

Terms of Reference (ToR) for Preparing Guidelines for a Disability-Inclusive Vocational Education and Training (VET) System

Service title	
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF)
Time frame duration	40 days within the period of April 2025 - July 2025
Contract start date	April 25 th , 2025
Deadline for submission of deliverables	25.07.2025

Background information

EU for Labor Market Inclusion (EU4LMI) a program funded by the European Union (EU) implemented by United Nations Development Programme (UNDP) Swedish Public Employment Office (Arbetsförmedlingen), and the Albanian Disability Rights Foundation (ADRF) in partnership with the National Employment and Skills Agency (NAES) aims to enhance the partnership of NAES with municipalities, to establish and deliver inclusive and integrated employment, skills development for vulnerable groups, in collaboration with labour market actors. It leverages the role of NAES as a catalyst of the labour market to increase the employability levels of vulnerable jobseekers. It aims to foster sustainability and transfer of the on-going interventions and strengthen results achieved so far, reflecting on lessons learnt.

The action employs a three-folded approach to reinforce integrated pathways for labor market inclusion for the target groups.

Firstly, it focuses on building the capacities of various local labor market actors, including employment counsellors, municipal social workers, technical staff of state social services, teachers, directors of VET providers, employers, and civil society organizations. Training on specific tools, such as career and vocational guidance, counselling, and rehabilitation, aims to enhance the capacities of local level actors and institute trainers who will be responsible to train other peers. In addition, to foster integrated solutions to service provision, the action establishes Communities of Practice, facilitated by extensive experience and expertise of UNDP, Arbetsförmedlingen, and ADRF in this field. Considering the relatively complex composition of project stakeholders, the project management will set up a clear list of all actors at the local level and stipulate standardized and regular flow of internal information.

Secondly, the action directly implements financial assistance to third parties in three programmes: intensive counselling for employment, basic skills training, and supported employment for PwDs. These programs were designed based on ongoing collaboration between UNDP, MoFE, and NAES. The Intensive Counselling for Employment has been piloted in the Elbasan region and is ready for scaling up. The basic skills training program was developed under the SCUL project, informed by the Minilamp study conducted by UNDP and UNESCO in 2022. Programs for supported employment and skills development for PwD will be jointly drafted by the three partners, utilizing experience from UNDP's catalytic facility that helped establish the Social Employment Fund in the Albanian legal framework. A dedicated web portal will also ensure full transparency of the actions direct results.

Thirdly, the action introduces soft infrastructural improvements in employment offices to replicate best practices developed by ADRF in municipalities where PwD live. Additionally, direct engagement with PwD and employers aims to improve understanding of active living and create favorable conditions for labor market integration.

Purpose of the Service

Ensuring inclusive education and vocational training for persons with disabilities is essential to promoting equal opportunities and social inclusion. The development of comprehensive guidelines for a disability-inclusive Vocational Education and Training (VET) system aims to enhance accessibility, participation, and outcomes for students with disabilities.

ADRF is seeking to employ an expert for preparing guidelines for a disability-inclusive Vocational Education and Training (VET) System.

(i) Objectives The objective of this assignment is to develop a set of guidelines that will facilitate the full inclusion of students with disabilities in the VET system by addressing critical aspects such as early information provision, assessment processes, individualized planning, learning methods, accessibility measures, and career guidance.

(ii) Structure of the Guidelines The guidelines will be structured as follows to ensure clarity, usability, and practical implementation:

- 1. Introduction**
 - Purpose and scope of the guidelines.
 - Legal and policy framework for disability inclusion in VET.
 - International and national obligations regarding the rights for an inclusive VET system.
- 2. Early Information for Students with Disabilities**
 - Methods for disseminating accessible information to students and families.
 - Role of schools, NGOs, and government agencies in providing guidance.
 - Digital platforms, brochures, and outreach programs.
- 3. Activity and Participation Assessment for Entering the VET System**
 - Framework for evaluating functional abilities and individual needs.
 - Tools and methodologies for conducting assessments.
 - Collaboration with medical professionals, educators, and disability specialists.
- 4. Preparing Individual Plans**
 - Development of Individualized Learning and Support Plans (ILSPs).
 - Inclusion of reasonable accommodations, learning preferences, and career aspirations.
 - Monitoring and evaluation mechanisms for updating plans.
- 5. Reasonable Adjustments**
 - Defining reasonable adjustments in VET institutions.
 - Modifications to curriculum, teaching methods, and physical infrastructure.
 - Legal obligations and best practices.
- 6. Accessible Learning Methods**
 - Universal Design for Learning (UDL) principles.
 - Use of assistive technology and alternative teaching strategies.
 - Case studies of inclusive VET programs.
- 7. Accessible Exams**
 - Ensuring alternative assessment methods such as oral exams, extra time, and digital adaptations.

- Use of sign language interpreters, screen readers, and physical assistance.
- Compliance with accessibility standards.
- 8. **Career Guidance and Relationships with the Labour Market**
 - Providing tailored career counseling and job placement support.
 - Partnerships between VET institutions, employers, and employment services.
 - Promoting inclusive hiring practices and workplace adjustments.
- 9. **Disability Rights Training**
 - Training modules for VET staff, students, and employers.
 - Awareness of anti-discrimination policies and legal protections, including free legal aid.
 - Strategies to foster an inclusive and supportive learning environment.

(iii) Methodology The consultant(s) will undertake the following tasks to develop the guidelines:

- Conduct a literature review on international best practices and legal frameworks related to disability-inclusive education and VET.
- Engage in consultations with key stakeholders, including VET institutions, disability advocacy groups, government agencies, and students with disabilities.
- Develop draft guidelines incorporating stakeholder feedback.
- Propose an implementation and capacity development plan.

(iv) Deliverables

- Inception report with a detailed work plan and methodology.
- Draft guidelines for stakeholder review.
- Finalized disability-inclusive VET guidelines.
- Draft implementation and development plan.

(v) Timeline The assignment is expected to be completed within **3 months**, with key milestones as follows:

- Month 1: Inception report and work plan.
- Month 2-3: Stakeholder consultations and draft preparation.
- Month 4: Presentation, feedback and finalizing the report.

(vi) Required Expertise The consultant should have:

- Degree in Law, Economics, Social Policy, Health, or a related field.
- Expertise in disability field.
- Experience in policy development and stakeholder engagement.
- Knowledge of national and international disability legal and policy framework.

(vii) Reporting and Coordination The consultant will report to **ADRF** and work in close collaboration with AKPA, UNDP, Arbetförmedlingen, disability groups.

(viii) Application Process

Interested candidates should submit:

- ✓ A detailed CV highlighting relevant experience.
- ✓ A brief proposal outlining their approach to developing the guidelines.
- ✓ A financial proposal including consultancy fees.

Applications should be sent to ADRF, by e-mail at infor@adr.f.al; or hand delivery by 20th of April 2025.