



## Terms of References

### National Consultant for researching and documenting of best practices of the Programme "Strengthening Juvenile Justice for Children in Albania"

TORs ref. 2020-041

<b>Agency</b>	SAVE THE CHILDREN <i>Rruga "Komuna e Parisit" Lagjia 8, Pallatet 1 Maji, Vila "Lami" P.O. Box 8185 Tel: +355 4 261840 Fax: +355 4 263 428 Web site: <a href="https://albania.savethechildren.net">https://albania.savethechildren.net</a></i>
<b>Project:</b>	Strengthening Juvenile Justice for Children in Albania
<b>Activity date</b>	November – December 2020
<b>Duty Station</b>	Country Level (With the special focus in project regions Berat and Gjirokastra)
<b>Donor</b>	UNICEF Albania

## Introduction

### Background Information on Save the Children

Save the Children is a long-term development program 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. We constantly monitor and evaluate all projects to ensure quality in our work.

Save the Children is establishing and strengthening structures and mechanisms which monitor and advocate for children's rights, promote ways to protect children from all forms of exploitation and violence and also empower and support children to meaningfully increase their participation mainly in school life and be advocate of their rights and influence decisions that bring about changes in their future lives. Save the Children is contributing to the development of a functional national child protection system with a systemic approach and emphasis on protecting children and youth through community based and family strengthening initiatives, providing support to Child Protection Units/Needs Assessment Referral Units by mentoring and developing their capacities to improve responses of the needs and vulnerability of children and families, supporting the development of the local monitoring systems of child protection services through establishment of sustainable child participatory approaches.

## **Project /Action Description**

The Criminal Justice for Children Code (CJCC) law represents a very optimistic legal development and a philosophical shift in the approach to the treatment of children within the criminal justice system. It has given priority to the treatment and protection of children's rights, particularly with regard to ensuring respect and effectiveness in the implementation of these rights through child-friendly justice; accessibility, adaptation of the justice system in line with the needs and age of juveniles; protected interviewing process while respecting their privacy, especially in sexual abuse cases; participation in court proceedings, as well as respect for private and family life; limitation of the use of detention, and promotion of diversion from court proceedings; restorative justice practices and alternative measures that seek to keep the child within their community; the continuous cooperation of justice system bodies that guarantee the protection of child rights. Moreover, Justice for Children Strategy 2018 – 2021 and associated Action Plan, is the first policy document responding to the new legal framework and the current situation in the field.

To give way to normative framework implementation at the local level, and to ensure stronger collaboration between the central and local authorities, Ministry of Justice of Albania, has begun to sign Memorandum of Cooperation with municipalities around the country, whereby municipalities and particularly probation offices set to work closer and better together. Municipality of Berat and Gjirokastra signed such agreements in November 2018 and April 2019, respectively, with UNICEF as a broker and witness. Under these MoUs, Municipalities have pointed out community centres, where law-enforcement and justice authorities may interact with children in a less threatening environment and where other professionals may offer an array of services to these children, without drawing the public eye or stigmatization towards children in conflict/contact with the law.

Through this partnership, Save the Children and UNICEF are seeking to support the Ministry of Justice, the law enforcement and justice system and those professionals that interact with this system in processes involving/affecting children to implement the Criminal Justice for Children Code and the National Justice for Children Strategy (2018-2021), as well as the above-mentioned MoUs, in the Municipality of Berat and Gjirokaster. Configuration of the practical implementation at a smaller scale allows for adaptation to the variations between jurisdictions, concentrate resources in order to make the new philosophy shift work in practice, and share lessons learned and document progress, approaches, challenges and costs for future upscaling.

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**General Purpose of the Assignment:** Conducting a high-quality study to provide an overview of the best practices in the frame of the Project "Strengthening juvenile justice programme in Albania". The aim is to provide a clear descriptive picture of the best practices being implemented in the frame of

UNICEF supported Programme (what is being done, how is it being done, who is doing it, and any relevant quality dimensions); documenting good case studies, methods or tool development, monitoring and learning. An additional intention is to inspire the creative and participative exercise of sharing successes in order to benefit all children across the justice system. This will promote replication and will inspire stakeholders across both government and non-governmental sectors to engage in institutional improvements.

Documenting and sharing best practices afford one the opportunity to acquire knowledge on lessons learned, how to improve and adapt strategies and activities through feedback, reflection and analysis, and implement large-scale, sustained and more effective interventions.

**Specific Purpose of the Assignment:** The national consultant will be required to work closely with Save the Children project staff to compile the documentation of the best practices related to the programme outcomes for strengthening Juvenile Justice in Albania.

