

Date: 08 June 2022  
TORs ref no. 2022-036

**“Power for Adolescents and Youth Project in Albania”  
Terms of Reference**

**Local expert to facilitate a series of Life Skills sessions for adolescences and youth in Youth Centre  
in Shkoder municipality.**

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?**

What we want to achieve (2021 – 2026) in terms of improving youth wellbeing and break the poverty cycle through: enhanced self-value, assertive decisions related to their future, supportive and protective families and communities that have changed their attitudes and beliefs toward the equal right of all girls and boys to be protected, to have a voice, access education, protection, employment and family strengthening opportunities.

**How: Guide Adolescents’ Wellbeing through Socio-ecological model:**

1. Adolescents' knowledge, attitudes skills, beliefs, motivation and assets (including soft skills)
2. Peers, parents, family, community attitudes, skills, behaviours and local norms
3. Availability of, access to, quality and responsiveness of infrastructure, systems and services
4. Policies, budgetary and legal environment

**Main Outcomes:**

- Prevent violence and abuse against AYs at home and in their community

**Save the Children in Albania  
National Office**

Rr. Mihal Popi, Ndertesa 7, ish Pallatet I Maji,  
Vila “Lami”; P.O. Box 8185, Albania  
E-mail: [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)

Registered in Albania  
Telephone: +355 4 2261840/  
+355 42261929/+355 4 2266227  
Web Page: [albania.savethechildren.net](http://albania.savethechildren.net)

- Increase sustainable livelihood opportunities and entrepreneurial initiatives for A/Y, boys and girls most impacted by inequality and discrimination, with special focus on girls, A/Y from minorities and with disabilities.
- Local government institutions capable to develop and implement participatory policies and services that support AY successful transition into adulthood

Life Skills and Livelihood program for adolescents and youth aims to equip young people with the necessary skills for their personal and professional development. Life skills is one of the foundational building blocks for ensuring a decent work and successfully transiting to adulthood. Importance of being equipped with life skills is highly praised by youth beneficiaries during phase I of the project (2016 -2021)

Project’s target beneficiaries are adolescents and youth both in and out of education system, age 16 – 24 years old in the municipalities of Diber, Elbasan and Shkoder with focus on vulnerable communities impacted by inequality, discrimination and violation of their rights. More specifically, it targets youth experiencing multiple vulnerabilities, assessing the situation of education, social protection, housing conditions, employment, ethnicity, disability, social status; i.e. **Adolescents and Youth from NEET<sup>1</sup>** (Extreme poor, including from rural areas) often are dropping out of school due to poverty and lack of social protection services; **Adolescents and Youth (A/Y) with disabilities** who often experience discrimination in the labour market or education settings.

Guided by end of project evaluation’s recommendations of phase I and the strategy of implementation for phase 2 (2021-2026), the project will support Local Institutions (Municipalities; Regional Employment Offices; public service providers) to improve their technical capacities and address concerning issues affecting Adolescents/Youth wellbeing, inclusion, discrimination, and gender equality. The project will support directly the mandated municipal public service providers (community Centers/Centers for Youth Services) to expand and consolidate the service to youth, by including provision of activities regarding Adolescents' knowledge, attitudes skills, beliefs, motivation; sensitization of parents, community members; supporting youth’s activism to take actions to tackle harmful norms. For that reason, the project contextualized the LS manual to the needs and cultural norms of the target youth beneficiaries in Diber, Elbasan and Shkoder. The project trained social workers/teachers/ community centre specialists to take the role of local trainers/facilitators for the Life Skills program, mainly focused on the five components of this program as:

- Positive Self-Concept
- Self-Control
- Social Skills
- Communications
- Higher-order Thinking Skills

Following the above-mentioned work approach, guides the project to train and build capacities of adolescences and youth on “Life Skills Program’

### Objective

Save the Children is seeking a local trainer who could facilitate Life Skills sessions in Youth Centre in Shkoder for a cohort of 15 adolescences and youth in and out of education system, who will:

---

<sup>1</sup> Not in Education, Employment or Training

Periodically for a period of 6 months (with a frequency one session/week), to facilitate a series of sessions on “Life Skills and their impact on personal and professional development of young people” for a cohort of 15 adolescences and youth. The sessions will be focused on introduction of Life skills programming and main topics/themes developed in this program in order to help adolescences and youth to be better prepared for their socio – economical future.

#### Location and official travel involved

The experts will complete the assigned tasks in Shkoder,  
The consultancy does not involve traveling to the sites, as the local expert will fulfil their duties in the respective area.

