



This project is funded
by the European Union



TERMS OF REFERENCE

DESIGN AND CONDUCT

TRAINING COURSE ON MENTORING FOR PROBLEM SOLVING

Project number	Grant Contract No. 2017/394-892
Project title	Empowering CSOs for Roma Integration - ECSORI
Title of this assignment	Design and conduct one training course in Mentoring for problem solving.
Expected start date	October 1, 2018
Expected end date	October 31, 2018
Contact person	Rasim Gjoka, AFRCR

BACKGROUND INFORMATION

1. GENERAL

AFCR is a non-governmental, nonprofit, non-religious, non-political organization, open for cooperation with other foundations and organizations to contribute to democratization of the Albanian society. AFCR's main areas of intervention are: lobbying and advocacy for establishing legal framework for mediation in Albania; establishing mediation networks in the main cities and ensuring continuous training for mediators; awareness raising and capacity building in the area of mediation, negotiation, facilitation, reconciliation, restorative justice, peer mediation in schools tailored to the needs of state institutions, civil society actors, local government and schools; provision of the mediation service in civil, family and criminal disputes.

With funding from the European Union, the Albanian National Training and Technical Assistance Resource (ANTTARC) in partnership with AMARO-DROM and the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR), are implementing the "Empowering CSOs for Roma Integration" project. The project is being implemented in the framework of the "Civil Society Facility/ Civic Initiative and Capacity Building".

2. SPECIFIC BACKGROUND OF THE PROJECT

The overall project objective is "to contribute to proper implementation of human rights and fundamental freedoms of Roma and Egyptian communities through advocating for good governance and accountability by the responsible public institutions". The specific objective is "to support Roma and Egyptian CSOs' capacities to advocate for good governance and accountability on the rights of Roma and Egyptians".

The expected results are:

1. Roma and Egyptian CSOs have increased the capacities on community participation, community mediation, and provision of legal services for Roma community to meaningfully contribute for the integration of Roma and Egyptians.
2. Roma and Egyptian CSOs have increased their capacities to network and advocate and monitor the implementation of policies and action plan for integration of Roma and Egyptians.
3. Roma and Egyptian CSOs have the possibilities and the capacities to develop and implement initiatives for integration of Roma and Egyptians through small grants.

The action will target the following groups:

1. 30 Roma and Egyptian CSOs (13 Roma and 17 Egyptian CSOs). They will benefit from the capacity building program as well as the financial support/sub-granting scheme.
2. Roma-serving CSOs are also the target group of the action. They will benefit from both capacity development and sub-granting scheme.
3. Roma and Egyptian community leaders constitute another main target group.
4. Representatives of local government and other local institutions in municipalities where Roma and Egyptian communities live constitute another target group.

Final beneficiaries include:

1. Roma and Egyptian community members who will benefit from the legal assistance, counseling, and mediation, particularly women and youth.

2. Roma and Egyptian community members whose situation relating to human rights and fundamental freedoms will be improved. Despite the measures taken to improve the situation of Roma and Egyptian communities and implementation of their rights, still they remain one of most marginalized groups in the Albanian society.
3. Ministry of Health and Social Protection and Ministry of Justice, which are responsible for the implementation of activities of the Action Plan for Roma Integration. The action will contribute to the implementation of this Plan.

ASSIGNMENT DETAILS

3. OBJECTIVE OF THE ASSIGNMENT

The goal of the training course is to increase the capacities of Roma & Egyptian and Roma & Egyptian-serving civil society actors in mentoring for counseling and problem-solving and increase their skills in applying the mentoring method and problem-solving skills in daily life.

More specifically, the successful fulfillment of these terms of reference requires the input of individuals and/or organizations that have expertise and experience in mentoring for counseling and problem-solving that can also mobilize necessary human resources (experts in the above-mentioned area) to successfully complete specific activities described in these Terms of Reference.

4. EXPECTED RESULTS AND DELIVERABLES

Result(s):

- Increased capacity of representatives of Roma & Egyptian and Roma & Egyptian-serving civil society in mentoring for counseling and problem solving.
- Increased skills in the application of mentoring method.

Deliverable(s):

- a) Mentoring module
- b) Manual for CSOs on Mentoring and Counseling
- c) Report on the training course including the recommendations for the future mentoring and problem solving activities for CSOs.

5. ACTIVITIES

1. Design the training manual and modules for CS actors in mentoring for counseling and problem solving.

The training module on mentoring for counseling and problem solving. It will include the content as well as the methodology of the training course.

2. Conduct the training courses for CS actors in mentoring for counseling and problem solving

One two-day training course for CS actors in mentoring for counseling and problem solving will be conducted. The training group will consist of 30 participants representing Roma & Egyptian and Roma & Egyptian-serving civil society actors.

Description of the activity	Place	Date	N° of working days
Design the training course	Office	4 days between 1-10 October 2018	4
Conduct the training course	Tbd-at local level	11 – 12 October 2018	4

6. LEVEL OF EFFORT

Total level of effort is 8 (eight) working days. The training course will be facilitated by **two** trainers (4 training days/trainer for both the design and conduct).

7. PROFILE OF THE ORGANIZATION/EXPERTS

Organizations/consultants that are interested to apply for this assignment and consultants they include in their proposal should meet the following requirements.

Applicants should:

- ✓ Have proven experience and expertise in mentoring approach for problem solving;
- ✓ Degree in social sciences, management, and/or development studies;
- ✓ Proficiency in written and spoken English, including report writing and communication skills;
- ✓ Ability to work with minimal supervision and under pressure;
- ✓ Theoretical and practical expertise in mentoring and counseling for CSO's;

The potential contractor should propose two experts for the training services. Organization's profile (in case the organization applies) and experts' CVs should be attached to the proposal.

8. BUDGET & PAYMENTS

Interested organizations or individuals should present their proposal regarding the training fee that should be inclusive.

Payments will be made upon the receipt of a correct invoice/request for payment upon completion of the training course including design and conduct and submission of the report on activities.

9. REPORTING BETWEEN CONTRACTOR AND AFCR

The contractor will ensure the provision of **the Deliverable(s)** as described under point 4 above. The contractor will ensure that regular communication is kept with ECSORI/ AFCR, as necessary to ensure clarity on the progress of the assignment and that the following reports are provided to ECSORI/AFCR within the deadlines stated. Assignment report should be submitted within 20 days from the completion of the training course including a brief technical report on the assignment, explaining clearly when, where and how expert tasks were implemented and a financial report on the assignment.

10. SUBMITTING THE APPLICATION

Please submit:

- Expression of Interest;
- Trainer Expert CV (and organizational profile in case of organizations);
- Methodology.

Selection of the individual will be based on:

- How well the application meets the requirements set out in the Terms of Reference.
- Relevant experience.

Applicants should submit their application via email and/or in hard copy to the following address within September 26th, 2018.

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