Main areas of focus include, as follows:

- The situation of children in contact and conflict with the law prior to the intervention in Berat and Gjirokastra jurisdictions – in the form of situation analysis.
- The number of cases handled as per categories showing all steps taken in the course of project implementation in each jurisdiction. We are particularly interested to have information concerning the total number of cases per typology of offences, measures taken by respective authorities as well as all steps taken by the Programme as part of the case management assistance, as relevant to the situation of the child in contact or in conflict with the law.
- The variety of support services provided and how they have been made available, accessible and delivered (or not) to the children/parents. These may include particularly: procedural representation (if any); legal aid; psychological assistance, evaluation and treatment; career advice, vocational training and employment services; school and education service; health care; and social protection services, as well as any other tailor-made service and or approach utilized to fit the particular needs and the best interest of the child in conflict/contact with the law.
- What specific challenges have been encountered by the child, the key institutions, and the program throughout the programme implementation in each jurisdiction AND what efforts have been taken by the program for enabling responsible institutions and children to overcome respective challenges.
- What are key results of the programme, promising practices (in the area of case management, service delivery, as well as inter-sectoral coordination) as well as any need for follow up.

### **Responsibilities of the Consultant**

The main outputs of the research will be:

- Under the direct supervision of the SC Juvenile Justice Programme Team, the nation consultant is expected to conduct field work by interviewing central and local stakeholders and beneficiaries. The followings are list of stakeholders and beneficiaries we suggest to consultant (to follow up):

- Save the Children responsible staff
  - Municipalities in the targeted locations; Social Service Department team;
  - Staff of Local structures of State Police in Berat and Gjirokastra dealing with cases of children;
  - Staff of Probation Office dealing with cases of children;
  - Staff of Prosecutor office responsible for cases of children;
  - Regional Education Authority specialists in Berat and Gjirokastra
  - Management staff, teachers of schools where cases of juveniles have been managed;
  - other local Civil Society Organisations.
  - Lawyers, psychologists, mediators being involved in case management for children in conflict/contact with the law;
  - Parents of children in conflict/contact with the law, and children in conflict/contact with the law.
- Prepare a report in terms of methodology to be used for compiling best practices, instruments for consulting stakeholders & beneficiaries, plan of field work and scope of engagement in the implementation sites (target local institutions and stakeholders), data analysis methodologies, in accordance with the tasks and timeline specified under this Terms of Reference.
- Conduct field work in line with methodology report specifications & adherence to ethical issues & child safeguarding policy.
- Reflect the suggestions/feedback from SC and stakeholders and prepare the high-quality final document ready for publishing.

**Final submission of the document should not be later than 4<sup>th</sup> December, 2020.**

#### **Responsibilities of Save the Children**

- Provide all required background materials in a timely manner.
- Oversee the service provider by managing the consultancy contract.
- Monitor adherence to specified deadlines.
- Facilitating access to required information.
- Provide guidance throughout all phases of execution, approving all deliverables, and facilitating access to the project site and interventions.
- Provide transport with their vehicles if needed.

Duty Station: Country Level (With the special focus in project regions Berat and Gjirokaster)

Indicative assignment date: 23<sup>rd</sup> November – 11<sup>st</sup> December 2020

Supervisors:    Project Implementation Manager  
                    Project Implementation Officer

#### **I. Competencies and Critical Success Factors**

##### ***Corporate Competencies:***

- Demonstrates integrity by complying with Save the Children values and ethical standards
- Complying with Code of Conduct and Child Protection Policies of Save the Children
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

***Functional Competencies:***

- Ability to work in a team in achieving project results;
- Ability to produce official documents in both English and Albanian;
  
- Ability to work in cooperation with Project Implementation Officer and the Advocacy Specialist
- Ability to work with energy and a positive, constructive attitude, demonstrate positive approach to conflict management;

**III. Recruitment Qualifications**

- Minimum of five years of continuous professional experience on research and documentation in the field of justice system, specifically in juvenile justice.
- Consultant(s) should have a Phd or at least Msc degree in Social Sciences/Education or related fields.
- Excellent written communication and drafting in Albanian and English;
- Ability to work with minimal supervision and under pressure.
- Ability to work in collaboration with SC Staff.

**Selection of the individual will be based on:**

- How well the application meets the requirements set out in the Terms of Reference. (max. 15 points)
- Relevant experience in researching in justice system especially in juvenile justice for children in conflict/contact with the law (max. 25 points)
- Proposed Organisation and Methodology (max. 30 points)
- Previous experience in researching and documenting (max. 30 points)

**Interested and qualified candidates should submit:**

1. The letter of interest.
2. Professional CV of the individual consultant.
3. Evidence of previous research studies in the last 3 years (in PDF)
4. Proposed Organization and Methodology

**Deadline: 19 November 2020, close of business day to the following address:**

SAVE THE CHILDREN

*Rruga "Mihal Popi"*  
*Ndertesa 7, Ish Pallatet 1 Maji (Vila Lami)*  
*P.O. Box 8185 Tirane , Albania*  
*Tel: +355 4 261840*  
*Fax: +355 4 263 428*  
*Web site: <https://albania.savethechildren.net>*

**Or via e-mail at:** info.albania@savethechildren.org

Please indicate on the envelope and on your cover letter the assignment you are applying for: "Documenting of best practices in Strengthening Juvenile Justice in Albania"

Only short-listed candidates will be notified.