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Terms of Reference for external consultant

Consultancy required on “Development of a website for the Albanian Disability Rights Foundation with focus on Disability and Employment”

Service title	Development of a website for the Albanian Disability Rights Foundation with focus on Disability and Employment
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF), National Agency on Employment and Skills
Time frame duration	13 days during the period of January – May 2024
Contract start date	January 15 th , 2024
Deadline for submission of deliverables	December 25 th , 2023

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, NESA 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 build a website on Employment and Disability

Responsibilities of the Contracted Expert(s)

- Detail the responsibilities of the experts

Service Provider will analyze the existing website <https://adrf.al/index.php/sq/projekt/308-perfshirja-sociale-e-personave-me-aftesi-te-kufizuara-permes-punesimit> and add a new interactive & responsive website for both mobile and desktop, easy to navigate, and suitable for self-management with minimal supervision from web platform development experts, with focus on Disability and Employment.

The new website should reflect the Centre's services and activity as clearly and effectively as possible.

Specifically, the service provider will:

- Create the website of ADRF on Disability and Employment with a web Content Management System in Albanian language. Beside operations on the content, the CMS and the solution should provide flexibility in the search tool. The process of developing the website should follow consultations with the ADRF staff and conclude in a full documentation of the code, administration and assets of the website. The solution should be simple, informative and web browsable from the majority of the web browsers.
- The proposal provided by the service provider must contain the type of technology to be used, the number and type of modules it is thought to contain, etc.
- The website should have an Administration Panel in a Web Content Management System (CMS) fashion. The Content Management System should allow operations such as edit/delete/add on the content and all the assets that complement the content (photos, pdfs, videos etc).
- The operational of the CMS should be trivial to users of non-technical background without knowledge of HTML/CSS etc.
- The website should follow the SEO (search engine optimization) principals.
- It should be "extensible", easily modifiable so that at any moment new functions can be added or new technologies emerging in the web field can be implemented.
- The website must be a last longing technical solution to be managed with minimum technical supervision.
- It must offer integrated image gallery, social gallery and social media.

Deliverables

Deliverables will be provided only in Albanian language

- Website with technical specifications mentioned in the section above on responsibilities of the contracted expert.

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 IT and/ or web design
- Experience in similar field or minimum of 5 years;
- 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 December 25th, 2023 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 Kufizuara, Rruga
Bogdani, Nr 1. Tirane
E-mail: info@adrf.al**