**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **TOR REFERENCE NO.** | **TOR-ALBA-2022-017** | |  |
| **Title**  **National Consultant to support CVE Center in Albania** | **Funding Code**  **SC220058**  **009/AO/06/603/003/006** | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Tirana, Albania |
| **PURPOSE OF ACTIVITY/ASSIGNMENT:**  **National Consultant to support The Coordination Centre for Countering Violent Extremism (CVE) in Albania with project development expertise and legal expertise focusing on youth empowerment towards conflict resolution.** | | | |
| **SCOPE OF WORK:**  In 2015 the Government of Albania adopted a Comprehensive National Strategy Against Violent Extremism outlining a series of measures and actions to be taken by a wide range of government and public sector stakeholders working in education, law enforcement and social welfare focusing on three priority areas:  I) Community reach and engagement  II) Fighting extremist propaganda by promoting democratic values and  III) Development of comprehensive long-term CVE policies.  Following the adoption of the CVE National Strategy, the National Action Plan envisages a direct engagement and activities to be undertaken with government stakeholders at the local level as part of efforts to address the phenomenon of radicalization and the threat of violent and extremist extremism.  To fulfil its mission, CVE Albania needs additional technical assistance in terms of Legal Expertise and Project Management Expertise:   1. To establish a mechanism for more efficient engagement and work with/for youth empowerment. 2. To have a well-defined guideline to convey steps toward creating successful public-private partnerships for the purposes of producing positive outcomes for countering violent extremism. 3. To align the internal legal procedures to the EU standards on case management and policy-making documents on P/CVE. 4. To develop high quality and technically sound concept notes and proposals for funding. 5. To pro-actively cooperate with the range of donor and development organization operating in the country or for Albania. 6. To facilitate experience exchanges between the CVE Center, National Youth Agency and line ministries responsible for youth related matters. 7. To prepare and implement a needs assessment (inclusive of key recommendations) of the CVE Center, drawing from the partnership with the non-governmental and other actors, including UNICEF and support provided by the, especially during 2020-2021 around the rehabilitation and reintegration of children “returnees” from conflict areas. | | | |

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|  | **WORK ASSIGNMENT OVERVIEW** | | | |
|  | Deliverables / Outputs: | Tasks / Milestones: | Timeline | Estimate workload  (working. days) |
| 1 | Enforce the unit of youth empowerment within the CVE Center through supporting youth communities in identified municipalities. | 1. Create a useful grant mechanism for CVE at the purpose of youth empowerment | May 15 | 12 working days |
| 2 | Empower the Public Private Partnership mechanism for youth engagement in P/CVE efforts. | 1. Compile a public-private partnerships (PPP) guideline for engagement in P/CVE efforts | May 1 | 6 working days |
| 3 | Legal expertise on case management and policy-making documents on P/CVE. | 1. Review and redact the policy making documents of CVE 2. Offer legal expertise on case management as per request of CVE | 1. May 31 2. May 31 | 4 working days |
| 4 | Technical assistance on Strategic planning and project development for specific projects. | 1. Preparing proposals as per request of CVE director; 2. Reviewing project ideas that support CVE’s mission. | 1. June 13 2. June 13 | 12 working days |
| 5 | Assistant-Liaison with partners/donors in the field of PCM (project cycle management) on youth community resilience through education. | 1. Assisting the staff and/or Director in meetings with project partners; 2. Assisting the CVE’s Director in the Donors meetings; 3. Preparing 1 progress reports on the ongoing projects where CVE is exposed. | 1. June 30 2. June 30 3. Progress report within June 30; | 8 working days |
| **6** | Facilitate best experience exchanges through the CVE Center, National Youth Agency and line ministries on youth related policies. | 1. Preparing an advertising material focused on the best practices delivered by the projects under the umbrella of CVE, National Youth Agency or line ministries, and; 2. Presenting it to the related institutions. | 1. Within September 15 2. Within September 29 | 6 working days |
| **7** | Deliver a baseline study on the  impact and the contribution of interventions from local civil society organizations, focusing on the collaboration with UNICEF and its supported partners, on supporting the CVE Center and its mission on R&R programs. | Preparing the study and/or detailed report. | July 30 | 15 working days |

