

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Albania Country Office
Purpose of consultancy:	<p>RYCO is an intergovernmental organisation that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkan Contracting Parties. The Agreement on Establishment of RYCO was signed by the WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016, within the Berlin Process. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organisation. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organisational hub situated in Tirana.</p> <p>RYCO's programme focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. In pursuing its mission, RYCO will demonstrate its commitment to human rights, human dignity and the building of peace based on mutual respect and trust.</p> <p>RYCO's programming is boosting the competencies of young people, civil society and schools in the region. RYCO is funding initiatives that connect schools and civil society organisations in the region. It invigorates and enhances constructive dialogue. It enables and stimulates intercultural learning and builds mutual understanding. These non-formal education investments are strengthening the competences of young people and encouraging their active citizenship. RYCO supports civil society organisations, schools, and other partners to provide youth from the region with training and cooperation opportunities. The organisation is working closely with partners to assist them in building effective and enduring relations of confidence and cooperation between governments and civil society, and to encourage and foster their capacity to support youth exchange investments.</p> <p>RYCO is implementing the project "Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for the Regional Youth Cooperation Office (RYCO)" with UNDP Albania, UNICEF Albania and UNFPA Albania. The project is financed by the United Nations Peacebuilding Fund. The project aims to enhance social cohesion and reconciliation among youth across the Western Balkans – as measured by an increasing embrace of diversity, more tolerant attitudes and reduced prejudice and discrimination through providing support to RYCO, as a mechanism, which is endorsed by governments and citizens alike. The project will support RYCO to work in partnership with civil society, education systems and schools, grass roots, youth institutions and youth in general for the consolidation of RYCO as a regionally owned mechanism with the capacity to promote reconciliation, mobility, diversity, democratic values, participation, active citizenship and intercultural learning.</p> <p>In this context, UNFPA Albania in close consultation with RYCO team will hire an international expert to assist in adapting and updating a youth peer to peer methodology for reaching out to the most vulnerable and hard to reach youth to enable them take initiative, participate in initiatives and engage for peace and trust-building in their communities and beyond. The module should effectively promote multi-ethnic relationships, peace-building, and tolerance among adolescents and youth from communities of diverse ethnic background, as well as ensure prudent gender-balanced activities that empower young women.</p> <p>In the context of the UN RYCO project the manual and guide should be adapted to be useful tools to strengthen the capacities of young people, especially from the target marginalized groups, become ToTs and able to apply the peer-to-peer learning methodology on the youth, peace and security and amplify/expand outreach to other youth groups and organizations unable to attend the ToT trainings. It should be a tool for girls and boys to be equally equipped to engage, understand and then address the issues that affect personal, community and political security among young people. These tools will focus on collaborative, interactive and face-to-face training methodology, which then will build on each national context and have a specific focus on how is experienced differently by different genders and by young people from various socio-economic, ethnic, and cultural backgrounds.</p>

	<p>The project will organize, through youth-led networks, cross border exchanges and workshops as a tool for youth engagement in peacebuilding and reconciliation issues and generate online information that could help further raise information and knowledge sharing among young people.</p> <p>Through 15 workshops, around 300 young people from the target youth groups will be empowered and their capacities strengthened using an inclusive life skills peer to peer education approach and exchanges with their peers in the WB61 to better understand realities of each other's societies and engage in regional dialogue on topics that will support them in building better and peaceful future for themselves and the communities they live in.</p> <p>Within the planned workshops, three Western Balkan contracting parties (Bosnia and Herzegovina, Serbia and Kosovo) where the remembrance of war are stronger, dedicated workshops for girls and young women will be organized. These workshops will focus on women empowerment through peacebuilding and reconciliation approaches. The analysis conducted by RYCO in 2018 as part of the Capacity Building Trainings for Potential RYCO Grantees held during 2018 in WB, pointed out that there exists a need to reach out to most vulnerable and marginalised youth in WB6 who are not necessary well-organised or lack capacities in development of project proposals and managing project activities effectively and efficiently.</p> <p>Public Policies across the WB6, supporting youth-friendly educational and social services should be designed to better engage hard-to-reach groups such as those in remote areas, from marginalized groups (such as Roma, Egyptian and Ashkali, LGBTI groups, women's organization, youth leaving with disabilities, internally displaced young people ect.), in poor neighbourhoods or out-of-school, empowering them to engage positively in the construction of a peaceful region. Young individuals and youth organizations with enhanced skills and exposure will be better able to voice their needs and promote solutions. They will be then in a better position to contribute to – and benefit from – an enabling environment with reduced prejudice and discrimination and by creating resilient and peaceful communities. To address these challenges, United Nations has entered a partnership with RYCO to build capacities in the areas of peacebuilding program design, small grant management, activity management, monitoring and evaluation and themes ranging from education, peacebuilding, to youth engagement.</p> <p>One of the main objectives of this partnership will be to influence building positive relationships in the region among youth, through exchanges and peer to peer information sharing methodology and help raise the capacities of most vulnerable youth to engage, take initiatives, to build and lead innovative solutions to social challenges in their community regarding peace building and trust-building across WB6. The engaged expert under this ToR will provide a solid guide and adapt the training manual on peer to peer education, engagement and networking of young people for peace and trust-building. This consultancy will contribute to Output 2 of the RYCO-UN project to strengthen capacities of youth groups and grassroots organizations to access and use RYCOs resources to engage in peacebuilding and social cohesion activities in the WB6. The target groups would include:</p> <ul style="list-style-type: none"> <li>- Youth organizations and individuals in isolated, rural areas, geographic representativeness, youth leaving with disabilities</li> <li>- Women-only organizations and women led organizations</li> <li>- Prejudiced youth groups/minorities: Roma, Egyptian &amp; Ashkali organizations, LGBTI groups and women's survivor's organizations.</li> <li>- Young people that are neither in education, employed or in training (NEET)</li> </ul>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The main task under this consultancy include:</p> <ul style="list-style-type: none"> <li>• Desk review of relevant materials/documents/analyses to be provided by CO Albania in consultation with EECARO, other UNFPA COs and RYCO team.</li> <li>• Conduct consultations with national experts (engaged by COs), relevant partners, such as YPEER (or equivalent), RYCO, etc.</li> <li>• Collaborate closely with PETRI, Sofia on: <ul style="list-style-type: none"> <li>- adapting the youth peer to peer methodology to ensure peer-to-peer methodology, young people's personal development aspects, and young people experience and other relevant aspects are properly reflected in the manual.</li> <li>- ToT / manual development workshop organisation, methodology, identification of relevant young participants in the workshop.</li> </ul> </li> </ul>

