

Date 24 November 2020

TORse ref no. 2020-045

## **“Youth Empowerment Project in Albania”**

### **Terms of Reference**

#### **Consultant to document the implementation of Entrepreneurship Competence building and highlighting of best practices**

##### Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. We ensure children’s unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children in Albania is a long term development programme and has established a high profile and sound reputation in child rights issues, particularly in the three thematic priority areas: Education, Child Protection and Child Rights Governance. Save the Children focuses its work on capacity building and strengthening of services for children and the creation of a policy and legislative environment which responds to key child rights issues in the country. To achieve our tasks, we primarily work with and through partners like non-governmental organizations (local and international), UN and the Government. This ensures that the rights of the greatest number of children are met in the best possible way.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

##### Background information/context

##### **Why this project in Albania?**

- Over 20% of children live in absolute poverty (21.4 % in rural areas)
- Children/youth in poor rural/peri-urban areas as well as Roma and Egyptian at risk of falling out of the education
- Drop out children trend in decrease to 4.1% but many Roma girls drop out school at the 5th year of education (age 10). Adolescent drop out (age 11-15) is reported 24% for the poorest
- Share of youth not in employment, education or training (NEET for 15-29 age group) – 32.8% (ILO 2016)
- Many children from poor families spend their time on the street (selling small items or begging).

- The labour market highly dominated by young people without appropriate skills to feed labour market needs

**The Problem the project is addressing:**

- Youth (both in and out of education) unable to evaluate own strengths, abilities and built personal aspects to prepare for transition to adulthood
- The most vulnerable youth because of dire financial situation, do not see benefits of pursuing education

**What we want to achieve (2016 – 2020):**

- Empower the most vulnerable by offering opportunities to develop
- Enable an environment that is inclusive and helps target youth overcome constraints

**How: investing in youth empowerment model:**

- Youth's personal development (soft skills)
- Education, training and Vocational Skills
- Youth's economic empowerment
- Engage with families/communities, institutions/public services and private sector to be enabling factor for job aspiration

**Three aspects of strategy:**

- Working with community facilitators
- Case by case individualized support (Individual development plans) to tailor approaches according to their needs
- Taking a Gender Sensitive Approach

**Main activities:**

- Soft skills, education, livelihood for out of the school system youth and children age 15 – 18
- Support 2 VET schools to better respond to market needs for technical skills
- Support youth to integrate in local labour market (mainly those in NEET)
- Youth entrepreneurship competence building
  - Supporting those with attitude for earning their life (taking risks)
  - Building entrepreneurship competence: entrepreneurship competence is phrased as "the capacity to act upon opportunities and ideas, and to transform them into values for others. It is founded upon creativity, critical thinking and problem solving, taking initiative and perseverance and the ability to work collaboratively in order to plan and manage projects that are of cultural, social or financial value. the entrepreneurship competences<sup>1</sup>, grouped into 3 main subcategories (capacity to design feasible entrepreneurial ideas based on market opportunities, capacity to identify and mobilise resources required; and capacity to take concrete actions towards implementation of selected initiatives). In other words, it takes the following steps:
    - idea generation,
    - help them build their business plan,
    - test their idea and
    - build and grow

**Objective**

Save the Children is seeking a consultant to document the process and the product of entrepreneurship implementation strategy and highlight best practices in the implementation of Entrepreneurship competence building component.

Consultant needs to generate a high-quality product/paper that document the evidence in a comprehensive way that also takes into account the key criteria of a good practice (summarized in the below table)

**Location and official travel involved**

<sup>1</sup> Based on: EU 2018. JRC Science Hub. EntreComp into Action: get inspired, make it happen.

The expert will complete the assigned tasks in Tirana.

The consultancy involves traveling to the sites (Elbasan/Cerrik/Gramsh/Shkoder/MM/Vau Dejes) which will be pre-agreed with Save the Children staff and will be provided by the consultant and compensated by Save the Children.

Accommodation and per-diem will be provided by Save the Children as per the procurement and per diem policy of Save the Children.

#### Services the Supplier will conduct

1. Coordinate with the SC Project team towards harmonizing the collection of processes and practices, ensuring methodological validity, timely implementation, and a coherent structure in reporting
2. Develop specific data collection methodology and work plan including quantitative and qualitative data, case stories, as appropriate for determining best practices during the entrepreneurship capacity building implementation.
3. Carry out relevant desk review, field visits, interviews, and focus groups with project teams (SC and partner organizations), beneficiaries (future to be entrepreneurs), in line with the data collection methodology
4. Specifically, to identify the best practices, the consultant needs to show those practices/pieces of work that demonstrate works well in the given context and has high likelihood for sustainability.
5. Collect, assess and systematize a set of valuable resources used in the course of implementation of the entrepreneurship strategy
6. Documentation need to take into account the following key criteria:

