

## Terms of Reference

### for conducting a Social Needs Assessment

### to identify the most vulnerable children, young people, families, communities and districts in the Municipality of Prizren, Republic of Kosovo

#### 1. Short description and current situation

**CONCORDIA Projekte Sociale Kosovo (CONCORDIA Kosovo)** is the youngest organisation among the CONCORDIA Social Projects organisations in Europe and has committed to the overall vision of CONCORDIA organisations to support children, young people and their families to lead a self-determined life outside of marginalization.

**CONCORDIA Kosovo** was established as an “Association” on 11<sup>th</sup> December 2020 and has obtained the Public Benefit Status (PBS) on 11<sup>th</sup> January 2021. Its headquarter is in Prizren, Rr. Lahuta e Malësisë pn. It currently runs social, educational and recreational services for children, young people and families in the CONCORDIA Tranzit Centre, located in the Tranzit community, a poor part of city of Prizren, where the great majority of the population belongs to Roma, Ashkali and Egyptian communities. Additional services are planned to be developed starting with the first half of 2022, like school for parents, support group for women and vocational counselling for young people. Kosovo holds the sad record of being the poorest country in Europe<sup>1</sup>, with more than one in five people living under the poverty line. Access to quality health care, social services and education is still a privileged for large part of the population, especially for those of Roma, Ashkali, Egyptian ethnic origin or living in rural areas. According to UNICEF, the European Commission and the World Bank, people with disabilities, women and children and young people living in ethnic marginalized communities are in greatest need of support.

For the next four years, **CONCORDIA Kosovo**, will focus its intervention on:

- Empowering a larger number of children, young people and families to achieve a self-sustained independent life, and to actively participate in their communities,
- Securing sustainable and sufficient resources for the development of the organisation and its programmes, and
- To live and promote in Kosovo the CONCORDIA’s organisational culture and its spirit.

Ultimately, the work of the organisation shall bring visible contribution to achieving sustainable development, especially regarding reducing poverty (SDG1), access to quality education (SDG4), advancing equality and equity (SDG10), and preventing any form of violence, especially the one determined by poverty and ethnic discrimination (SDG16).

#### 2. Purpose of the evaluation

Prizren municipality has about **76 settlements** and a population of approximately 180.000 people. The municipality is now predominantly ethnically Albanian, but other minorities such as

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<sup>1</sup><https://data.worldbank.org/indicator/NY.GDP.PCAP.CD?contextual=max&end=2019&locations=XK&start=2000&view=chart>

Turkish, Bosnian, Roma, Ashkali and Egyptians live in the city itself, or in villages around.

CONCORDIA Kosovo initiated a process in putting together and developing highly professional outreach/mobile team comprising a psychologist, a social worker and a nurse, whose main aim is to reach the most vulnerable families of the Municipality of Prizren, majority of them among Roma, Ashkali and Egyptians ethnicities. Building on a concept of preventive and responsive integrated social services – health, education and social protection – delivered at community level, directly to children, young people and families, the mobile team will use a case management approach. The mobile team main task is to provide community-based interventions, offering most needed support to children, young people and their families which are deprived or have less opportunities to benefit by social and psychological support, evaluation of the health condition and vocational counseling. CONCORDIA's main goal is to identify a sustainable way of strengthening those families who are most in need and enabling them to look after their children, preventing child abuse and neglect, early school drop-out and early marriages. By doing this, our team's long-term mission is to break the circle of poverty and support the most marginalised children, young people, families and communities of Prizren area.

The main purpose of this evaluation is to assess the entire area of Municipality of Prizren and to identify those villages and districts of the city of Prizren where the highest number of children, young people and families most affected by poverty and/or associated vulnerabilities are living. It is expected to map these areas classifying the types of vulnerabilities among the target population. The results will quantify and prioritize the type of vulnerabilities in the communities, categorizing the families already affected by some crisis and assessing the most burning needs among the children, young people and families. The assessment should provide comprehensive information on the needs for services for children, young people and their families, with special focus children affected by material deprivations, poverty, violence, lack of access to social assistance, health, and education, etc. Besides, the assessment will allow the organization to create a comprehensive baseline for analysis of the social needs in the Municipality of Prizren, to provide a better grasp of the situation and be able to plan and design an integrated programme intervention, which will achieve sustainable impact in the area.

