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GOOD PRACTICES FOR ROMA RIGHTS AND INTEGRATION HANDBOOK

Project number	Grant Contract No. 2017/394-892
Project title	Empowering CSOs for Roma Integration – ECSORI Supported by the EU Delegation in Tirana
Title of this assignment	Preparation of a handbook on good practices in the implementation of Roma Rights and Integration
Expected start date	1 May 2020
Expected end date	10 June 2019
Contact person	Rasim Gjoka, AFCR

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) is implementing, in partnership with AMARO-DROM and the Albanian Foundation for Conflict Resolution, 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 proper implementation of human rights and fundamental freedom 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 targets 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 task will be focused on identifying the good practices of the civil society organizations working in the area of the rights of Roma and Egyptian communities, and preparation of a handbook aiming at promotion of these practices. The handbook will be disseminated to Roma/Egyptian and Roma/Egyptian serving CSOs dealing with the issues of the rights and integration of these communities and to main stakeholders at national and local level.

4. EXPECTED RESULTS AND DELIVERABLES**Result(s):**

- Good practices identified from the activities of organizations implementing subgrants and initiatives undertaken in the framework of the project on Empowering CSOs for Roma Integration.
- Good practices described in the format of a handbook, developed according to a creative methodology, and using tracking methodological instruments for gathering the data through documentation review, short guided conversations with the implementers of the subgrantee projects and through a written questionnaire.
- The edited handbook and translated in English ready to be published.

Deliverable(s):

- The methodology and structure of the handbook.
- The questionnaire that will be used to gather information regarding the good practices identified during the implementation of the projects.
- The first draft of the handbook prepared and submitted to the management staff.
- The finalized version in Albanian and English.

5. ACTIVITIES**Provide 30 days of preparation of the handbook on the good practices.**

The expert is expected to prepare the methodology, questionnaire, analysis of the questionnaires, and draft the structure of the handbook and finalize it. The expert will also review the reports, documents on the subgrantees project implemented.

The expert will coordinate with AFCR to coordinate the action plan, as per the following details.

Description of the activity	Time	N° of working days
Provide 30 working days (Consultant's fee, including development, editing, as well as translation into English of the handbook on good practices) as outlined below:	Between 1 May – 10 June 2020	30 (total no of days)
Specific tasks		
Phase I <ul style="list-style-type: none"> - Draft the methodology for the preparation of the handbook, including the structure of the interviews that will be conducted with the project managers. - Discuss the methodology with the Project management staff and update it with the comments/suggestions by the latter. - Review the reports, documents on project level, the subgrantees projects implemented and initiatives on the Roma rights and integration. 		5 working days
Phase II <ul style="list-style-type: none"> - Draft a summary for each project included in the handbook. - Describe the success stories or good practices. - Delivery of the questionnaire through email to the managers of projects that will be part of the handbook. - Conduct conversations with the project managers (either face-to-face or online, if the first option is not possible), in order to research, gather information regarding the situation of the good practice achieved during the project implementation. - Analyze the data gathered from the questionnaires and conclude the findings, including any graphics if possible. - Analyze the information gathered through the conversations with the project managers about the different aspects related to the good practices. - Share the drafts with the ECSORI/AFCR staff. 		12 working days
Phase III <ul style="list-style-type: none"> - Draft the handbook. - Share the draft with the management group for comments/suggestions. - Update the draft with the comments/suggestions and editing of the handbook. - Translate in English the final version of the handbook. 		13 working days

6. LEVEL OF EFFORT

Total level of effort is 30 (thirty) working days.

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.

Applicant (s) should:

- ✓ Advanced studies (MA or PhD) in law, social sciences, management, and/or development studies.
- ✓ Have proven experience and expertise in assessment, analysis and description of situations and social problems at group/organization and institution level.
- ✓ Demonstrated skills in preparation of reports, studies, and publications on various social groups and communities.
- ✓ Very good knowledge of English, including report writing and communication skills.
- ✓ Ability to work with minimal supervision and under pressure.
- ✓ Very good planning and time management skills.

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 assistance that will be provided.

Payments will be made upon submission of deliverable and based on the financial contract.

9. REPORTING BETWEEN CONTRACTOR AND AF CR

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 as necessary to ensure clarity on the progress of the assignment and that the following reports are provided to ECSORI/AF CR within the deadlines stated.

10. SUBMITTING THE APPLICATION

Please submit:

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

Selection of the individual will be based on:

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

Deadline of submitting applications: 27 April 2020

Applicants may submit their application in hard copy or via email to the following address:

Attention to: Rasim Gjoka
Fondacioni “Zgjidhja e Konflikteve
dhe Pajtimi i Mosmarrëveshjeve”
Rruga “Him Kolli”, Pall.F.Trade, Nr.5, Tirana

E-mail: mediation@afcr.al