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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:      **Direct contact role** YES       NO   If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:     |  | | --- | |  |     **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) |

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| **Budget Year:**  **2022** | **Requesting Section/Issuing Office: Child Protection** | | **Reasons why consultancy cannot be done by staff: Specific support provided upon request from the Government counterparts to assist in their mandate.** | | | | |
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| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview)  The job reacquisition will be advertised for seven (7) days.  **Selection method will be a desk review of candidates:**  The selection contains a mix of technical and financial evaluation  technical review: 75 points   * Academic background 30 points * Relevant professional experience 45 points   The candidate shall score 50 points of the total technical score to be considered for the financial offer.  Financial offer: 25 points | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | | | |
| **If Extension, Justification for extension: N/a** | | | |  | | | |
| **Supervisor:** | | **Start Date:** | | **End Date:** | | **Number of Days (working):** | |
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| *David Gvineria* | | **May 1, 2022** | | **September 29, 2022.** | | **63** | |
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| **ESTIMATED CONSULTANCY FEE** | | |  | |  | |  |
| Travel International (if applicable) | | | N/a | |  | |  |
| Travel Local (please include travel plan) | | | N/a | |  | |  |
| DSA (if applicable) | | | N/a | |  | |  |
| **Total estimated consultancy costs[[1]](#endnote-1)** | | | 63 working days as per agreed professional working fee. | |  | |  |
| **PAYMENT INSTRUCTION**  Payment of professional fees will be based on submission of agreed deliverables.  UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.  **PAYMENT SCHEDULE**  The payment will be effectuated based on the satisfactory submission of the above described deliverables, as per following schedule:  Payment 1 - 30% of the contract amount, upon successful accomplishment of the Deliverable 1, 2,3 Amount to be paid equal to 22 working days).  Payment 2 - 50% of the contract amount, upon successful accomplishment of the Deliverables 4, 5 and 7. Amount to be paid equal to 35 working days.  Payment 3 - 20% of the contract amount, upon successful accomplishment of the Deliverable 6. Amount to be paid equal to 6 working days. | | | | | | | |
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| **Minimum Qualifications required:** | | | **Required Skills and Experience**  **Education:**   * Master Degree in law, international law, preferable from an EU university; * Any specialization in Project Planning is a plus with particular focus on P/CVE; * PhD in a relevant field of consultancy is preferable.   **Knowledge and** **Personal qualifications:**   * Excellent understanding of rules and protocols related to Government operations. Good knowledge of the Albanian Public Administration; * Demonstrate strong research skills, experience in drafting strategies, legislative measures (laws, decision of council of ministers, instructions) * Proficiency in the use of MS Office package, especially Excel and Power Point. * Ability to deliver when working under pressure and within changing circumstances and solution-oriented mindset; * Excellent interpersonal, networking and team building skills;   **Work experience:**   * At least 7 (seven) years of relevant working experience in domains requiring knowledge of European and administrative law; * At least 7 (seven) years working with EU Projects on project implementation or coordination; * Proven experience in the field of youth empowerment through education; * Proven ability to deliver high quality output in implementation of projects; * Other experiences/consultancy with international organizations, like UN, or EU agency related are preferable; * Track record of preparing high quality documents. * Any previous experience with CVE Center is a plus.   **Knowledge/Expertise/Skills required:**   * Excellent understanding of rules and protocols related to Government operations. Good knowledge of the Albanian Public Administration; * Demonstrate strong research skills, experience in drafting strategies, legislative measures (laws, decision of council of ministers, instructions) * Proficiency in the use of MS Office package, especially Excel and Power Point. * Ability to deliver when working under pressure and within changing circumstances and solution-oriented mindset; * Excellent interpersonal, networking and team building skills; * Excellent knowledge of written and spoken Albanian, English. | | | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines | | |  | | | | |
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| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | | | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | | | |
| **Request Authorised by Section Head** | | | **Request Verified by HR:** | | | | |
| *David Gvineria* | | |  | | | | |
| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative (in case of single sourcing/or if not listed in Annual Workplan)*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | |
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1. *Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.*

   *Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant*

   *Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.* [↑](#endnote-ref-1)