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Terms of Reference for external consultant

Consultancy required on “Review/upgrade the instruments to make the professional and work related assessment of persons with disabilities and prepare guidelines on their usage. Review/upgrade the supported employment program for persons with disabilities and prepare all the guidelines necessary for mainstreaming it in the system. ”

Service title	Review/upgrade the instruments to make the professional and work related assessment of persons with disabilities and prepare guidelines on their usage. Review/upgrade the supported employment program for persons with disabilities and prepare all the guidelines necessary for mainstreaming it in the system.
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF), National Agency on Employment and Skills
Time frame duration	Total of 20 days, within the period of June 2022 – September 2022
Contract start date	June 1st, 2022
Deadline for submission of deliverables	September 20th, 2022

Background information

Albanian Disability Rights Foundation & National Agency for Employment and Skills together with the Municipality of Tirana are implementing the project “Advance Social and Labour Inclusion of Persons with Disabilities”, that will be run for 26 months through the financial support of the European Union in Albania. The project aims to strengthen capacity at national, regional and municipal levels to effectively support access of citizens with disabilities in inclusive social and labour programmes and services. This will be achieved through building a strategic and operational partnership between municipalities, public and non-public agencies to learn, advance and embed an innovative practice of supported employment service, contributing to social and labour inclusion for persons with disabilities. Through project interventions, necessary mechanisms, infrastructure, material and human resources are created/strengthened and adopted by municipality of Tirana, NESAs and its regional and local offices and ADRF, to improve the PES to serve persons with disabilities and to embed in the system the innovative practice of Supported Employment Service for persons with disability, through transferred experience/expertise of ADRF; The innovative practice of Supported Employment for Persons with Disabilities piloted by ADRF will benefit round 180 job seeking persons with disabilities; Standards of the service are adopted and supportive public and private nets and mechanisms effectively used to ensure its effectiveness and sustainability; A communication platform, including an e-platform created to share and transfer the experience built in Tirana, on the design, management, governance, funding, and delivery of the innovative practice of specialized supported employment service for persons with disabilities, in three other targeted municipalities, Elbasan, Durrës, Shkodra, but also national wide, to ensure scaling up, replication and sustainability. A local network of supported employment service for persons with disabilities will be created and strengthened, as a mechanism for policy dialogue and practice learning and further developments in the social and employment service sector.



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Purpose of the Service

ADRF is seeking to employ an expert to review/upgrade the instruments to make the professional and work related assessment of persons with disabilities and prepare guidelines on their usage and to review/upgrade the supported employment program for persons with disabilities and prepare all the guidelines necessary for mainstreaming it in the system.

Responsibilities of the Contracted Expert(s):

- Detail the responsibilities of the experts
- a) A desk review of EU and other international practices of work related assessment instruments for job seeking persons with disabilities; a desk review of best practices of EU and other international supported employment programs;
- b) Review ADRF supported employment program for persons with disabilities, other programs offered by NESA for PwD including the review of the current work related assessment instruments for job seeking persons with disabilities and consider elements that will need to be revised or adopted in the system;
- c) design instruments for the professional and work related assessment of persons with disabilities and prepare guidelines on usage of instruments for the professional and work related assessment of persons with disabilities and on implementation of supported employment program;

Note: all deliverables are to be consulted with all implementing parties and final approval is required from ProjectManager (PM).

Deliverables

Deliverables will be provided only in Albanian language

- a. An analyses report consisting also on proposals on supported employment program and work related assessment instruments for persons with disabilities and guidelines on their usage.
- b. The proposed instruments and the revised program of supported employment for persons with disabilities will be consulted with NESA.
- c. Instruments and the model of supported employment, will be presented in a round table of project partners, including key stakeholders in the area of VET and employment of persons with disabilities. This will be the final chance to receive feedback that will be reflected in the final draft that will be adopted by NESA.



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Proposal/ Documents and expert criteria required for submission:

1. Please submit the following documents:

- An expression of interest for the consultancy;
- CV highlighting the expertise on the field;
- The consultancy fee in total and divided per working days, including all applicable taxes.

2. Criteria for selection of external consultancy

- Degree in social sciences, law;
- Experience in the disability field or similar, minimum of 5 years;
- Proved expertise in similar consultancy, in monitoring implementation of national plan for vulnerable groups;
- Logistical and planning skills, ability to facilitate, communicate and negotiate with a broad range of stakeholders;
- Excellent communication skills and good writing skills in Albanian and English.

Application procedure:

Questions/requests should be made to the following e-mail address: Info@adrf.al

The deadline for submission of applications is May 15th, 2022 at 16.00. Applications should be sent in a sealed envelope or can be sent by e-mail to the following addresses:

**Fondacioni Shqiptar për të Drejtat e Personave me Aftësi të Kufizuar, Rruga
Bogdani, Nr 1. Tirane
E-mail: info@adrf.al**