

## SC-PR-37 Terms of Reference (ToR)-ALB 2024 0332

Expert for consulting and validating crisis management guideline prepared for residential care institution for children in Albania

05-11-2024

### 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: "Strengthened systems protected children" aims to advance the work in addressing the protection of children by a strengthened and functional child protection system through improvement of legal and policy framework at both National and local level; development and provision of integrated, inclusive and gender sensitive community services, raising the resilience of children, youth, and communities toward CP issues. The intervention will build on two main pillars which express our specific objectives: the first component focuses on the Institutional level at central and local institutions, improvement of policy framework, and professional capacities of mandated mechanisms and quality of public service provision. The second component is linked with the empowerment of children, youth, parents and communities to engage more proactively in addressing issues of abuse, violence, harmful practices and able to address gender norms and imbalances into the target communities and raise awareness into gender equality.

### Objective

Save the Children is looking for an external expert to conduct consultations and validations of the guideline prepared on crisis management in residential care institutions for children in Albania. He / She will be responsible to plan, organize and conduct individual and in group consultation with residential care institutions in terms of practical implementation of the guideline and follow up, roles and responsibilities of the staff, different dynamics that may arise.

### Location and official travel involved

The external consultant will complete the assessment based in Tirana and will travel to Saranda and Shkodra where the residential institutions 6 - 15 years old are located. The traveling to the site will be provided by Save the Children in agreement with Save the Children project staff. 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 provide

- Prepare the plan of consultation and validation of the guideline.
- Consult/validate the guideline document with residential centres and agree on practical steps for implementation.
- Prepare one report with clear recommendation and follow up steps on practical implementation of the guideline.

### Experience and skill set required

- Advanced degree in social sciences, mental health, preferably with specialization in mental health/human rights.
- Extensive experience in social care, specialized services, mental health with specific focus on child development.
- Previous experience on consultation and validation of working guidelines or similar documents.
- Proven experience on report writing.
- Excellent oral and written communication skills in Albanian and English.
- Very Good planning and time management skills.
- Ability to produce quality work within deadline and under pressure.

### Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	The plan of action, consultation/validation meetings of the guideline document;	The plan of action will be shared and agreed with Save the Children team and residential centres.	Word document to be provided to Save the Children
2	Consultation meeting with each residential centres, validation of the document and practical steps to be followed up;	In close coordination with residential care institutions for children.	Minutes of meetings to be provided to Save the Children
3	Final report to be submitted to Save the Children	Final report preparation with information on consultation process and validation of the document, recommendation and suggestion for practical implementation;	Word Document to be provided to Save the Children - end of consultancy

Timeline for this consultancy is of 10 full working days to be completed by the consultant during the period of November 14<sup>th</sup> – December 10<sup>st</sup>, 2024, which includes preparatory work, consultation meeting with residential institutions and report writing.

Estimated Commencement Date: November 14<sup>th</sup>, 2024

Estimated End Date: December 10<sup>st</sup>, 2024

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	The plan of action on guideline consultation and validation	Child protection team	17.11.2024
3	Final report with practical implementation steps on document guideline - end of consultancy	Child protection team	8.12.2024

### Out of Scope

N/A

### Status updates/reporting

N/A

### Acceptance

Deliverable 1 – to be accepted by Project Board within 3 days of delivery date • Deliverable 2 - to be accepted by Project Board within 3 days of delivery date.

### General assumptions and dependencies

Coordinate the actions between the consultant and the residential care institutions of Sarandë and Shkoder.

Support the organization of meetings in each residential institution.

Provide logistic support and daily allowances as per the SCI policies for the fulfilment of the consultancy.

### Payment information

The consultancy is expected to be concluded in 10 working days. The daily fee will be in accordance with policies and procedures of Save the Children and per the level of expertise required.

Timesheets are required for all service providers on a daily/hourly rate e.g. Payment will be made based on the contractually agreed daily rate and only for the contractually agreed services.

Timesheets using the template provided are to be submitted during the Engagement.

### Other important information

N/A

### How to apply for the services

The service provider is expected to submit a proposal, including:

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1. Proposed approach and work plan reflecting the key outputs/deliverables,
2. Proposed timeframes for meeting the final deadline of the consultancy.
3. Professional CV: A statement of availability and commitment to undertake and complete the consultancy within the indicated time will be required.

### **The deadline for responses is:**

All applications should be submitted as PDF or MS Word attachments in a single e-mail to [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org) by end of day on November 12<sup>th</sup>, 2024

**Application for:** Expert for consulting and validating crisis management guideline prepared for residential care institution for children in Albania

The award criteria consist of the following:

Criteria	Description	Score
Experience	Evidence of previous experience in mental health/ social services focused on child development.	35
Education	Professional CV of the individual consultant	25
Proposal	Work plan reflecting the key outputs/deliverables, proposed timeframes for meeting the final deadline of the consultancy	40
<b>TOTAL SCORE</b>		<b>100</b>