

TERMS OF REFERENCE

Name of the Project	“Youth Employment Enabling Prospects” YEEP
Type of service	Expert for providing online webinar for psychosocial support to young people
Location	Kosovo
Type of consultancy	Expertise
Duration	1 month
Expected start date	10 August 2020 – 15 September 2020
Reporting to	SOS Children’s Villages Kosovo

1. Introduction

These Terms of Reference serve as a request for proposals from individual experts who are interested in providing online webinars for youth participating in the project “Youth Empowerment Enabling Prospects” YEEP

SOS Children’s Villages Kosovo

SOS Children's Villages Kosovo since 1999 has been working to help children who have lost parental care or are at risk of losing parental care. While maintaining the attitude that every child should be part of a family, growing with the sense of belonging, respect and security, the SOS Children's Villages Kosovo program focuses on helping all children, youth and their families overcome life challenges through pillars such as: Alternative Care, Family Strengthening Program, Education and Advocacy.

High unemployment rate and poverty are considered to be one of the main factors contributing to the family breakup, so youth employment for an independent life remains a dimension closely linked to the organization's mission. For years, SOS Children's Villages Kosovo has been committed to contribute to increasing the employability of young people at social risk. The project “Youth Employment Enabling Prospects” is a continuation of this commitment, but already as part of a broader regional initiative.

1.1 Context of the programme

The project "Youth Empowerment Enabling Prospects – YEEP” now as a part of the broader regional initiative is a continuation of the organization's commitment in increasing youth employability.



The project is financed by Federal Ministry for Economic Cooperation and Development – BMZ and Hermann Gmeiner Fonds Deutschland is going to be implemented from SOS Children Villages in Kosovo, Albania, North Macedonia, Bosna and Hercegovina and Serbia aiming to offer improved employment prospects and active participation in the labor market of 1,600 vulnerable youth, aged 16 – 35.

1.2 Programme overview

Youth part of our program, were supported continuously online during Covid-19 pandemic through tailor made trainings according to the methodology “Life and Employability skills: A training Program for youth” a program that enables young people to develop their talents, build their self-confidence and improve their skills needed for the successful career.

The online trainings for young people are important in this crisis phase because they give the young people in isolation a meaningful structure and at the same time contribute to their psychological well-being by encouraging them to focus on learning, acquiring skills and creative work. Furthermore, the young people participate in the online training as a group, which means that group work and team spirit among them is encouraged. The regularity of the training also increases their sense of security and their confidence that life will soon return to normal. Privacy and personal rights and access for all project participants are guaranteed in all online activities.

In order to strengthen the psycho – emotional support provided for young people during this period, one of the activities that are planned to be done, are online webinars.

This action aims

By providing online webinars we aim to strengthen psychosocial support provided for young participants in the project as well as increase the young participants’ skills to successfully face the challenges that might be caused by the pandemic situation.

Considering all the above, SOS Children's Villages Kosovo is looking for an expert.

The expert will be responsible for providing 10 online webinars for young participants in the project.

1.3 Timing of the evaluation

The intended start date is in 10 August 2020 and the employment in the frame of this project shall conclude on 15 September 2020 with 10 days of engagement.

2. Objectives of the Evaluation and Scope

2.1. Overall objective - purpose

The overall objective of online webinars is to strengthen psycho – emotional support for 30 – 40 disadvantages young people participating in the project.

2.2. Desired results

- Young people learned new techniques for stress management;
- Young people learned new relaxing techniques;
- Young people learned how to deal with negative emotions and strengthen positive emotions;
- Young people strengthened their presentation skills;
- Young people know themselves better;

During the process of provision of online webinars the expert must respect the culture of the participants, social norms, values and behaviors, as well as maintain appropriate relationships with the participants in YEEP Project. The expert must respect the confidentiality of the information provided during the webinars.

