

TERMS OF REFERENCE

Short-Term expert to support the process of budgeting and costing calculation as per activities of the new local social care plan 2023 -2026 for Shkodra & Elbasan Municipality.

Terre des hommes Mission in Albania is seeking to contract an *expert that displays the human, ethical and technical demands to support the process of budgeting and costing calculation as per activities of the new local social care plan 2023 -2026 for Elbasan and Shkoder Municipalities* in the framework of the project “**The Sustainable Socio-Economic Reintegration of Returned Migrants in Albania**”, funded by the German Government, in cooperation with GIZ Albania, through “Migration for Development” program.

About us

Terre des hommes (Tdh) is the leading Swiss organization for children’s aid, operating in Albania since 1993, in the field of child rights, child protection, migration and juvenile justice, for strengthening of a national child protection and justice system in Albania. Terre des hommes’ area of expertise ranges from psycho-social interventions with vulnerable children and their family and community members, to empowerment of local, regional and national level governmental institutions and key stakeholders, to strengthening child protection, juvenile justice system and social inclusion system for migrants in Albania.

About the project

The Sustainable Socio-Economic Reintegration of Returned Migrants in Albania” project is being implemented in the municipalities of Fier, Elbasan, Durres, Lezhe, Shkoder and Kukes and has been designed to respond to the inter-linked problems related to migration and returnees as well as improve the coordination and capacities of duty-bearers and key stakeholders, to identify migrants, deliver quality socio-economic services and interventions and build sustainable policies and strategies for migrants.

Purpose of the service

The purpose of this service is to budget and cost activities of the new local social care plan 2023 - 2026 through consultations with Social Services Directory and Finance Directory in Elbasan and Shkoder Municipality, focusing on those responsible for budgeting and finance to ensure budgeted activities part of the local social plan.

Tasks

Under the guidance of the Tdh staff, and the technical direction and support of Elbasan & Shkodra Municipality’s General Director of Social Services, the expert will carry out the following main tasks:

- Conduct consultation meetings with representatives from Social Services Directory and Finance Directory in each Municipality to have a clear picture on the needed budget as per the activities in the new local social care plan 2023 -2026.
- Costing of each activity part of the new local social care plan 2023 -2026 for Elbasan and Shkodra Municipality
- Finalise budgeting and costing the new local social care plan 2023 -2026 in Albanian.

Main activities and Time frame:

ACTIVITY		TENTATIVE DEADLINE
Elbasan Municipality	Consultation meetings (one day)	15 May 2023
	Deliver the finalized budgeted and costed local social care plan 2023 -2026 for Elbasan Municipality (three days)	20 May 2023
Shkoder Municipality	Consultation meetings (one day)	30 May 2023
	Deliver the finalized budgeted and costed local social care plan 2023 -2026 for Elbasan Municipality (three days)	10 June 2023

Indicative assignment date: 22 May – 10 June 2023. The work is expected to be completed within eight working days.

Required/preferred experience and skills:

- 5 years of specific expertise in finance/ budgeting of project proposals/ finance department and related fields
- Good understanding of social care area
- Advanced degree in finance (master's level)
- Previous experience in preparing similar documents, e.g., costing of different activities and related budget allocation
- Excellent communications skills, oral and written

Child Safeguarding Policy: As a condition of entering into a consultancy agreement the expert must sign Child Safeguarding Policy and abide by the terms and conditions thereof.

Submission of application

Interested candidates should present:

- i. A letter of interest and statement of availability and commitment to undertake and complete the consultancy within the indicated time will be required.
- ii. Updated professional CV in English (including evidence of similar previous work as laid out in this Terms of Reference)
- iii. Financial offer (gross daily fee in EURO)
- iv. Tax registration (required)
- v.

Submission of application should be done to alb.hr@tdh.ch by close of business day **May 18, 2023**. Please ensure that the subject line of the application includes “ *Budgeting and costing calculation as per activities of the new local social care plan 2023 -2026 for Elbasan and Shkoder Municipalities*”

Selection of the Provider will be based on:

- How well the application meets the requirements set out in the Terms of Reference.
- Relevant experience
- Financial offer
- Tax registration (required)