**TERMS OF REFERENCE FOR NATIONAL CONSULTANT**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | UNFPA Albania Country Office |
| Purpose of consultancy: | UNFPA CO in Albania is a part of the Western Balkan Region (WB6), undergoing an exercise that will lead towards enhancement of mutual trust and reconciliation across the Region.  In the moment when Albania aspires to accelerate its EU Integration Process, dialogue and reforms in legal, educational and social sectors are a must. The Regional Youth Cooperation Office (RYCO) has emerged from the Berlin Process, a political dialogue supported by several EU Member States and the WB6, hence the UN in WB6 have come together to support strengthening of this youth institution and assist it become a leader in the field of peacebuilding and reconciliation.  Given that RYCO is endorsed by governments and youth representatives in WB6, and works closely with youth CSOs and groups in 6 Western Balkan contracting parties, their promotion of diversity and democratic values, fostering reconciliation and remembrance and intercultural mobility, response to momentum for Youth, Peace and Security (YPS) in the Region is a necessity. Focused on capacity building, UN support aims at responding to the political momentum of RYCO's creation and maximize the chances for success of this regionally owned initiative.  This joint UN-RYCO initiative focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural and sports domains. RYCO is an entity that initiates and participates in policy making and advocates for reforms in these areas. It supports the development of a political and social environment that empowers and facilitates youth exchanges and mobility. In pursuing its mission, RYCO demonstrates its commitment to human rights, human dignity and building peace based on mutual respect and trust.  The above mentioned mandate is fully responding to the needs of present legacies of conflict that continues to impact daily life of young people in WB6, by constant existence of inter-generational transfer of traumas, constructed nationalistic narratives, and with no memory of a time of peaceful coexistence before the conflict.  The project aims to enhance social cohesion and reconciliation among youth across the Western Balkans – as measured by an increasing embrace of diversity, more tolerant attitudes and reduced prejudice and discrimination through the mechanism of providing support to RYCO. The project will support RYCO to work in partnership with civil society, education systems and schools, grass roots, youth institutions and youth in general for the consolidation of RYCO with the capacity to promote reconciliation, mobility, diversity, democratic values, participation, active citizenship and intercultural learning.  UNFPA Albania - UN entity that is directly dealing with youth, will be focused on the output 2 of the mentioned project: Capacities of youth groups and grassroots organizations to access and use RYCOs resources to engage in peacebuilding and social cohesion activities in the WB6, assign to Activity 2.  Namely, there is a need to engage national experts at the national level of the WB to work together with International Consultants on Adaptation and contextualization of Ypeer manual to peacebuilding, managed by UNFPA CO Albania.  To that end, UNFPA Albania will hire a national consultant who will generate necessary adaptation of the YPeer Manual to the local context of peacebuilding, conflict resolution and intercultural dialogue, and adaptation of the training methodology to the specifics of Albania and targeted youth groups.  Both UNFPA and RYCO bring strong partnerships, knowledge and networks across national and local levels, into this process to the benefit of delivering sustainable, long-term solutions for young people and fulfilment of their potential.  This ToRs describe the role, tasks and responsibilities of UNFPA-hired consultant. |
| Scope of work:  *(Description of services, activities, or outputs)* | Under the supervision and joint day-to-day coordination of UNFPA Advocacy and Communication Analyst, the consultant will be responsible for adaptation of the Youth Peer to Peer Manual to the local context of peacebuilding and adaptation of training material to the context and targeted youth groups aimed at developing the capacities of youth from marginalized groups (such as Roma, LGBTI groups, women’s organization, youth living with disabilities).  Peer to Peer Methodology will be used as a tool for youth engagement in peacebuilding and reconciliation issues, and to:   * Focus on collaborative, interactive workshops and face to face sessions; * Focus on inclusiveness, peacebuilding, tolerance, anti-discrimination and no hate speech at the workshops; * Strengthen the capacities of young people, especially from the target marginalized groups, become able to apply the peer-to-peer learning methodology on the YPS and amplify/expand outreach to other youth groups and organizations unable to attend the workshops; * Shape the Albanian context with specific focus experiences of different genders and by young people from various socio-economic, ethnical and cultural backgrounds.   