

Terms of Reference for external consultant

Consultancy required on “Prepare accessibility audit reports for 17 employment offices”

Service title	Local short-term expertise engaged by ADRF to carry out the accessibility assessment and prepare accessibility audit reports for 17 employment offices that serve citizens in the 19 target municipalities.
Location/Country	Albania: Shkoder, Kukes, Kruje, Kurbin, Elbasan, Cerrik, Librazhd, Prrenjas, Pogradec, Korce, Tirane, Kamez, Vore, Durres, Shijak, Kavaje, Mallakaster, Vlore, Gjirokaster.
Organization	Albanian Disability Rights Foundation (ADRF)
Time frame duration	Conduct assessment and make audit access reports for 17 employment offices for 70 days, within the period of April 2024 - September 2024
Contract start date	April 20 th , 2024
Deadline for submission of deliverables	End of September 2024

Background information

The focus of the IP4LMI will be on fostering integrated approaches to building labour market resilience, by bringing together skills development, employment promotion, and social care and engaging with all other regional and local 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 has been developed in close cooperation with UNDP, Arbetförmedlingen, ADRF, and NAES, and has been validated through regional consultation meetings with local labor market actors. The methods of implementation are based on tested best practices and align with the local and national context.

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, Arbetförmedlingen, 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 PwD. 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 favourable conditions for labor market integration.

Purpose of the Service

ADRF is seeking to employ a team of two experts to carry out the accessibility assessment and prepare accessibility audit reports for 17 employment offices that serve citizens in the 19 target municipalities.

The consultants should carry out the following services:

- Design the study methodology and instruments for the conduction of the accessibility assessment report
- Prepare a work plan for the conduction of the study - pay on site visits to all the Labour offices in the 17 Municipalities;
- Assess the existing accessibility level of each building and the feasible works aiming the buildings accessibility
- Propose and specify the main accessible components to reach an accessible basic level and if possible, the accessible components to reach the accessibility full level.
- Estimate the preliminary cost of refurbishment works for each building.
- Assess the refurbishment works that necessitate construction permission.
- Write the full report

Responsibilities of the Contracted Experts:

The two experts are expected to undertake the development of the accessibility assessment under the overall guidance of the ADRF.

One of them will be the team leader and the other will assist through out the process and especially during the onsite visits.

The team leader consultant's scope of work is related to the following tasks to be completed in a time range of 48 days:

- Design the study methodology and instruments for the conduction of the accessibility assessment report;
- Prepare a work plan with timelines for the conduction of the study and confirm it with representatives from the labor offices in 17 municipalities;

- Realize site visit in each of the 17 Municipalities and assess the existing accessibility level of each labour office premises/infrastructure and the feasible works aiming the buildings accessibility;
- Propose and specify the main accessible components to reach an accessible basic level and if possible, the accessible components to reach the accessibility full level;
- Estimate the preliminary cost of refurbishment works and accessible communication technology for each labour office;
- Assess the refurbishment works that necessitate construction permission;
- Write the full report and discuss findings and proposed recommendations for interventions and investment with ADRF and UNDP

The consultant- assistant to team leader his scope of work is related to the following tasks to be conducted in a time range of 22 days:

- Realize together with the team leader site visit in each of the 17 Municipalities and provide assistance to Team leader to make the assessment of the existing accessibility level of each labor office premises / infrastructure (necessary on the site measurement);

1. Deliverables and Reporting

Methodology, instruments and work plan	15 days after the start date, May 5 th , 2024
Realize site visit in each of the 17 Municipalities and assess the existing accessibility level of each labour office premises/infrastructure and the feasible works aiming the buildings accessibility; Prepare a summary report of visits;	Month 2-3, July 5 th , 2024
Submit the assessment report on accessibility including the estimate costs;	September 15 th , 2024
Discuss report with ADRF and UNDP	End of September 2024

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

To successfully accomplish this work, an individual should be able to accomplish any task as above mentioned in a satisfactorily way. The requirements listed below represent the knowledge and skills required to apply for this vacancy.

- Degree in architecture, civil engineering field;
- Experience in the disability field (the team lead) or similar, minimum of 5 years;
- Logistical and planning skills, ability to facilitate, communicate and negotiate with a broad range of stakeholders;

- Writing and communication skills;
- Previous experience in data-collection;
- Excellent communication skills and good Albanian writing skills.

Application procedure:

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

The deadline for submission of applications is April 15th, 2024 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**