

**Terms of Reference for:**

Service required on providing expertise in:

1. **CVA - Assess legal framework, actors in place and opportunities for impact, using Citizen Voice and Action (CVA) for Climate Action Environmental Management in Kamez and Durres Municipalities.**
2. **CVA build and deliver Training and tools for youth engagement based on (findings of activities 1). Create and provide training and build youth friendly interpretation and tools so for CVA facilitators and youth engagement to use in Citizen Voice and Action (CVA) for Climate Action Environmental Management in Kamez and Durres Municipalities.**
3. **Provide WVA staff awareness training on sustainable management and protection of biodiversity and environment in Albania.**

**July 2024**

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| **Service title** | **CVA for environment development support- Identify opportunities and actions for impact from citizens (CVA) for climate actions Environmental Management in Kamez and Durres Municipalities including training and youth tool development.** **Build capacities of WVA staff on biodiversity and environment preservation and protection in Albania.** |
| **Location/Country** | **Albania** |
| **Organization** | **World Vision Albania**  |
| **Projects** | **Children and Adolescents, CVA Environment pilot project**  |
| **Time frame duration** | 1. **16July – 20 August**
2. **16 July-10 September**
 |
| **Contract start date** | **July 2024** |
| **Deadline for submission of bids** | **July 2024** |

**Background information**

World Vision International focus is on helping the most vulnerable children overcome poverty and experience fullness of life. We help children of all backgrounds, even in the most dangerous places, inspired by our Christian faith. Guided by more than 70 years of experience and expertise, our more than 37,000 staff employ proven, effective development and relief practices to empower communities to become self-sufficient and bring real, lasting change. We are driven by our desire to ensure that every girl and boy has what they need to grow in mind, body, and spirit. As a leading global partner, we labour alongside supporters, stakeholders, families, and communities to transform lives and bring hope.

World Vision Albania (WVA) work started after Kosovo humanitarian crisis in 1999. The first Area Development Program (ADP) was established in Albania in 2001. Throughout 2022, World Vision Albania was actively involved in 18 different Albanian municipalities. Collaborating with a network of 86 nationwide partners, WVA's initiatives positively impacted 34,455 children via its diverse programming.[[1]](#footnote-2)

The Youth Program is based on the implementation of the IMPACT project model, which empowers adolescents during their transition to adulthood. IMPACT is an integrated approach that fosters youth engagement by empowering them with competencies, positive values ​​and community self-confidence. Through the Youth program, WVA prepares young people to be active in the social and economic life of the country. This expertise is component of the project designed for implementation in Durresi and Kamza Municipalities, focused on youth voice for advocacy on decision making and impact in environment protection and climate change. Finaly, this project will contribute to increases the environmental mitigation or adaptation actions at the community level, by improving the efficiency of ESCA related services and practices and a national/subnational level.

**Purpose of the Service**

For this reason, World Vision Albania (WVA) is looking for an expert or team of experts to access the situation in Durres and Kamza municipalities related to the environment protection and climate change, and also citizens voice and action to mitigate negative trends impact. Building WVA staff capacities to support children, adolescents and institutions, will contribute on better and sustainable impact in this regard.

**Responsibilities of the Contracted Experts:**

1. **CVA - Assess legal framework, actors in place and opportunities for impact, using Citizen Voice and Action (CVA) for Climate Action Environmental Management in Kamez and Durres Municipalities.**

**See annex (A)**

*Note – The consultant(s) are expected to coordinate with WV Albania project leads to ensure that Key interviews and meetings are accompanied by WV Albania Project managers to cocreate relevant relationships and enable the project’s success.*

* 1. With the WVi prioritise and agree environmental concerns not relevant to the population of youth in Urban Tirana.
	2. The identification and analytic review of policies, regulations, plans and municipal service standards, the relevant stakeholders and institutions engaged in climate change and environment management in Albania, with special focus selected municipalities. Identify policy gaps/barriers. The policy and service review must
		1. Identify where international or national policy has failed to be interpreted at a municipal level.
		2. Identify municipal services and regulation processes and standards
		3. Evaluate the extent to which municipal regulations and services standards are met and the reasons for any deficit in standards is to be explored with the municipality or local service authority.
		4. Identifying capacity/services gaps (technical or financial) at a municipality level and opportunities for collaboration between Local Government authority and CVA teams
		5. Make clear where regulation and service authority lies, for standards and service provision at the community level.
	3. Map the stakeholders in national, regional and municipal and local level, their engagement and responsibility analysis, their actions implemented and under implementation in both communities, capacities and the expertise they own in this regard. Include in stakeholder maps already existing networks/NGOs/campaigns/lobby groups in the environmental space in the relevant communities
	4. Map opportunities and impacts at the individual or community level, for each environmental impact area of concerns:
		1. Map community/individual level hazards (health concerns, dignity, human rights concerns, .
		2. Map activities that communities and individuals can engage with to directly mitigate environmental and social impacts;
		3. Map relevant service level monitoring innovations
		4. Map options for advocacy actions.
1. **CVA build and deliver Training and tools for youth engagement based on (findings of activities 1). Create and provide training and build youth friendly interpretation and tools so for CVA facilitators and youth engagement to use in Citizen Voice and Action (CVA) for Climate Action Environmental Management in Kamez and Durres Municipalities.**

*Note – Coordination with WV Albania CVA experts on the project model and design of youth and community materials will be required for optimum value .*

