



# Terms of Reference for service contracting

For the regional project: *Youth Empowerment Enabling Prospects (YEEP II)*

**Assignment:** Organization and Facilitation of teambuilding for regional project staff

April 2024



## Terms of Reference and Scope of Services

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### 1. Background

SOS Children's Villages Albania is a non-political and non-religious social organization that provides family-based care for children who have lost parental care or cannot live with their biological families for various reasons. SOS CV AL provide prevention services for children, young people and families in need through community programmes and several projects, aimed of developing their capacities.

SOS CV AL is a member of the International Organization SOS Kinderdorf International, founded by Hermann Gmeiner in 1949. It operates in many countries around the world, serving children, families, and communities.

Our mission: We create families for children in need, assist them in building their future, and participate in community development.

The **common standards and policies** of SOS Children's Villages Albania include child protection, gender equality, inclusion, data protection, anti-corruption, financial management, good management and accountability, results-based management and many more.

SOS Children's Villages Albania and the other four project partners - the national associations of SOS Children's Villages in Bosnia and Herzegovina, Kosovo, North Macedonia and Serbia since July 2023 are implementing the regional project *Youth Empowerment Enabling Prospects (YEPP II)* funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and Hermann-Gmeiner-Fonds Deutschland e.V. **focused on sustainable improvement of the living conditions of 2,770 vulnerable young people in the five project countries.**

The project is implemented by the five national SOS Children's Villages in partnership with 23 civil society organizations on 29 locations, such as: Albania (Tirana, Fier, Elbasan, Lezha, Korca), Bosnia and Herzegovina (Sarajevo, Tuzla, Mostar, Zenica, Banja Luka, Brcko District), Kosovo (Pristina, Gjilan, Prizren, Mitrovica, Peja, Ferizaj), North Macedonia (Skopje, Stip, Kavadarci, Strumica, Prilep, Tetovo) and Serbia (Belgrade, Zajecar, Krusevac, Kragujevac, Sombor, Pozega).

The duration of the project is from 15.07.2023 – 15.11.2026.

#### Direct target group:

At least **2,770 disadvantaged young people** (aged 16-35, at least 50% female) from the five Balkan countries:

- Unemployed vulnerable young people and young parents
- Young people who are or have been in alternative care and are growing up in a social institution or with foster parents.



The main objectives of the project are:

1. Professionals are empowered to apply a holistic training methodology and provide quality labour market integration services to the target group.
2. Vulnerable young people have acquired knowledge and skills that improve their employability in the labour market. Vulnerable youth have improved their socio-economic integration.
3. Vulnerable young people have built their employability skills and professional networks through practical experience in the labour market.
4. Local and national decision-makers have increased their awareness of the situation of young people at risk and are informed about possible strategies to address the socio-economic exclusion of the target group.

## **2. Objective of the Assignment**

The main objective of these Terms of Reference is to contract a Company/Team of Experts/or an Expert aiming to organize and facilitate a teambuilding event for all project staff from all 5 countries – 35 individuals. During the three-day event the teamwork and team spirit will be strengthened through various measures, while at the same time the professional exchange between the practical members of the project teams will be promoted, including:

- Teamwork for purposes of boosting team performance.
- Collaboration and fostering innovation and creativity.
- Communication and socialization within the team.

The facilitator(s) is expected to design this process and to assign time frames to it.

## **3. Expected outputs**

### **a) Preparatory/planning of the team building retreat workshop**

- A teambuilding plan clearly articulating the objectives of each of the team building exercises.
- Interactive and flexible facilitation tools and material prepared prior to the workshop.

### **b) Organization and Facilitation of the teambuilding workshop**

- Interactive sessions both indoors and outdoors.

### **c) A brief report outlining:**

The teambuilding workshop proceedings and key outcomes, recommendations, and feedback on the various aspects of the training from participants

## **4. Expected outcomes**

- A cohesive team that understands individual roles and their links to the overall project objectives.
- Improved communication, team spirit and intercultural understanding and sensitivity
- Identifying the team's strengths



- Meeting the expectations of all staff for the team building exercises

## 5. Duration of the Assignment

The duration of the teambuilding is 3 days, from 4- 6 June 2024 in Vlora, Albania. Two more days are planned as travel days (3 and 7 June 2024).

## 6. Qualifications and experience required

- At least 3 years of relevant work experience, with a focus on organizing and facilitating meetings or workshops for other international, regional or bilateral development organizations.
- Expertise in designing and implementing a wide range of interactive methods to strengthen teams and improve communication in the workplace;
- Cultural sensitivity and experience moderating meetings of culturally diverse and international groups.
- University degree in Social Sciences, Development, Communications, and/or relevant field required.

The application has to include:

- a) Portfolio and CV(s) of the applicant
- b) Financial proposal (Annex A)
- c) Methodology to be used during the assignment.

Language: English language is required for the application and for facilitation of the teambuilding

## 7. Submission of the proposal

The deadline for submitting the proposal is **30 April 2024**.

Interested Company/Team of Experts/or Expert should deliver all documents to the following e-mail address: **info@soskd.org.al**.

The preferred form of communication for any inquiries should be in writing, through electronic mail at **info@soskd.org.al**. Responses will also be received through electronic mail at **info@soskd.org.al**.

SOS Children's Villages Albania is not responsible for any costs associated with the preparation of the service provider and the submission of the offer.

SOS Children's Villages Albania encourages any potential service provider to avoid and prevent conflicts of interest.



**ANEX A**

*FINANCIAL OFFER*

Name of Company / Expert/s \_\_\_\_\_,

City/Country: \_\_\_\_\_

For: **SOS Children's Villages Albania**

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**Procurement Procedure**

**FACILITATION OF TEAMBUILDING FOR REGIONAL PROJECT STAFF –YEEP II**

<b>SERVICE</b>	<b>Unit</b>	<b>Cost per unit in EURO</b>	<b>Total in EURO (including all taxations)</b>
<b>Expert Expert fee per day/s</b>	Day/s		
<b>Other costs</b>			
<b>TOTAL Financial Offer – maximum contract value including all taxes</b>			

Signature: \_\_\_\_\_