



18 May 2023

Terms of Reference

**To conduct Tracer Study of the project “Integrated Social Services for the sustainable social and economic development of vulnerable communities”
Phase I**

Implemented by “Help for Children” Foundation (NPF)



Background and Context

The project “Integrated Social Services for sustainable social and economic development of Roma and Egyptians” has been part of the United Nations (UN)’ project “Leave No One Behind”, Phase I, which aimed at empowering vulnerable persons and groups to have equal access to public services and opportunities and to have a voice in public decision-making affecting their lives. The project has been implemented in three municipalities, Fier, Lezha, Kruja (Fushë Kruja) by setting up the model of integrated social services through providing these services to the Roma and Egyptian families and communities hand in hand with the local government and by increasing their qualification capacities. It started in 1st November 2017 and was completed in May 2021 (43 months). It contributed to Outcome nr. 1 (Output 1.2) and Outcome nr. 2 (Output 2.1) of the UN Program LNB and was implemented under the management and supervision of United Nations Development Programme (UNDP).

The new model offered social integrated services to Roma, Egyptians including other vulnerable families and individuals to increase their social inclusion and dignified inclusive integration in the direction of education to R&E children and by delivering simultaneous social services to their families, including facilitation for vocational education and training (VET), (self-) employment, individual and family capacity development, skills to interface with local government and other family and community support. Furthermore, it assisted local governments, including de-concentrated structures to assume knowledge, practical skills and responsibility in planning and discharging more responsive and better-quality social services to reduce vulnerability, inequality and poverty.

The project set up a new model of social services delivery, namely “Family based integrated social services” in each of the targeted municipalities. It aimed at empowering families to better access social services in order to improve their social situation and well-being. In order to achieve this, the project pursued two objectives:

- to provide support to the municipal social workers to effectively engage in service delivery by targeting the needs of the family as a whole, while addressing the specific, complex, and long-term needs of each of the family members;
- to establish within each municipality capacities and expertise to deliver, sustain and expand this model;

The project’s key target groups were Roma and Egyptian families and communities as well as the municipality staff, social workers, administrators and local council members.



The project has been in coherence with the policy and legislation related to social integration, vocational training, and employment such as: 2015-2020 Social Protection Strategy; 2016-2020 Action Plan for Roma Integration; 2015-2020 Policy Document on Social Inclusion; 2014-2020 National Jobs and Skills Strategy; 2016-2020 Action Plan for Roma Integration; etc.

Introduction

The purpose of the required consultancy services is to design and develop the Tracer Study and Beneficiaries Perception Survey in municipalities of Fier, Lezha, Kruja (Fushe Kruja). Under this consultancy service, the hired consultant will produce a Tracer Study and Beneficiaries Perception Study report for the Integrated Social Services for the sustainable social and economic development of vulnerable communities with focus on Roma and Egyptians.

The coverage of the study shall be the beneficiary families of the integrated social services for disadvantaged families, children, youth and communities as well as of the local structures and staff enabling to implement the new model of integrated social services. The table attached TORs “Sample size” as indicates the number of beneficiaries in the municipalities of Fier, Lezha, Kruja (Fushe Kruja) .

Under this consultancy services, a report should be produced. The report includes two main topics:

1. Tracer Study of the beneficiaries of integrated social services and their perceptions
2. Tracer Study of the local structures as beneficiaries of capacity building services.

This report should highlight the impact of the project “Integrated Social Services for the sustainable social and economic development of vulnerable communities”.

Objectives of the study

The primary objectives of the Tracer Study are:

- 1) to assess the impact of the integrated social services provided through the project in the life of vulnerable community, changes that are made for children education; the effects on youth and parents that learned a profession through VET training; economic empowerment of the poor families that benefitted from income generation schemes including, employment and self-employment facilitation services and family social empowerment;
- 2) to determine the extent to which project has achieved its intended outcomes and objectives;
- 3) to measure, the relevance of the capacity building through trainings and study visits of local managers, social workers, municipal and school psychologists, employees and VET providers, social workers and inspectors and executive staff.
- 4) to identify challenges and opportunities for improvement of the project/intervention.



Targets of the study

The tracer study will cover beneficiaries:

- a) who have received integrated social services related to education facilitation, counseling, referral and mentoring, vocational education and training (VET) facilitation, employment and self-employment, civic and NE registration, summer camp, applications for housing, income generation schemes, free legal assistance, and formal business support;
- b) local officials who have benefited capacity building through training and study visits etc

The Tracer Study will have, but is not limited to, the following focus:

- Deliver information on whether the integrated social services provided proved relevant, adequate, and need-based and productive for families and their children;
- Assess employability of the trained youth and parents;
- Determine the impact or any transformative change of the VET and employment services on the youth and parents' beneficiaries and their families.

