessment of 10 local CSOs with specific consideration to gender related issues and gender mainstreaming. The needs assessment should be fundamental to evaluate the needs and identify the areas for improvement, in particular for gender mainstreaming. A total of 10 CSOs will be targeted through this activity. The gathered information will inform development of a curricula/training material for CSOs.
2. Develop and deliver a tailored training program for 10 CSOs on gender related areas to strengthen their capacities in mainstreaming gender throughout their program and intervention, project management, and service delivery. The tailored training program will be developed after assessing CSOs needs. It will be delivered to CSOs in the form of three training days.

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

**Activity 1:**

* Develop needs assessment tools, methodology and the approach to follow with the 10 targeted CSOs.
* Evaluate the needs and identify the areas for improvement, in particular for gender mainstreaming into individual and common CSO-s programs and interventions.
* Assess readiness and gaps of CSO-s know how in regard to developing gender based programs and take action as a part of sub grantee schemes.
* Administer assessment and evaluation process with the 10 targeted CSOs.
* Analyze findings
* Prepare report, recommendations and conclusions on the assessment.
* Do all the above activities in a timeframe of three months (July- September 24)

**Activity 2:**

* Collaborate closely with WVA staff to integrate and built on previous knowledge and practices.
* Develop a training program with basis on needs assessment findings, a program which will address CSO-s needs and constrains on gender related areas and strengthen their capacities in mainstreaming gender throughout their program and intervention, project management, and service delivery.
* Design a customized capacity building plan for implementation defining methodology.
* Deliver a three days training to the 10 targeted CSOs as per the capacity building plan and training program developed above. The timeframe will be two months (October November 24).
* Enrich the training program after the training (theoretical aspects, exercises included), and submit it to World Vision Albania as the sole owner entitled to use this intellectual property. Involve this fact in writing as a disclaimer.
* Conduct pre-post training measuring knowledge gained of trainees from the training as well as appropriateness. Analyze data and share conclusions.
* Keeps proper back up document of the training occurred (photos, participation lists, agendas, facilitation guides). Shares cases of success, challenges and lessons learnt.
* Prepare and submit training overall report and conclusions.
* Participate reflection meetings and bring lessons learns.
* Complete with all the above activities in a two-month timeframe (October, November 2024). Be ready for a 10-day intensive involvement (5 days preparations, 3 days training delivery and 2 days reports and conclusions).

**Deliverables**

 **Activity one**

*For the first activity the expert/studio of experts should submit:*

* Assessment tools and described methodology.
* Assessment findings, report and conclusions
* Back up documents of the activities occurred including, photos, lists of participants, tools used (questionnaires, workshop facilitation guides and agendas, meeting minutes), any success stories or highlights for publication.

**Activity two**

* *For the second activity the expert/studio of experts should submit:*
* The developed training program disclaiming ownership of World Vision.
* The customized capacity building plan as a full package including methodology, power point used, measurement tools (pre-posttests).
* Physical facilitation of the training program (3 days training delivery for 10 CSOs in Elbasan).
* Back up documents of the activities occurred including, photos, lists of participants, tools used (questionnaires, workshop facilitation guides and agendas, meeting minutes), any success stories or highlights for publication.
* Final report with learning from the capacity building events, data and recommendations for the future work with this target group.
* In close consultation with WVA produce and deliver the final report and curriculum for CSOs training. 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 expert/ studio of experts envisions the process suggested in the Tore and division of the working days as per this ToR requisition in the excel document embedded below:
* An expression of interest for the expertise 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 assessment processes, preparing and delivering training programs on gender related areas. Illustrated examples will be of much value.
* 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 needs assessment, development of training programs on gender related areas, and training delivery (15%)*

*•****Methodology.*** *Profound knowledge in developing assessment processes, in developing and delivering training curricula as per needs. Target group oriented approaches and techniques. (20%)*

*•* ***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.

**Deadline for receipt of applications:**

Only Questions/requests should be made by latest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the following e-mail address: vangjel\_kojku@wvi,org

**Application procedure:**

Applications should be sent:

by e-mail, named “TOR NO-???FY 24 – Conduct needs assessment & Develop and deliver training program to 10CSOs with basis to gender mainstreaming.

to the following e-mail address: procurement\_albania@wvi.org, within **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes related to World Vision Albania & Kosovo 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.*