\* For the UN, all references to Kosovo shall be understood in the context of Security Council Resolution 1244 (1999).

For RYCO, this designation is without prejudice to positions on status, and is in line with Security Council Resolution 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

	<ul style="list-style-type: none"> <li>• Develop an outline of the guide in consultation with national consultants, PETRI and RYCO;</li> <li>• Update/adapt a youth peer to peer guide manual to peacebuilding for the WB6 which will: support RYCO to increase reach out to grassroots; help empower young girls to equally participate in peace building; sensitize young males in accepting girls as equal partners in peacekeeping; and promote tolerance and understanding within and out of marginalized groups.</li> <li>• Develop a Trainer's manual with PETRI based on the main guide on how to train youth teams/ ToTs on peacebuilding.</li> <li>• Collaborate closely with national consultants throughout the consultancy to contextualise the guide and training manual to local specifics;</li> <li>• Submit the draft versions of documents to CO Albania, other UNFPA COs and RYCO team for review /comments</li> <li>• Review existing experiences in Western Balkan and base the manual/guide on international best practices</li> <li>• Engage young people in the development of the guide and manual and ensure young people experiences and views are reflected (Through in Western Balkans workshop, or by suitable online mechanism).</li> </ul>
Duration and working schedule:	<p>The international expert/s will work from his/her place of residence. The consultancy will include 30 working days within a 2-month period (including work with national consultants). The exact dates for starting and ending the contract will be negotiated upon awarding the contract.</p> <ol style="list-style-type: none"> <li>1. Desk work and develop the outline of the guide and manual for youth peer to peer training, 4 days (including skype calls with the larger team - deliver outline 15 days after start of consultancy)</li> <li>2. Develop/update/adapt the draft guide/manual and training package to peacebuilding, 7 days including work in WB with local consultants and PETRI (25 days after the delivery of the first deliverable – submit to UNFPA for review - consultation)</li> <li>3. Workshop in the Western Balkans with young people on the developed draft guide and manual, 3 days (1 day preparations + 2 days implementation)</li> <li>4. Develop the final guide and manual, reflecting comments/remarks and submit the final guide and manual; 6 days, including work in WB with local consultants and work with PETRI (15 days after the draft manual and guide, from place of residence)</li> </ol>
Place where services are to be delivered:	Place of residence; Travel to WB6, if required
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>September - October 2019:</p> <ul style="list-style-type: none"> <li>- Electronic deliverables submission (drafts and finals)</li> <li>- Regular Online contacts (skype etc.)</li> <li>- Final products delivered to UNFPA Albania, electronically</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The international expert/s will report on the required deliverables to UNFPA Albania who will liaise with RYCO team (incl. EECARO and UNFPA COs FPs). The deliverables will be prepared in English language.
Supervisory arrangements:	<p>The contractor will be directly supervised by:</p> <ul style="list-style-type: none"> <li>- The UNFPA Albania Advocacy &amp; Communication Analyst (day to day coordination)</li> <li>- The EECARO Youth Programme Specialist</li> </ul>
Expected travel:	In discussion with the international expert, if travel to WB6 needed, at least 3 trips may be scheduled and covered by the project.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Advanced university degree in Education, Peace &amp; Security, Social Sciences, International Development or relevant disciplines;</li> <li>• At least 5 years' experience in intercultural dialogue and learning and/or peacebuilding; education management; community engagement; or youth participation</li> </ul>

	<p>management and leadership;</p> <ul style="list-style-type: none"> <li>• Previous working experience in the Western Balkans in the area of education, youth and peace management/ leadership; community engagement an advantage,</li> <li>• Previous working experience in developing training curricula, manuals, or similar activities;</li> <li>• Demonstrated ability to deliver under tight timelines;</li> <li>• Proven ability to build consensus among a broad range of stakeholders including development partners and government both from within and outside the sector;</li> <li>• Excellent inter-personal and written communication skills in English language, computer literate.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA Albania will provide overall coordination and management of the consultancy, including travel arrangements ((Daily subsistence Allowance, and air ticket, if needed), office space and equipment when and if needed.</p> <p>UNFPA Albania will facilitate the contact to young people and other stakeholders.</p> <p>If travel will be required, UNFPA COs will provide support to the consultant with facilitation of travel missions (if needed), including meetings and/or office space to work during the mission.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>All interested candidates should submit their application in the following link: <a href="mailto:albania.office@unfpa.org">albania.office@unfpa.org</a> no later than 31<sup>st</sup> of July, 2019 until 05 pm, Albania, time</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	