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TERMS OF REFERENCE

Consultancy required on: **Expert Consultant for the Preparation of a Report and Policy Papers on Supported Employment Services for Persons with Disabilities**

Project title	Advance Social and Labor Inclusion of Persons with Disabilities
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF)/ Lead applicant National Agency on Employment and Skills
Time frame duration	Conduct External Project Evaluation for a total of 12 days, within the period of June 1st to June 25th 2024
Contract start date	March 1, 2024
Deadline for submission of deliverables	April 30, 2024

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 Labor Inclusion of Persons with Disabilities”, 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 labor 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 labor inclusion for persons with disabilities.

Through project interventions, necessary mechanisms, infrastructure, material and human resources a recreated/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.

2. Objective

The objective of this consultancy is to:

1. Prepare a detailed report on the innovative practice of supported employment services for persons with disabilities.
2. Conduct a peer review to evaluate the performance of PES, SSS, and ADRF in providing these services.
3. Develop policy papers/issue briefs with examples of good practices on employment of persons with disabilities, highlighting successful project interventions in public and private institutions.

3. Scope of Work

The Expert Consultant will:

1. Review existing documentation, reports, and data related to supported employment services for persons with disabilities in Albania.
2. Conduct interviews and consultations with key stakeholders, including representatives from PES, SSS, ADRF, and other relevant organizations.
3. Evaluate the effectiveness of PES, SSS, and ADRF in providing supported employment services using peer review methodology.
4. Identify and document innovative and successful practices in the employment of persons with disabilities from project interventions.
5. Prepare a comprehensive report detailing findings, analysis, and recommendations.
6. Develop policy papers/issue briefs highlighting good practices and providing actionable recommendations for policymakers and practitioners.

4. Deliverables

The Expert Consultant is expected to deliver the following:

1. A draft report on the innovative practice of supported employment services for persons with disabilities, including peer review findings.
2. Final report incorporating feedback from ADRF and other stakeholders.
3. Policy papers/issue briefs with examples of good practices and recommendations.

5. Duration and Timeline

The consultancy is expected to last for 20 days, within a period of March 2024 – April 2024.

Application process

You can apply individually or as a team of evaluators. In either case your application should consist of the following:

- 1-page expression of interest, highlighting relevant experience and knowledge of the context, daily rate;
- A consultancy fee per working days, including all applicable taxes;
- Updated CV(s) of the two experts.

Please send your application before February 10th, by regular mail, by e-mail or through hand delivery in a closed envelope “Application External evaluation project”.

Selection Criteria

Applicants must meet the following conditions:

- A university degree or professional experience in a field related to the project (education, human rights, law, social sciences or related fields);
- Experience in evaluation reports;
- Experience in Social and Labor Inclusion projects;
- Availability and ability to work independently and on a flexible schedule.

Data protection

In carrying out the evaluation of this project, the evaluator must respect the following confidentiality rules:

- All data relating to this project are confidential.