A gender lens will be applied during the Tracer Study and Perception Survey, even where it is not explicitly stated in the above objectives.

Duties and Responsibilities

- The focus of Tracer Study is on the assessment of achievements, the quality and the results of the Integrated Social Services provided by the project. From this perspective, the study should provide an understanding of the cause and effects links between inputs/activities, and impacts. To accomplish this, the expert is asked to:
 - design a survey questionnaire to collect data on the impact of the program on beneficiaries' lives, including demographic information, education, employment status, income level, and quality of life;
 - conduct focus group discussions with a sample of beneficiaries to gather qualitative data on their experiences with the project.
 - conduct interviews with a sample of beneficiaries to gather qualitative data on their experiences with the program;
 - analyze the data collected to identify patterns, trends, and themes.

Under the direct supervision of the NPF staff, in close coordination with the ex-project coordinators and staff in each municipality, the following duties and responsibilities are expected to be delivered:

1. Perform desk review
2. Develop the study design, methodology, and tools
3. Prepare an inception report
4. Conduct a pilot survey and finalize the questionnaires



5. Train enumerators and carry out surveys
6. Carry out key informants' interviews and focus groups discussions
7. Conduct data entry, cleaning, and analysis
8. Prepare the draft report that highlight the findings of each of the study.
9. Conduct validation of the draft report
10. Prepare and submit the final report.

The coverage of the study shall be the beneficiaries of the project from March 2018 to May 2021 in the three municipalities. The table below indicates the number of beneficiaries in the targeted states.

Deliverables

1. Inception report including detailed work plan and methodologies
2. Finalized questionnaire after conducting a test
3. Submission and presentation of the (2) draft reports with key findings, conclusions and recommendations
4. Submission of the (2) final reports incorporating reviewers' comments as necessary, edited and laid out for publication

Competencies

- Demonstrates professional competence and expertise on the subject matter
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Able to work in team environment
- Demonstrates strong oral and written communication skills
- Builds strong relationships with stakeholders, clients, and external actors
- High degree of self-motivation and initiative
- Capability to apply new analytical approaches

Professional Qualifications

- Post-graduate degree in Economics, Statistics, Social Sciences, Education, or related field.
- Minimum of 10 years professional experience in research related to education, social sciences, technical & vocational skills training programs and labour market analysis
- Strong experience in designing surveys, managing primary data collection
- Experience in research is an advantage
- Experience in primary data collection, managing survey, data analysis, and report writing
- Advanced skills in data management and analysis using statistical tools.



Duration of the Consultancy

The study will be undertaken over the period 07 June – 07 July 2023, in a total of up to 15 working days, including preparation, field survey, data entry and analysis, and report writing.

Sample size

The coverage of the studies shall be the beneficiaries of the project from March 2018 until May 2021 in the municipalities of Fier, Lezha, Kruja (Fushe Kruja). The table indicates the number of beneficiaries in the targeted municipalities divided by categories:

Category of services	Fieri			Lezha			Kruja			Total
	1.	2.	3.	1.	2.	3.	1.	2.	3.	
Education facilitation										
Counselling, referral and mentoring										
VET facilitation										
Employment and self - employment										
Civic and NE registration										
Summer camp										
Applications for Housing										
Income generation schemes										
Free legal service										
Social workers training/capacity building										
Summer camps										
Teacher training										
Total										

1. Number of project beneficiaries
2. Sample framework and sample size (not less than 20% of beneficiaries)
3. Divided by gender

Payment modality

The payment will be done in one installment after the delivery of the (2) final reports. The payment will be subject to the current Albanian legislation taxes.



Submission of application

The interested applicants should send via e-mail at prokurimenpf@gmail.com or at the office address Bul.Gjergj Fishta, Kulla1, Kati 2, Ap.8, Tiranë, the following documents:

1. Updated CV of the consultant, including a summary of expertise areas demonstrating previous experience in similar assignments;
2. A letter of Confirmation of Interest;
3. Financial bid/proposal: daily fee in ALL (Albanian Lekë), including taxes according to the Albanian legislation, and the number of days necessary to develop the study.

The documents should be sent **until 28 May 2023, at 24.00 hrs.** Applications received after that time will not be considered.