



TERMS OF REFERENCE

Two Experts for Preparation of Preventing Violence and Discrimination Action plans for three primary schools in Macedonia

Duration of Assignment:

2 experts * 9 working days over the period of 1 month (preferred start on 24th of November 2017);

Purpose of the consultancy:

The purpose of this activity is to support the targeted schools to create their Action plans for Preventing Violence and Discrimination, which will help in preventing violence and discrimination. These plans will determine in detail that is responsible to take action when discrimination and violence is discovered or reported.

These action plans should give concrete directions how to act if these things happen in the school, what steps are needed to be taken for sanction, what institutions are competent to take measures for children protection.

During the preparation of the Action plans for violence protection and discrimination in the three chosen school that the work will take place, firstly it will be seen to what degree children learn about their rights and how familiar are they with them. At the same time, it will be looked at what are the children doing if it comes to violence, i.e. if they are victims or witnesses of violence, do they report it, to whom do they report, etc.

Proposed venue: Skopje and partly in Debar and Vinica (workshops and meetings over the process of preparation the Action plans in Debar and Vinica)

Dates of assignment: from 24.11.2017 to 24.12.2017

Expert requirements:

- Three Action plans for protection of violence and discrimination for three primary schools separately (one per school) in Macedonia followed by Monitoring and Evaluation System for the implementation of the Action plan in these school and recommendations for upgrading the prepared Action plans.

The proposed fee is to include a breakdown of all the other incurred costs (preparation; workshops and meetings with the schools and project team of

Megjashi; lead and support the preparation process of Actions plans and report writing) through an Offer for services.

The incurred taxes will be deducted from the total gross amount, as per the governing laws. Personal documents will be required from the selected candidate in order to complete the Contract and payment.

The language of delivering the materials is Macedonian. The Final report should be delivered in English.

The expert will be responsible for:

- Become familiar with the actual condition in the schools about violence
- Facilitate the participatory workshops with the children, the parents, the teachers and the management of the mapped schools. There will be three workshops per school, nine workshops in total. The workshops will be facilitated in Macedonian language and in Albanian where it is necessary. The Children's embassy Megjashi will provide a translation during the workshop (Macedonian – Albanian and vice versa).
- Based on the findings from the workshops and needs of the schools, the expert will lead the preparation of Action plan for protection of violence and discrimination and will support the schools in the process of creation of their own Action plans based on the needs of the separate schools. During the process of preparation of Action plans, the experts will constantly communicate with the project team in Megjashi and will communicate and consult the schools. At the end of the process, the experts will help in the finalizing the Action plans and submit them to final confirmation from the schools. The Action plans will be prepared together with the school staff and children, and it will include active participation of the school staff and children in creating instruments and mechanisms.
- Deliver documents and other deliverables on a timely manner
- Deliver Final Action plans for protection of violence and discrimination in three schools followed by evaluation and monitoring tools for the implementation of the Action plan in these school and recommendations for upgrading the prepared Action plans
- After the completion of the assignment should provide a Final report about the engagement.

Key deliverables

- Three Action plans for protection of violence and discrimination for three primary schools separately (one per school) in Macedonia followed by Monitoring and Evaluation System for the implementation of the Action plan in these school and recommendations for upgrading the prepared Action plans.

Duration and timeframe

The contract of the assignment should be for 2 experts for 9 working days per expert within the timeframe of 1 month, preferable throughout the period starting from 24.11.2017.

Qualifications and competences of experts

- Advanced degree in law, psychology, pedagogy, social sciences or related discipline
- A minimum of three (3) years' experience in preparation of action plans for protection of violence with special focus on children and their rights
- Excellent analytical, oral and written communication skills in Macedonian.
- Strong facilitation skills and ability to lead a plenary and document simultaneous
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

Application procedure

Applications must be sent in English and entail the following:

- Expression of Interest and availability;
- CV should be presented;
- Two references from similar assignments
- Expected remuneration, in the form of gross fee per day

Expression of Interest clearly marked "Expression of Interest for Expert for Preparation of Preventing Violence and Discrimination Action plans" can be submitted electronically at the following email: freelegalservice@childresembassy.org.mk . The expression of interest should be received no later than 22.11.2017 (16:00)