**TERMS OF REFERENCE**

Service Contract for an External Expert contracted to train and monitor, returned children & women from conflict zones in the framework of the “Prevention and Safe reintegration: Holistic Approach and Resilience to Violent Extremism” programme.

**INTRODUCTION**

Adriapol Institute was established on 2014 and accomplishes its mission on research, trainings, courses, consultations, services and publishing activities in order to realize its projects with the view to better serve the public interests. Thanks to its activities, the Institute realizes its sustainability and versatile multisector integration as an indispensable demand for the urban, economic, cultural, technological development of the community and its life improvement. The Institute has institutional partnership agreements with National Institutions such as Ministry of Finance, CVE office, Ministry of education aiming at providing guarantees for the vertical integration among the various levels of governance, and the stakeholders involved in the territorial governance (local, regional, national, private sector, civil society, etc.) as well as for horizontal integration among various sectors of public activity. The institute is recognized at national and local level for the Mission and vision to create and enable Innovation and Creativity. This vision is made up of four components: Vertical dimension: with the focus on three levels of governance, policy making, international trends. Horizontal dimension: with the focus on various industrial, economic, cultural and social aspects, etc. Internal dimension: with the focus on various groups of stakeholders, and collaborators. Application dimensions: with the focus on creative forms of action, initiatives, clusters, events infrastructure.

The internal staff of institute have an excellent preparation on communication, public awareness, narrative issues, social media management and obviously in project cycle management. Its experience is based on high profile experts engaged for specific projects and becoming permanent part of the institute consequently. Adriapol Institute is well known for the professionality in implementing every kind of contract with EU and International donors. The capacity building program designed by the project will be delivered and institutionally recognized by the school of directors’ institute, that is an institution depending from the Ministry of Education and the sole one that is legally recognized to provide capacity building activities for educational staff. This will provide for sustainability of the capacity building program by being listed in the curricula that this institution provides.

**BACKGROUND OF THE PROGRAMME**

The programme “**Prevention and Safe reintegration: Holistic Approach and Resilience to Violent Extremism**” is funded by Global Community Engagement and Resilience Fund (GCERF) and implemented by Terre des Hommes in partnership with Adriapol Institute, in close coordination with the Coordination Center for Countering Violent Extremism in Albania. The overall objective of the project is to foster resilience to violent extremism through a holistic approach in order to prevent radicalism and support the safe reintegration of woman and children returning from the war zones. The overall objective will be reached through three main components: a) community agency work through engaging and strengthening the capacity of National and local duty bearers and front-line workers – including social workers, health professionals, school directors, psychologists and mental health professionals; b) equal access to opportunities through individualized care and protection support through a case management approach. c) promoting social cohesion and sense of purpose of at risk and vulnerable youth and RFTF through Multifunctional community services provision.

**The beneficiary groups:**

**Group 1** - Key duty-bearers at national and local level and frontline practitioners that will have raised their capacities in understanding & implementing quality reintegration and rehabilitation services to returned children & women from conflict zones and prevention of violent extremism.

**Group 2** - Vulnerable children, youth and women receive individualised and tailored support to ensure prevention of VE and rehabilitation and reintegration of RFTF, through comprehensive protection case management, multidisciplinary services and community-based approach.

**Group 3 -** Local government units are empowered to design and implement community-based actions for youth empowerment and engagement that contribute to the promotion of an acceptive and protective environment / society for the most vulnerable individuals.

The project activities will take place in Tirana & Durres regions and in Pogradec, Librazhd, Elbasan, Cerrik, Diber, Bulqize and Kukes municipality, location/communities where the returnee originate from or where potentially the Reintegration Plan (RP) will be implemented. These regions/municipalities are selected because various assessment reports identify these areas as hotspots with a relatively large number of Albanian FFs.

**EXPERT DUTIES AND RESPONSIBILITIES**

**Objectives and scope of the assignment**

In the framework of the programe of ***“Prevention and Safe reintegration: Holistic Approach and Resilience to Violent Extremism***”, Adriapol Institute will develop and design a manual for youth on basis of entrepreneurship. The manual will serve as a guide for all the young people on how to turn their ideas into real businesses. It will include the entrepreneur skills and characteristics, how to develop business ideas and how to prepare a business plan.

Institute seeks an external expert to design and develop the manual with all the required information.

Specifically, Adriapol Institute will hire **one external expert** to prepare the manual on entrepreneurship.

**Tasks and Responsibilities**

* The External Expert scope of service isto have a close collaboration with the Project Manager (PM) and Project Coordinator in preparation of the manual.
* Prepare the final manual on how to start a business.
* Cooperate with the Adriapol Institute staff to ensure compliance with donor requirements on the project implementation.
* 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** should start the work immediately after signing the contract. A total of 7 working days are estimated to complete the assignment within a timeframe of two months (February – March 2022)

All deliverables will be submitted in electronic format to the Project Coordinator 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 coordinator.

**QUALIFICATION, SKILLS AND COMPETENCIES**

* Graduate university degree in economic science, business administration, management and related filed.
* Extensive experience in the main topic of this project
* Previous experience with business trainings
* Good familiarity with the concept of entrepreneurship, youth, management, business plan, marketing
* Excellent command of the Albanian language; preferably, proficiency in English.
* Ability to organize and manage time effectively.

**APPLICATION PROCEDURE**

All applications must be submitted electronically in Albanian or in English to [project.coordinator@adriapol.al](mailto:project.coordinator@adriapol.al) or hard copy to the following postal address:

*Adriapol Institute for Smart and Creative Development St. "Rruga e Kosovarëve", Nd.39, H.1, No.5 Tirana, Albania 1019*

Interested candidates are invited to submit the following documents, the latest by **February 28, 2022**

* Curriculum Vitae
* Previous experiences on the subject matter