

SC-PR-37 Terms of Reference (ToR)-ALB 2024 0231

CALL FOR EXPERTS TO CONDUCT THE DOCUMENTATION OF HEART METHODOLOGY IMPLEMENTATION IN ALBANIA AND A FEASIBILITY STUDY ON MAINSTREAMING OF THE METHODOLOGY IN SOCIAL CARE SERVICES.

10-05-2024

Terms of Reference (ToR)

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. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. 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.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

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

The project “HEART Scale Up Albania” is based on our experience on piloting of HEART methodology during the period 2020 – 2021, targeting residential care institutions who has entered in a process of De-Institutionalization which has created many insecurities, stress and pressure to the staff and children, summing up with the already existing trauma effects and emotional distress of children in residential care. Based on this learning there is a need to address some issues such as the burn out of the staff working on Residential Care Institutions (RCI) or facilitators of community centres dealing with children at risk of abuse and violence; how to adapt the size of the group for better impact or how to address challenges while working with children with developmental impairments. While supporting the process of de-institutionalization, SC Albania CO has been focused on developing and providing prevention and re-integration services to children affected by multiple vulnerabilities, facing adversity in their childhood through Community Centres. Family strengthening interventions and building

resilience of children involves MHPSS activities which are enhanced by integrating HEART methodology in the plan of activities, providing children an opportunity to explore themselves, their emotions, and learning to express those emotions, learn assertiveness, experience self-regulation and control, and resolve social - emotional difficulties and inner conflicts they are facing. During the 1st year of the project implementation, about 150 professional staff of different social service providers and kindergartens in Municipalities (Tirana, Vlora, Korca, Durres, Shkoder, Diber, Elbasan, Gjirokaster, Mat, Saranda) have increased their capacity on using HEART methodology with children in residential care institutions, Community centres and kindergartens in all project sites where Save the Children is implementing Child protection and education programme. These trainings gave teachers the knowledge and tools necessary to implement activities aimed at providing psycho-emotional support in their classrooms and encouraging children to express their emotions. All the service providers part of the HEART training has been provided with the necessary materials as foreseen in the Methodology, to ensure a proper implementation of the activities with children.

At the end of the intervention, we intend to document the intervention, and conduct a feasibility study on a potential mainstreaming MHPSS programs in services working with children in vulnerable situation. This would help SC 'staff to draw a targeted advocacy plan to achieve the recognition of HEART methodology by governmental institutions such as Ministry of Health and Social Protection.

Objective

Save the Children is seeking to contract 2(two) experts, 1 (one) HEART expert to conduct the documentation of the intervention related to application of HEART methodology and 1(one) research expert to conduct the feasibility study on mainstreaming the methodology in social care services.

The documentation of the psychosocial support through use of HEART methodology with children in all target services in 10 project locations will focus on evidencing the value, learning and recommendations for further programming. The documentation will provide an overview of the impact of HEART methodology application in relevant institutions including best practices and lessons learned aiming to inform stakeholders of the status of HEART in Albania, describe the contextual factors which affect program implementation, and make recommendations for next steps in the future.

The feasibility study on mainstreaming of the HEART methodology in social care services and pre-education system will give an overview on the needed resources, capacities, roles and responsibilities of service providers and governmental institutions at local and national level as well as budgetary implications for mainstreaming the methodology in all public social care services for children and young people.

This would help SC staff to draw a targeted advocacy plan to achieve the recognition of HEART methodology by governmental and to expand targeted psychosocial support services for children and young people in need.

Location and official travel involved

The experts will travel in all project sites and the expenses related to travelling to different sites and/or other potential expenses are responsibility of the expert.

Services the Supplier will provide

Save the Children in Albania National Office

Rr. Mihal Popi, Ndertesa 7, ish Pallatet I Maji,
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Web Page: albania.savethechildren.net

SPECIFIC OBJECTIVES:

- Document the impact and learning from the implementation of HEART methodology in all target institutions.
- Identify and summarize the strengths and weaknesses of the model and make recommendations that might improve the project design in the next phases.
- Provide an overview of beneficiary's feedback (professionals, children and their families) on the benefits of the intervention and how it responds to their needs.
- Assess the needs for the resources, capacities, budgets and roles and responsibilities of service providers and governmental institutions at local/national level) to take over the model of service.
- Provide recommendations for an advocacy plan for recognition of HEART methodology by governmental institutions.

SPECIFIC SERVICES OF THE CONSULTANCY:

- Desk review of the project documents including donor reports, training reports, observation reports, HEART Methodology etc.
- Develop the outline and the methodology of the study as well as a timeframe for the consultancy in agreement with Save the Children appointed staff.
- Conduct interviews with institution representatives SSS/MHSP/Municipalities/ Save the Children team, pre-school education staff etc.
- FGDs with adult training beneficiaries and parents of children final beneficiaries
- Observation of application of HEART sessions with children
- Present the results of the study in a round table with the representatives from Gov institutions at local and national level.