<p>1. The practice is <u>in compliance with children's rights (if for above 18 years of age need to refer to equity/nondiscrimination)</u></p>	<p>Are youth placed at the center of the intervention? In particular, the attainment of the rights to participation, protection and non-discrimination shall be assessed.</p> <p><u>Participation:</u></p> <ul style="list-style-type: none"> <li>• What was their level of participation? (not involved; received information; provided input; co-responsible for planning and action)?</li> </ul> <p><u>Protection:</u></p> <ul style="list-style-type: none"> <li>• Were child safeguarding policies and practices in place during the implementation?</li> </ul> <p><u>Non-discrimination:</u></p> <ul style="list-style-type: none"> <li>• Where the most marginalized youth reached by the intervention?</li> <li>• Did the intervention put in place specific measures to proactively involve these children at each stage in which child participation was envisaged?</li> </ul>
<p>2. The practice <u>produced positive impact or outcomes</u></p>	<p>The method produced positive effects in the lives of targeted youth or outcomes that are likely to lead to positive impact. It did not produce adverse effects on the very people it is intended to benefit, nor collateral damage on others.</p>

3. The practice is <u>replicable</u>	There are successful elements of the intervention that could be transferred and implemented in another similar situation.
4. The practice is <u>effective</u>	The method contributed to achieve the intended objectives. The main factors influencing the attainment/non-attainment of such objective(s) should be highlighted.
5. The practice is <u>sustainable</u>	<p>The practice is likely to continue after the intervention-specific funding is over.</p> <p>Answers to the following questions should be sought:</p> <ul style="list-style-type: none"> <li>• Did it receive support and commitment to continuation from relevant beneficiaries?</li> <li>• Are the partners well-positioned to raise resources after the Project's completion in order to continue the components that proved to be effective?</li> <li>• Is there any follow-up with Project beneficiaries envisaged, with the aim to ensure durability of results achieved?</li> </ul>

#### Experience and skill set required

- At least 10 years specific and hands-on experience on conducting researches and/or evaluations related with adolescents and youth empowerment interventions.
- Strong background in socio-economic and development studies.
- Understanding of the local context.
- Experience of involving adolescents and youth in participatory assessments.
- Fluent in written and oral English communication skills.

#### Expected Deliverables

Deliverable number	Deliverable title	Description	Format and style
	Inception report defining a methodology proposal and workplan	Develop an inception report elaborating a data collection methodology and a workplan to document the model of entrepreneurship and best practices	SC template
	Data Collection:	Desk Review and Primary data collection to include: Interviews, and focus groups with project team (SC and Partner Organizations), beneficiaries, of Entrepreneurship component in line with the data collection methodology presenting analysis of findings and best practices	

	Documentation report	Summarizing the main outcome of the findings in terms of process, product and best practices	
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### Timeline

The timeline for this consultancy is 3<sup>rd</sup> - 21 December 2020 which includes:

- preparatory work – 2 working days
- data collection – 6 working days
- reporting – 7 working days

Estimated Commencement Date: 03 December 2020

Estimated End Date: 21 December 2020

Deliverable number	Deliverable title	Submit to	Delivery date
1	Inception report	SC project staff	3 days after signing the contract
2	Documentation report	SC project staff	18 Dec 20 – 1 <sup>st</sup> draft. Final draft on Dec 21, 2020
3	PTT presentation of the Documentation Report	SC project staff	Dec 21, 2020

### Out of Scope

n/a

### Status updates/reporting

- Only the final report

### Acceptance

- Deliverable 1 – to be accepted by Project staff in line with table above and in compliance with the templates provided by SC
- Deliverable 2 and 3 – to be accepted by Project staff in line with table above and in compliance with the templates provided by SC

### General assumptions and dependencies

SC will provide logistic support for the fulfilment of the consultancy.

#### Payment information

The consultancy is expected to be concluded in 15 full working days. The daily fee, as per policies and procedures of Save the Children is 118 euro/day of which 15% of gov taxes will be deducted. Timesheets using the template provided are to be submitted at the end of the engagement. Payment will only be made in two tranches (tranche 1 – after delivery of 50% of consultancy work; tranche 2 – after delivery of 100% of consultancy work and delivery of final report) upon receipt of a valid report, accompanied by the timesheet for the relevant period. Timesheet templates and guidance will be provided to the expert by Save the Children project staff.

The Fee does not include costs related to travel, accommodation and per-diem which will be covered by Save the Children as per its internal policies.

#### Other important information

n/a

#### How to apply for the services and assessment scoring:

*Interested candidates should present the followings:*

Consultants meeting the above criteria are invited to submit a proposal to Save the Children in Albania, with the subject line:

#### **“Consultant to document the implementation of Entrepreneurship Competence Building” – Youth Empowerment Project**

”. Proposals should be received no later than 01 December, 2020.

The body of the proposal should include:

- *Technical proposal*, which includes, but not limited to, understanding of the TOR, proposed approach and outline design of methodologies, timeline and profile of the consultant undertaking the Technical Assistance Consultancy Service and tentative work plan. The consultant should clearly indicate his/her previous experiences that are relevant for undertaking the Consultancy Service and indicate at least three (3) recent references of related work
- CV and References;
- Written evidence<sup>2</sup> of previous work meeting the requirements laid out in this Terms of Reference or online links to access the evaluation reports;
- A statement of availability and commitment to undertake and complete the consultancy within indicative assignment dates;

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<sup>2</sup> This documentation is not included in the page limit of the overall offer (7 pages)

(in a single e-mail) to email address [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org) with Subject of the e-mail: **Consultant to document the implementation of Entrepreneurship Competence Building” – Youth Empowerment Project**

by close of business day on 01 December 2020.

Application must be submitted in English.

Supervisor: – Project Officer/ Save the Children

Overall supervision and TORs approved by: Program Implementation Manager

Date TORs approved: November 24, 2020

