**TERMS OF REFERENCE**

**Service Contract for an External Expert contracted to mentor, monitor, and evaluate 10 community-based initiatives in the framework of the “*Sustainable community-based reintegration of Albanian nationals returning from Syria*” programme.**

**Introduction**

The Institute for Democracy and Mediation (IDM) is an independent, non-governmental organization, founded in November 1999 in Tirana – Albania. Its mission is to strengthen the Albanian civil society, to analyze and support the EU accession and development process in the country, and to help consolidate good governance and inclusive policymaking. IDM carries on its objectives through expertise, policy analysis, applied research, as well as through building capacities of key societal actors and developing partnerships for evidence-based policy alternatives. By combining the advantages of a knowledgeable think-tank and a resourceful operational non-governmental actor, the institute’s expertise extends in the following key sectors in five thematic areas; Governance, Security, EU enlargement, Local governance, and integrated development and Civic space.

**Background of the programme**

The programme “Sustainable community-based reintegration of Albanian nationals returning from Syria” is funded by Global Community Engagement and Resilience Fund (GCERF) and implemented by IDM, in close coordination with the Coordination Center for Countering Violent Extremism in Albania. The project is implemented in partnership with the Observatory for Children and Youth Rights and the Woman Center for Development and Culture Albania. The primary objective of the project is to ensure the sustainable and effective rehabilitation and reintegration of returning Albanian men, women, and children from Syria. Through comprehensive multi-stakeholder and cross-sectoral approaches, the programme aims to enhance the capacities of central and local institutions, frontline responders, and media, strengthen cooperation and empower returnees and host communities.

**The project targets:**  Albanian nationals returning from Syria, their families, receiving communities, frontline responders (social workers, psychologists, and teachers; community policing officers), and relevant central and local level actors and non-state actors. The intervention is composed of three main pillars: capacity building, intersectional cooperation, and community empowerment component, which aim at shaping the operating environment for institutions and front-line responders while building cohesiveness and enhancing their overall resilience against violent extremism.

* The capacity-building component aims at improving capacities, current knowledge, and skills of front liners and institutions. It includes various activities such as: researching to understand the current VE threats and inform policymakers, conducting training with front-line responders and local leaders on practices and policy actions needed to ensure effective R&R, and establishing a “community of practice” to enable practitioners to share knowledge, build new communication channels and learn by sharing their unique experiences.
* The second component aims to strengthen cooperation and partnerships between institutions working with R&R policies. It does so by helping prioritize CVE on the policy agenda and enhancing coordination among institutions.
* Finally, the third component aims to increase the adaptation of returnees in their communities, their acceptance by communities, and overall social cohesion and reintegration of returnees in communities. This component includes a whole set of activities including VET courses and apprenticeship programs for returnees and their familiars, supporting community-based initiatives, activities with religious and community leaders, as well as cultural, recreational activities with returnees and local communities.

The project activities will take place in 10 geographical units in Albania, respectively in 1. Yzberisht; 2. Kashar (Municipality of Tirana); 3. Municipality of Kavaja; 4. Buçimas: Rëmenj & Gurras (Municipality of Pogradec); 5. Leshnicë (Municipality of Pogradec); 6. Municipality of Librazhd; 7. Mollas (Municipality of Cërrik); 8. Municipality of Mat; 9. Municipality of Kukës; 10. Postribë (Municipality of Shkodër). The project research will take place in 1. Postribë and other border areas (Shkodër Region); 2. Prespa (Korçë Region); 3. Himara (Vlorë Region); 4. Dropull (Gjirokastër Region). The project duration is from 01.06.2021 to 30.11.2023.