The assessment targets all 76 settlements in the Municipality of Prizren and the city of Prizren. The target group are marginalized children, young people and families, living in extremely poor conditions and facing with associated vulnerabilities.

**The following questions are to guide the assessment:**

1. Out of those 76 settlements and districts of the city of Prizren, which are the most vulnerable and in need of support?
2. Who are the settlements with the highest number of vulnerable children, young people and families?
3. What is the extent of vulnerability?
4. What are the sources of vulnerability?
5. What are the most burning needs among the target group?
6. What would be the services and support they need in order to overcome their problems?

The findings and recommendations of this evaluation will contribute to get insights about the overall situation in the area and to guide the management team of CONCORDIA Kosovo about the

current needs among the most vulnerable families to be supported by the outreach/mobile team.

### **3. Qualifications for the members of the contractor/team of consultants**

- Solid experience in conducting research, (at least 5 years) in social assistance, child protection, public health, social policy field;
- Solid experience (at least 5 years) in planning and organizing the provision of social services;
- Having successfully undertaken similarly assignments;
- Ideally, the contractor/team of consultants should consist of a mix of backgrounds – social policy, social assistance, community development, experience in working with minority groups;
- Proven ability to work in respect of strict deadlines;
- Proven ability to work harmoniously with different public institutions and to incorporate different viewpoints, including from the community level, vulnerable persons as well as children;
- Proven ability in designing interventions for local levels, in the social field;
- English and Albanian proficiency in reading, speaking, and writing.

### **4. The beneficiary of the Assessment**

The primary beneficiary of the results of this evaluation is the management of CONCORDIA Kosovo and due to the nature of activities and outcomes, this includes the Municipality of Prizren, Centre of Social Work in Prizren, other public authorities, civil society and families.

### **5. Proposed methodology**

The applicant is required to propose a methodology and research instruments within the application package. The methodology should consider the following aspects:

- collection of available administrative data considering the estimated target group (vulnerable children, young people and families) for every community of the Municipality of Prizren as well as desk review of various reports, studies on the same topic realized in the Republic of Kosovo;
- gather qualitative information through focus groups, in-depth interviews, etc. with key informants such as local authorities' representatives, informal leaders at the level of communities, relevant persons in the communities like teachers, nurses, etc., as well as with children, young people, and parents, covering the entire Municipality of Prizren.
- the assessment must consider and articulate disparities related to gender, disability, income and ethnicity.
- map of public or private social, educational and health services existent in the communities.
- include analysis with regards to the current gap between identified needs and available and accessible services and make recommendation for filling-in those gaps (ie. through the work of the mobile team, but other services providers as well).

The consultancy shall be finalized by 31<sup>st</sup> of March 2022. An Inception report to be provided by 31<sup>st</sup> of January 2022, shall indicate the next steps of the evaluation and the deadlines for the following processes.

Following time schedule is envisaged, but the final working calendar will be jointly agreed:

Task	Proposed time	Relevant activities
Drafting an inception report	By 31.01	Design the steps of the evaluation, indicate key processes and research methods, informants, necessary resources
Finalise the evaluation design and methodology	By 03.02	Design the methodology and evaluation tools that will be implemented in the research. Agree on the research methods and tools.
Validation of the methodology with CONCORDIA Kosovo management	By 07.02	Utilize the proposed tools in a local setting (Kosovo) to identify if changes to the tools have to be made
Data collection	By 01.03	On-site visits to all the settlement and interviews with relevant internal and external stakeholders. Asses the external political, social, economic and cultural context. Includes transcription of interviews.
Data analysis	By 14.03	Analyze findings and relevant data triangulation
Draft evaluation report– submitted to CONCORDIA	By 25.03	Present the preliminary draft of the evaluation report. This would include key highlights on the preliminary findings, collection of annexes to include additional information.
Obtain the feedback / validation from CONCORDIA Kosovo and CONCORDIA International	By 29.03	Include the feedback to the preliminary draft, as provided by partners and the management of CONCORDIA Kosovo and CONCORDIA International.
Finalise the evaluation report and presentation to the management	By 31.03	Finalize the evaluation report. Presentation to the Management of CONCORDIA Kosovo (a power point presentation, including key findings and recommendations).
Support public presentations (1 day)	On demand	After being finalized, the management of CONCORDIA Kosovo will decide when and which form the report will be launched externally.