* 1. Development of Youth friendly tools and materials that shares and aligns with the findings of the report (1) in a set of easily digestible and actionable processes. This should cover all aspects of the report helping youth to :
		1. Understand regulation and policy for different environmental concerns
		2. Understand power and authority leverage points for different environmental concerns
		3. Understand and select appropriate community actions, advocacy actions and monitoring actions available to them.
		4. Facilitate decision making and strategizing
		5. Build community action, advocacy action and monitoring actions plan.
	2. Develop a Training for CVA for Env practitioners and youth
		1. The findings of the report and identifying any specific insights as well as the generalised findings.
		2. Instruction on how the report related to the CVA tools (audience CVA facilitators)
		3. Introduction of New CVA tools for Environment (2.1.1- 2.1.5)
		4. How to facilitate new |CVA for Env and the tools with youth.
		5. Ecosystems and human interactions - Pressure State response or DPSIR.
		6. Albania environmental policy and regulatory instruments and frameworks.
		7. Community Environmental Actions and best practices for (Urban environments)
	3. Deliver Training to WVi CVA staff and volunteers
		1. Training for WVA staff (three – four days training), with materials prepared.
1. **Provide WVA staff awareness training on sustainable management and protection of biodiversity and environment in Albania.**
	1. Preparation of 4 training modules that cover the following critical topic areas: , training tools and support materials:
		1. Categories of ecosystems in Albania;
		2. Interactions in ecosystems and human-interest management;
		3. Environment degradation and contamination;
		4. Environment preservation and protection.
	2. Deliver 4 days of trainings (2 days for environment management and protection, and also 2 training days for services in ecosystems, biodiversity management and protection.
	3. Provide institutional certificates for WVA staff, participants in the training.

**Deliverables**

In regard to the responsibilities above, the expert should submit by the end of the consultancy:

1. The final report assessment with detailed analyze and findings for each of the components:
	1. A completed checklist that reviews whether national government laws and policies describe and analyse climate change and environment management in Albania (mostly Durres and Kamez). A summary of findings in accordance with the specific template provided, noting gaps in policy and other key conclusions.
	2. A detailed list of stakeholders in national, regional and local level, their engagement and responsibility analysis, opportunities for partnerships and synergy for impact.
	3. For Stakeholder map include a power map at the municipal or service authority level of formal and informal power holders and influencers.
	4. Community understanding and actions, community practices with impact on climate change and environment management, the impact of policies in community life and wellbeing.
2. Training materials for each of the components analysed in the report.
3. Training for WVA staff (three/four days training), with materials prepared.
4. Training materials and tools for CVA Youth engagement
5. Final report for the activities as per the service contract with WVA.

Each of the deliverables for the study (1 to 4) will be closely consulted with WVA staff from the design to the final draft participant tools should be tested on youth for ease of use and interpretation before completion.

2.1 Training modules for 4 topics described above

2.2 Program and agenda for 4 training days

2.3 Final report for trainings delivered

2.4 Institutional certificates for participants

**Proposal/ Documents required for submission**

Please submit the following documents:

* A clear project proposal and framework for assessment of contexts in regards to citizens participation and impact on climate change and environment protection in Albania, with special focus on Kamez and Durres Municipalities. Staff training activities also included.
* An expression of interest for the consultancy and sharing of roles and responsibilities of the group of expert/s members if applying more than one individual;
* CV highlighting the expertise of the applicants about soft skills trainings for employability, direct work with children and adolescents, previous expertise in trainings with youth; etc
* A self-declaration regarding conflict of interest (stating that the expert/s has no conflict of interest from its employer etc while delivering this consultancy);
* 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 and no WVA vehicle will be included in this consultancy**).
* Evidence of previous works resembling specifics in the ToR.
* 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

**General administrative information**:

***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.*

## 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

**Selection process**

The proposals received will be evaluated according to the following criteria:

* Technical expertise as required in the ToR in the CV/s submitted (25 %)
* Service provision framework submitted as in the ToR described 15 %)
* The time-length to deliver the service (15%)
* Quality and previous evidenced experience of working with communities on climate change and environment management in Albania etc (15%)

**Deadline for receipt of applications: July 2024**

Questions/requests should be made by latest July 11th, 2024 to the following e-mail address: vangjel\_kojku@wvi.org

**Application procedure:**

The application documents should be submitted in the ProVision system. WVA team will provide you the information how to access the Provision and upload the documents.

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

All people working for World Vision Albania, or visiting its programmes 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’s staff.
* Do not abuse with children (sexual, emotional, psychological and physical abuse).

*\*Please note that World Vision Albania 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 behaviour with a child, even if a child is acting seductively.*

**Annex 1 CVA**

**Mapping policy to regulation**

* **Environmental concern (e.g. Air quality)**
* **International commitments**
* **National Policy**
* **National Plans**
* **National Regulations**
* **Subnational regulations and plans and investment commitments.**
* **Municipal or regulatory authorities instruments and actions.**
* **Regulatory Monitoring practices and service indicators**
* **Identifying capacity/service gaps at a municipality or service authority level and opportunities for collaboration**
* **Community services standards and expectations – (Including community related behaviours)**
* **Individual rights - Human rights approach**
* **Direct - Community Action options (In our own hands)**
* **Advocacy and indirect Community action options**
* **Community Service & compliance monitoring options & tools**
* **Stakeholder map including citizen groups, institutions, CBOs NGOs private sector and medial etc**
* **Power and influence map**
1. <https://worldvision.al/raporti-vjetor-2023-world-vision-albania/> [↑](#footnote-ref-2)