**Duties and Responsibilities**

Objectives and scope of the assignment

In the framework of the programe “Sustainable community-based reintegration of Albanian nationals returning from Syria”, IDM will support and award 10 community-based initiatives (CBIs - community-building initiatives that promote social cohesion and partnership), one per each of the programme target areas, respectively in 1. Yzberisht; 2. Kashar (Municipality of Tirana); 3. Municipality of Kavaja; 4. Buçimas: Rëmenj & Gurras (Municipality of Pogradec); 5. Leshnicë (Municipality of Pogradec); 6. Municipality of Librazhd; 7. Mollas (Municipality of Cërrik); 8. Municipality of Mat; 9. Municipality of Kukës; 10. Postribë (Municipality of Shkodër).

The awarded community-based initiatives aim to empower communities and build cohesiveness towards enhancing their overall resilience against violent extremism. Grassroots organizations from targeted areas will be invited to apply for the CBIs and they will be mentored, monitored, and evaluated throughout the intervention lifetime, including the inception phase. In this regard, IDM seeks **an external expert** to support and monitor the implementation of initiatives.

Specifically, IDM will hire **one external expert** to mentor the activity from the inception phase, prepare a set of templates for the call of application and set clear criteria for the selection of best project proposals.

# Tasks and Responsibilities

1. **The External Expert scope of service** isto co-lead, in close collaboration with the Project Manager (PM), the call for application for the community-based initiatives, select the best proposals, and mentor the inception phase, before the start-up of the intervention.

The External Expert is responsible to;

* Conceptualize Project proposal template; Budget template; Matrix of CBIs Evaluation criteria
* Participate in the selection procedure of CBIs in close collaboration with the Project Manager and IDM M&E staff
* Provide feedback for improvement of selected project proposals.
* Prepare a Handbook for management of community-based initiatives– focused on M&E-related processes and reporting
* Cooperate with the IDM M&E staff to ensure compliance with IDM result-based management (RBM) and donor requirements on M&E-related processes.
* Review and critically evaluate the achievement of project results in collaboration with PM (Project manager);
* Submit all service deliverables to the PM for approval as per contract agreements
* Ensure the final product addresses any requirements or comments set forth by the project team and project partners.

**Delivery and timing**

**The External Expert** for CBIs should start the work immediately after signing the contract. A total of 40 working days are estimated to complete the assignment within a timeframe of two months (February - April 2022)

All deliverables will be submitted in electronic format to the Project Manager who is the responsible person to review and request revisions to the draft deliverables and to approve the delivery of the output.

The payment will be carried out in installments after the provision of the services and deliverables to the project manager.

**General Qualifications for the External Expert**

* At least 7 years of experience in civil society sector, leading the project management cycle: project implementation, coordination, monitoring, evaluation, reporting.
* Previous expertise in supporting, mentoring and managing subgrantee schemes is an asset.
* Graduate university degree in project management, social sciences, public policy, and any other related field.
* Previous experience on issues related to violent extremism, religious radicalization, building social cohesion and resilience in Albania, rehabilitation and reintegration services for returnees, and initiatives addressing community empowerment.
* Experience in data collection methodologies, data analysis, and results-based reporting.
* Previous experience in designing handbooks, manuals for management is an asset.
* Excellent command of the Albanian language; preferably, proficiency in English.
* Professional qualifications/certifications in project management, monitoring, and evaluation.

**Other required work-related skills and competencies**

* Ability to organize and manage time effectively
* Engagement and public speaking skills
* Excellent verbal and non-verbal communication skills
* Active listening and critical thinking skills
* Proficiency in information and communication technology
* Ability to work efficiently and independently under pressure, handle multi-tasking situations with strong delivery orientation.

**Application procedures**

All applications must be submitted electronically in Albanian or in English to [info@idmalbania.org](mailto:info@idmalbania.org) or hard copy to the following postal address:

*Rr. Shenasi Dishnica No. 1, P.O Box 8177, Tirana, Albania Tel: + 355 4 24 00 241 Email:* [*info@idmalbania.org*](mailto:info@idmalbania.org) *Website:* [*www.idmalbania.org*](http://www.idmalbania.org)

Interested candidates are invited to submit the following documents, the latest by **February 11, 2022**

* Curriculum Vitae, including previous experiences on the subject matter
* Letter of Interest