

SC-PR-37 Terms of Reference (ToR)-ALB 2025 0221

Local expert to support life skills and youth resilience sessions

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

Save the Children in Albania has an ongoing cooperation with Municipality of Tirana aiming to support strengthening of community centre capacities and through them, strengthening the system of social educational services in identification and addressing specific educational needs of children in their territory. The intervention is focused on social inclusion of children affected by multi-dimensional vulnerabilities through support to local actors being institutional or public/non-public service providers to design, plan and deliver socio-educational activities. another component is focused on improving life skills and professionals' abilities for youth in the targeted community centres through collaboration with vocational training and employment offices in Tirana.

The intervention target 4 Community centres established and managed by the Municipality of Tirana in close cooperation and coordination with the Directory of Social Services of the Municipality.



Objective

Save the Children is looking to engage a local expert to support the organization and delivery of youth resilience and life skills sessions across four community centres within the Municipality of Tirana. The selected individual will be responsible for planning and conducting sessions focused on building confidence, enhancing self-esteem, problem solving, conflict resolution and improving social interaction skills among young participants.

Location and official travel involved

The selected individual will conduct the sessions in four community centres in the Municipality of Tirana.

Services the Supplier will provide

- Preparation of the action plan in coordination with each community centre and Save the Children.
- Preparation of PPT and relevant information to be shared with participants based on the theoretical materials developed by Save the Children (resilience and life skills manual)
- Preparation of programs for 12 sessions in each community centre.
- Pre and post-test to measure the knowledge of the participants.
- Preparation of narrative reports in English language for each community centre.

Experience and skill set required

- Bachelor's degree on Social Sciences, psychology/social work or related field.
- Proven experience working in child protection area, previous experience of working with community centres is preferred.
- Demonstrated ability to engage effectively with youth, including through life skills sessions.
- Previous experience of session organization, training delivery on child protection.
- Very good facilitation skills.
- Very Good planning and time management skills.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Plan for organization of 48 sessions (12 per each community centre)	Submission of one plan for 48 sessions, that will be conducted – twelve	Word Document to be provided to Save the Children



		per each community centre.	
2	Submission of programs and PP for each session.	Prepare a PP presentation for the themes that will be covered.	Word Document to be provided to Save the Children
3	Pre and post-test templates	Organize the data collection based on pre and post-test for youth involved in the sessions.	Word Document to be provided to Save the Children
4	Submission of one descriptive report, with information for each community centre	Prepare a final report with information for each community centre with clear conclusions and suggestions for follow up steps related to the topics discussed during the informational sessions.	Word Document to be provided to Save the Children

Timeline October – December 2025 (27 working days)

Estimated Commencement Date: October 2th

Estimated End Date: December 22nd

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Plan for organization of 48 sessions (12 per each community centre)	Child protection team	6 – 10 - 2025
2	Submission of programs and PP for each session.	CP team in SC	7 – 10 - 2025



3	Pre and post-test templates	CP team in SC	Pre and after each session;
4	Final narrative report with detailed information per each community centre	CP team in SC	20 -12- 2025

Out of Scope

N/A

Status updates/reporting

Ongoing communication with CP team in SC for the status of session preparation and organization. One final report in the end of the consultancy.

Acceptance

• Deliverable 1 – to be accepted by Project Board within 5 days of delivery date • Deliverable 2 – to be accepted by Project Board within 5 days of delivery date • Deliverable 3 – to be accepted by Project Board within 5 days of delivery date • Deliverable 4 – to be accepted by Project Board within 5 days of delivery date

General assumptions and dependencies

Coordinate the actions between the local expert and the representatives of community centres in Tirana; • Support the organization of sessions in each community centre. • Provide logistic support as per the SCI policies for the fulfilment of this consultancy

Payment information

The consultancy is expected to be concluded in 27 working days. The daily fee will be as per the budget approved by the donor.

Timesheets are required for all service providers on a daily/hourly rate e.g. Payment will be made based on the contractually agreed daily rate and only for the contractually agreed services. Timesheets using the template provided are to be submitted in the end of the consultancy.

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.



Other important information

N/A

How to apply for the services

The service provider is expected to submit a proposal, including:

A letter of interest stating the available time for the consultancy, - propose a working plan with dates specifically per each community centre; - professional CV in English as PDF or MS Word
- reference to similar work done.

The deadline for responses is September 29th, 2025

All applications should be submitted as PDF or MS Word attachments in a single e-mail to info.albania@savethechildren.org **by close of business day on 29 – 09 – 2025** stating the title of the TOR - **Application for: Local expert to support life skills and youth resilience sessions in four community centres in Tirana.**

The award criteria consist of the following:

Criteria	Description	Score
Bachelor's degree in social sciences (preferably with specialization in Human Rights and/child protection related area	Academic background on social sciences - specialization in child and social protection	25
More than 5 years as a minimum in social services/child protection;	Expertise in social services, child and adult learning and training delivery	35
Work plan/ methodology to perform the requirements within the time proposed	Detailed workplan and proposed timeframes to meet the requirements of the consultancy	40
TOTAL SCORE		100