

Terms of Reference

**Expert required on:**

**Develop a mentorship program for men and boys to promote gender equality, deliver to men and boys’ education and awareness sessions to understand the concepts of gender-based violence (GBV), its different forms, and the harm it causes.**

**Develop an action plan with the group to prevent and respond to gender inequality and GBV in the community**

**June 2024**

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| **Service title** | **Develop a mentorship program for men and boys to promote gender equality and deliver to men and boys’ education and awareness sessions to understand the concepts of gender-based violence (GBV), its different forms, and the harm it causes.****Develop an action plan with the group to prevent and respond to gender inequality and GBV in the community.**  |
| **Location/Country** | **Elbasan District (7 Municipalities)** |
| **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** | **October 2024- April 2025** |
| **Contract start date** | **July 2024** |
| **Deadline for submission of bids** | **23 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 including local NGOs and informal community groups.

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 is a mentorship program for men and boys to promote gender equality. The aim of the activity is to provide a space for sensitization of men and boys challenging views about masculinity and gender. Men and boys will receive education and awareness sessions to understand the concepts of gender-based violence (GBV), its different forms, and the harm it causes. 40 men and boys from targeted municipalities will be involved in face to face and online mentoring sessions.

Additionally, to that in order to prevent and respond to gender inequality and GBV in the community it is necessary to be developed an action plan with the groups for 7 municipalities. The activity aims that CGSs act on the knowledge they received through the training sessions and intermediate meetings carried out under this action. To ensure the effective utilization of CGSs, mechanisms for coordination and supervision will be established. These mechanisms will facilitate collaboration between CGSs and LGUs, as well as with the ETN structures, maximizing their impact. Community initiatives, awareness-raising activities and meetings will be part of the outreach work under this activity, in synergy with the other existing initiative in the communities, as well as with other activities in the framework of this project. WVA and WFE will provide their experience working with community members and joint community initiatives.

**Purpose of the Service**

World Vision Albania (WVA) is looking to hire an expert or studio of experts to develop a mentorship program for men and boys to promote gender equality. The aim of the activity is to provide a space for sensitization of men and boys challenging views about masculinity and gender. Men and boys will receive education and awareness sessions to understand the concepts of gender-based violence (GBV), its different forms, and the harm it causes. Awareness activities will help men and boys challenge misconceptions and stereotypes, while developing empathy and sensitivity

After the mentorship program design the expert will deliver face to face and online mentoring sessions with 40 men and boys from targeted municipalities, in order that to understand the concepts of gender-based violence (GBV), its different forms, and the harm it causes. These mentoring sessions will help men and boys challenge misconceptions and stereotypes, while developing empathy and sensitivity.

The expert will give his experience and mentoring in developing an action plan with the groups of 7 municipalities in order that they can prevent and respond to gender inequality and GBV in the community.

He/she will organize the mentorship program,4 F2F sessions and 2 online sessions and also will draft the action plans for 7 municipalities. He/she will need 6 working days to prepare all the materials for the mentorship program, 7 days of mentoring, 13 days for drafting the action plan and 4 days for reporting purposes during the timeframe of October 2024 - January 2025 and February - April 2025

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

**Activity 1:**

* Collaborate closely with WVA staff to integrate and built on previous knowledge and practices.
* Develop a mentorship program to promote gender equality, sensitization of men and boys challenging views about masculinity and gender, with the purpose of understanding the concepts of gender-based violence (GBV), its different forms, and the harm it causes.
* Design a customized mentorship program plan for implementation defining methodology.

**Activity 2**

* Deliver education and awareness sessions for 40 men and boys, during 7 days of mentoring, in order to understand the concepts of gender-based violence (GBV), its different forms, and the harm it causes.
* Enrich the mentoring 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 mentoring sessions overall report and conclusions.
* Participate reflection meetings and bring lessons learns.

**Activity 3**

* Collaborate closely with WVA staff to integrate and built on previous knowledge and practices.
* Meetings with the CGSs in order to have a feedback about the knowledge that they have received through the Establishment of mechanism for coordination and supervision training sessions.
* Develop an action plan with the group to prevent and respond to gender inequality and GBV in the community, to ensure the effective utilization of CGSs, mechanisms for coordination and supervision will be established. These mechanisms will facilitate collaboration between CGSs and LGUs, as well as with the ETN structures, maximizing their impact.
* 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 mentoring sessions overall report and conclusions.
* Participate reflection meetings and bring lessons learns.

He/she will need 6 working days to prepare all the materials for the mentorship program, 7 days of mentoring, 13 days for drafting the action plan and 4 days for reporting purposes during the timeframe of October 2024 - January 2025 and February - April 2025

**Deliverables**

* The developed mentoring 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 mentoring program (4 days of mentoring).
* 2 online sessions facilitations of the mentoring program.
* Action plan developed with the groups for 7 municipalities, in order that they can prevent and respond to gender inequality and GBV in the community
* 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 mentoring sessions, data and recommendations for the future work with this target group. A plan of action drafted.
* In close consultation with WVA produce and deliver the final report and curriculum for the mentoring and action plan. 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 ToRs 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 mentoring programs. 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 expertise 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 gender-based violence field, development of training programs and training delivery (15%)*

*•****Methodology.*** *Profound knowledge 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 15th of July to the following e-mail address: vangjel\_kojku@wvi.org

**Application procedure:**

Applications should be submitted only in COUPA platform.

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**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 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 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.*