Experience and skill set required

The *applicant* should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- Advanced Degree in Social Work, Psychology, Pedagogy.
- Expertise in Child development; (expertise in child therapy and Mental health is an advantage).
- Similar previous work in conducting research in child development and psychosocial field.
- Knowledge on social care services for vulnerable groups with specific focus on children.
- Excellent oral and written communication and drafting skills in Albanian and English.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style

1	Submission of the methodology of the feasibility study	Outline of the methodology, tools, and timeframe for the consultancy in agreement with Save the Children appointed staff	Word Document to be provided to Save the Children project staff
2	Submission of written report of the documentation	1st draft report of the documentation of HEART methodology (in English language) no longer than 30 July 2024 and feedback/clarification to Save the Children during the review process	Word Document to be provided to Save the Children project staff
3	Submission of written report of the Feasibility Study	1st draft of the Feasibility study to Save the Children no later than 30 July 2024, feedback, and clarifications to Save the Children during the review process.	Word Document to be provided to Save the Children project staff
4	Integrate Save the Children's feedback into the final version of the documents	Integrate Save the Children's feedback into the final version of the documents and present the finalized documents to Save the Children no later than 15th July 2024.	Word Document to be provided to Save the Children project staff
5	Submission of the timesheet	Compile and submit timesheet template periodically as per agreement with SCiA appointed staff.	Excel Document to be provided to Save the Children project staff

Timeline

Estimated Commencement Date:20-05-2024

**Save the Children in Albania
National Office**

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Estimated End Date:30-07-2024

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Submission of the methodology of the feasibility study	Save the children team	30-05-2024
2	Submission of written report of the documentation	Save the children team	30-06-2024
3	Submission of written report of the Feasibility Study	Save the children team	30-06-2024
4	Integrate Save the Children's feedback into the final version of the documents	Save the children team	15-07-2024
5	Submission of the timesheet	Save the children team	15-07-2024

Out of Scope

It may be useful to define what work is out of scope to better ring fence the required services. Delete this section if not appropriate.

Status updates/reporting

Acceptance

It is expected from the expert to submit the following deliverables:

- Outline of the methodology, tools, and timeframe for the consultancy in agreement with Save the Children appointed staff.
- 1st draft report of the documentation of HEART methodology (in English language) no longer than 30 June 2024 and feedback/clarification to Save the Children during the review process.
- 1st draft of the Feasibility study to Save the Children no later than 30 June 2024, feedback and clarifications to Save the Children during the review process.
 - Integrate Save the Children's feedback into the final version of the documents and present the finalized documents to Save the Children no later than 15th July 2024.
- Compile and submit timesheet template periodically as per agreement with SCiA appointed staff.

General assumptions and dependencies

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In order to fulfil the objectives of the assignment, the expert is expected to work in close collaboration with Save the Children Albania appointed staff. Save the Children appointed staff will monitor, supervise, and facilitate the work of the expert in every step of the process.

Payment information

The payment will be done as a lump sum after the delivery of the final reports (in English language) and timesheet. Payment procedures will follow Save the Children policy on fees and terms of payment set out in the contract attached. The payment rate is 120 USD gross per day for a total of 25 (twenty-five) days out of them 12 (twelve) days of HEART expert and 13 (thirteen) days of Research expert. The payment will be subject to the current Albanian legislation taxes. Expenses related to travelling to different sites and/or other potential expenses are responsibility of the expert.

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

Other important information

Other information may include whether sub-contracting parts of the services is acceptable or any particular complications you expect as part of the project.

How to apply for the services

The interested individuals should express their interest by sending a recent CV, motivation letter and proof of similar work to info.albania@savethechildren.org by close of business day of 18 March 2024. Please ensure that the subject line of the application states "Call for Expert to conduct the Documentation of HEART Methodology implementation in Albania and a Feasibility study on mainstreaming of the methodology in social care services ". Applicants may also submit their application in hard copy to the following address: Save the Children Rruga Mihal Popi, Vila Lami - Tirana, Albania P.O Box 8185

The deadline for responses is:18-05-2024

The application should be submitted within 18-05-2024 in a closed envelope at the following address:

Application for Call for Expert to conduct the Documentation of HEART Methodology implementation in Albania and a Feasibility study on mainstreaming of the methodology in social care services ".

Procurement Team Save the Children Albania Rr Mihal Popi ndertesa 7 (Vila Lami) Tirana Shqiperi

The award criteria consist of the following:

Criteria	Description	Score
1	Academic background meets the requirements	35
2	Expertise on psychology, mental health and psycho-social support with children and adults	35

3	Proposed methodology and action plan	30
TOTAL SCORE		100