The online webinars should include but not necessarily be limited to the following information listed below:

- Specific objectives for each webinar;
- Length of the webinar;
- Energizers;
- Interactive discussion;
- Realistic work plan with time lines in accordance with this ToR;

3. Work plan and Expected Deliverables

- 10 online webinars will be carried out for 30 – 40 young people;
- Online webinars will be carried out twice per week;
- Online webinars will least 1-2 hours;

Deliverables:

1. 10 online webinars on topics:
 - 1.1 Stress management;
 - 1.2 Dealing with negative emotions and fears – “Steps to healthy emotion regulation at home”;
 - 1.3 Emotional intelligence – Using emotional intelligence to combat Covid-19;
 - 1.4 Presentation and communication skills “This is me”;
 - 1.5 Personal Reflection;
 - 1.6 Conform zone/Productivity;
 - 1.7 “How you feel inside is also important”;



- 1.8 “Living a new normal”;
- 1.9 Anxiety;
- 1.10 Building resilience – Managing emotions through self-care;
2. Concept and detailed plan for each webinar session;
3. Overall report on results;

5. Required skills (Experience and Qualifications) for the expert

- Proven competency/experience (record of previous experiences) in similar field;
- University degree in Social Work, Psychology, Social Pedagogy or equivalent professional experience.
- Must have experience in working with youth;
- Must have experience and competence in youth counselling;
- Must have experience and competence in training provision (online training desirable);
- Must have strong analytical and conceptual skills.
- Must have excellent writing and communication skills.
- Must have good knowledge of the child rights and child protection system.
- Must have good understanding of local context
- Must have good personal and interpersonal teamwork skills.
- Must guarantee timely delivery of expected results and tasks.
- Must be familiar with ethical standards on issues related to children and are required to sign and adhere to the Child Protection Policy.

The criteria for selection are:

Criteria	Maximum points
<ul style="list-style-type: none"> • The expert should have good knowledge and understanding of the situation of marginalized youth; • The expert should have knowledge and experience in the field of social services. Academic qualifications in social sciences such as Social Work, Psychology, Sociology, Social Pedagogy, Community Development or any related field is an advantage. • At least 3 years of experience/ proven expertise in working with marginalized young people; 	30
<ul style="list-style-type: none"> • Concept of 10 online webinars 	35
<ul style="list-style-type: none"> • The price of Financial proposal 	35
Total	100

All bidders must meet the essential criteria. There will be a maximum of 100 points divided and 100 points in preferred criteria.

In case of unsatisfactory performance, SOS Children's Villages Kosovo will negotiate with the selected offers so that the work/ materials can be changed. If the work fails to meet expectations, the contract will be terminated through a notice letter seven (7) days in advance. Meanwhile, SOS Children's Villages Kosovo will initiate another selection in order to identify the right individuals/ companies.

6. Timetable

The online webinars will be conducted from 10 August 2020 – 15 September 2020. The final report should be submitted by 20.09.2020

7. Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages Kosovo, acceptance of the work performed in accordance with the above described deliverables. Payment will be effected by bank transfer in the currency of billing and is due 30 days after receipt of invoice and acceptance of work.

The payment to the expert shall be made after services provision.

8. Copyright and other property rights

SOS Children's Villages Kosovo will have the right to all intellectual property and other property rights, but without restriction to, copyright, in relation to the report, processes, ideas, documents and other materials that the Contractor has developed for SOS Children's Villages Kosovo under the contract.

9. Annex - SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages Kosovo has a child protection policy and code of conduct that expert will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of experts on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.



10. Instruction to bidders (Process of submission of Bids)

The bidders are welcome to submit their proposal for the Online webinars, electronically in PDF format and sent to info@soskosova.org

This bid is open to all independent expert who can provide the requested services. The proposal and all supplementary documents have to be submitted in Albanian language. Financial bid needs to be stated in euro.

Documents to submit:

- Bid submission: Proposal with specific objectives for each webinar and general description on the webinar; Realistic work plan with time lines in accordance with this ToR;
- Technical proposal with evaluation methodology with the framework of working tools/instruments of collecting the data which will be used;
- Financial Proposal;
- Name and contact details of the expert as well as description of relevant past experiences in such or similar field
- CVs of the expert;
- Three references (at least two of them must be familiar with your work)
- ID copy
- Evidence that expert is not under investigation

Deadline for submission:

The proposal has to be sent by latest on **03.08.2020**. Proposals sent after the deadline will not be considered.