## 6. Expected results (deliverables) from the evaluation

CONCORDIA expects a final evaluation report and the power point presentation to be delivered both in English and Albanian and ideally, should not exceed 30 pages (annexes not included). A description of the instruments is to be provided in both English and Albanian.

### The final report should include:

- Analysis of external context (environment) where the settlements are located.
- Annexes including all findings and results of the data analysis, as well as stakeholders consulted.
- Applied research tools (e.g. questionnaires, interview schedules, focus groups' agenda etc.).
- All relevant literature sources in the most accurate academic format (ex: APA, MLA, etc.).

**Ideally, the final report should use the following structure:**

- Title page
- Acknowledgements
- A table of content
- An executive summary
- An introductory chapter setting the context and the nature of the problem: analysis of the political, economic, social and cultural context where the settlements are located, the results of the families and stakeholder analysis and other relevant information about the external environment in the area.
- An explanatory chapter of the research methodology and design, the research tools and key research questions
- A chapter presenting in details the findings and the results of the data analysis
- A chapter with detailed conclusions and recommendations. These should include for example:
  - proposals for most vulnerable and affected areas
  - proposal for type of services most needed by the children, young people and families in the respective communities
  - proposal for families most affected by vulnerabilities
  - proposals for addressing potential partners and strategies to involve them
  - proposals for improving the legislation, practice and advocacy strategies to achieve the changes for the identified vulnerabilities
  - general and specific recommendations for the management of CONCORDIA Kosovo
- References
- All necessary annexes

## **7. Communication between CONCORDIA Kosovo and the contractor/team of consultants**

This assignment is part of a broader project of fighting poverty and offering sustainable support to the most vulnerable children, young people and families of the Municipality of Prizren in the Republic of Kosovo. Its implementation is entrusted to a team composed of:

- CEO of CONCORDIA Kosovo: Mirela Lavric
- Local operational support – CONCORDIA Kosovo
- external consultant/s

The core team will have every second week online and offline meetings on the progress of the project.

## **8. Budget**

The total budget of the consultancy cannot exceed 4,000Euro (including VAT, if the case). The financial proposal should include all incurred expenditures, i.e travelling costs for the research team, office supplies, protocol, etc. Please note that the consultant will be responsible for paying income taxes and any other due taxes as per applicable national legislation.

The consultant will submit invoices to CONCORDIA Kosovo as following:

- The first invoice after the approval of the Inception report – 20% of the total budget
- The final invoice after the approval of the final report – 80% of the total budget.

## 9. Application procedure

The application will be sent via email at: [office@concordia-kosovo.org](mailto:office@concordia-kosovo.org) and must include:

1. CV/CVs focused on the skills and experience requested by the current consultancy.
2. A cover letter underlining the motivation for applying for this assessment and how the candidate/candidates' skills and experience match the requirements of the position;
3. A financial offer, specifying the name of the Bidder, phone, email address and date.

## 10. Selection procedure

Only shortlisted candidates will be contacted for an interview (online or offline). Applications which do not include the financial offer will not be considered.

The contract will be awarded based on the best combination of expertise and fee.

**Advertised: 11<sup>th</sup> of January 2022**

**Deadline: 21<sup>st</sup> of January 2022**

**Mrs. Mirela Lavric**

CEO CONCORDIA Projekte Sociale Kosovo