#### Services the Supplier will conduct

The facilitator will closely cooperate with Save the Children staff in order to bring a clear picture of the whole process of introducing and conducting life skills sessions.

The facilitator will:

- Be responsible for conducting 22 life skills sessions, based on the topics of “Life Skills Manual” and in line with the methodology elaborated in the manual
- Creates a safe and inclusive learning environment for participants to interact and learn
- Prepares in advance the training materials (for the materials which needs to be manipulated) and the activities before each session
- Conduct the sessions in compliance with quality benchmarks and standards for delivery of Life Skills Sessions
- Plan and conduct 4 out-of-class activities to practice the acquired skills
- Evaluates the progress of the participants (gives constructive feedback)
- Adheres to the Purpose / Aim of each topic
- Marks attendance of the participants in each session
- Notifies the local coordinator of absences
- Be aware of any concerns with / from participants and report them to the Project Local Coordinator
- Prepares and submits 4 brief reports and a final report in Albanian, according to Save the Children template.
- Be supported by a mentor in terms of methodology and training techniques used in the training sessions.
- Discuss the progress with the mentor

#### Experience and skill set required

- Experience in working with adolescents and youth from vulnerable communities in Shkoder
- Experience on working in the area of Transferable Life Skills for adolescents and Youth
- Trained as TOT on delivery of Life Skills to adolescents and Youth
- Ability to work under timeline constraints;
- Good communication and report writing skills.



## Expected Deliverables

- Timeline/calendar of Life Skills sessions
- Periodic reports
- Final Report
- Attendance tracking sheet (one for all sessions)
- Pictures/photos from each session

Developing the document			
1	Calendar /time line	The calendar will be detailed with topics and days assigned for each topic	Word Document of Time line to be provided to Save the Children project staff
2	Training Module incl. Methodology, agenda, working sheets, Pre/posttests tools	Based on Life Skills Manual To be jointly agreed with mentor. (this is part of preparatory work)	Set of training materials to be provided to Save the Children project staff
3	Periodic reports (Albanian)	There will be 4 brief reports and one final progress report where the expert will provide a general information on the training and pre/post-test to show how knowledge is capitalized.	To be presented at the end of the consultancy for
	Attendance tracking sheet		
	Pictures from each session	To include pictures from out-of-the-class activities	

## Timeline

The timeline for this consultancy is June – November 2022, which includes:

- Life skills sessions facilitation – 22 days (90 min each session)
- Periodic reports – 2 days (0.5\*4 days)

Estimated Commencement Date: 27 June 2022

Estimated End Date: 30 November 2022

Deliverable number	Deliverable title	Submit to	Delivery date
1	Calendar /time line	SC project staff	1 day after agreed with ToR's
2	Training Module incl. Methodology, agenda, working sheets, Pre/post tests tools	SC project staff	3 days after agreed with ToR's
3	Periodic reports (Albanian)	SC project staff	Every five topics
4	Final Report	SC project staff	After concluding all the topics
5	Attendance tracking sheet	SC project staff	For every session/ excel format

#### 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

Save the Children will support the consultant with coordination of events in each respective project location and will ensure participation of the beneficiaries in the events. SC where possible will provide logistic support for the fulfilment of the consultancy.

SC will provide:

1. Manual of Life Skills (Albanian)
2. Attendance tracking sheet
3. Report template for periodic reports
4. Report template for final report
5. Training materials needed for the topics (stationaries/other training materials)
6. Resource training materials
  - 6.1 Responsibilities of the Local Trainer

6.2 Instrument for evaluation of the Local Trainer

6.3 Quality benchmarks and standards

#### Payment information

The consultancy is expected to be concluded in 24 days (90 min each session). The daily fee, as per policies and procedures of Save the Children is 47.2 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 be made in two tranches, (tranche 1 – after delivery of 50% of consultancy work; tranche 2 –after completion of the work and delivery of final document Timesheet templates and guidance will be provided to the expert by Save the Children project staff.

#### **How to Apply**

If interested in applying for this consultancy, interested candidates should present the followings and should not exceed 7 pages:

CV and References and ID copy;

A statement of availability and commitment to undertake and complete the consultancy within indicative assignment dates;

Cover Letter (one page) – stating how the applicant complies with the requirements in the TOR, including experience, skills and services offered (in a single e-mail) **to email address [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)** with Subject of the e-mail: **Local Trainer to facilitate a series of Life Skills sessions for adolescents and youth in the Municipality of Shkoder – (POWER 4 AY)**” by close of business day, **16 June 2022**. Application must be submitted in Albanian