Breakdown of tasks and responsibilities is listed below, and reflects duties and expectations from the national consultant. The national consultant will conduct consultation with international consultants on both issues:  - Adaptation of youth peer to peer methodology/manual  - Adaptation of national workshops methodology and agenda after the first ToT WB workshop occurs and based on inputs provided in the ToT.  The National Consultant will adapt Peer to Peer Manual to the local context of peacebuilding environment to ensure Peer to Peer methodology, young people’s personal development aspects, and young people’s experience and other relevant aspects are properly reflected in the manual, in accordance with the following steps:   * 1. Desk-review on Albanian documentation related to youth: Laws, policies, strategies – from the central and local level with a special focus on peacebuilding practices and policies;   2. Desk-review of the international documents related to youth and peacebuilding education;   3. Coordination and consultation with International Consultants on relevant materials/documents/analysis;   4. Providing comments to the International Consultants on the ypeer manual;   5. Coordination and consultation with International Consultants on Western Balkans ToT workshop, where the first draft of the Manual and Methodology will be presented. The National Consultant will prepare and identify relevant Albanian young participants for the workshops;   6. Upon finalization of the ToT workshop, the National Consultant will adapt the final Manual and methodology, in cooperation and consultation with the International Consultant;   7. Organize at least two workshops with 50 participants in total, where workshop trainers will be the ones that participated at the Western Balkans ToT workshop; |
| Duration and working schedule: | **1 March, 2020 – December 31, 2020 (a total of up to 20 working days over the course of the assignment)** |
| Place where services are to be delivered: | 2 locations in Albania (with possibilities of extension to two more locations for two more workshops). |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | 1. Desk review on Albania situation related to young people (5 working days) - electronically submitted document 2. Consultation and coordination with International Consultants on WB workshops in identification of youth representatives and participation in the ToT and local workshops (3 working days) 3. Adapt ypeer manual and methodology to Albania context in consultation with International Consultants and submit the final electronic version (word and PDF) to UNFPA (7 working days) 4. Organization of at least two workshops, support identification of relevant young participants (5 working days). |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The National Consultant will directly report to the UNFPA Advocacy & Communication Analyst, while intensive communication will be with international consultants, RYCO Project Leader and RYCO LBO in Albania. UNFPA will provide reporting templates, while reporting dates will be included in the respective contract. |
| Supervisory arrangements: | The National Consultant’s overall supervision and quality assurance rests with the UNFPA Advocacy & Communications Analyst. |
| Expected travel: | Mostly home based, with expected travel to the place of ToT workshop. |
| Required expertise, qualifications and competencies, including language requirements: | * BA in social sciences, especially one of the following fields: history, social work, psychology, law, political science, public administration, international relations, and international development; with 5 years of relevant working experience in intercultural dialogue and learning and/or peacebuilding, education management, community engagement; youth participation management and leadership. * Direct experience in working on issues in developing training curricula, manuals, or similar activities; * Previous working experience in the Western Balkans in the area of education, youth and peace management / leadership; community engagement is an advantage; * Understanding and addressing the issues that affect personal, community and political security among young people is an advantage; * Understanding and addressing youth peer - to – peer learning on youth, peace and security concept (YPS) is an advantage; * Knowledge of YPS relevance to other marginalized youth groups and organizations is an advantage; * Understanding and knowledge on relevance of YPS towards girls and young women is an advantage; * Excellent skills in English and Albanian; * Proficiency in current office software applications. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA and RYCO will provide all the necessary reading materials. |
| Other relevant information or special conditions, if any: |  |
| Signature of Requesting Officer in Hiring Office:  Date: | |