



TERMS OF REFERENCE

An Expert for Monitoring of implementation of Action plans for prevention of violence and discrimination in three primary schools in Macedonia

Duration of Assignment:

1 expert * 12 working days over the school year 2017/2018 and 2018/19 (preferred start on 15th of May 2018);

Purpose of the consultancy:

The purpose of this activity is to monitor and evaluate the implementation of existing Action plans for Preventing Violence and Discrimination in the targeted schools. During the monitoring process, it is expected from the expert to become familiar with the existing Action Plans; to review the actual situation in the schools about violence; to prepare monitoring and evaluation plan (in cooperation with the project coordinator); to do monitoring visits in the targeted schools; to support the contact focal person in the schools; to prepare the monitoring and evaluation reports supported by recommendations and concrete suggestions for improvement of action plans.

During the monitoring visits, the expert should firstly monitor and review to what degree children are familiar with their rights. At the same time, it should be monitored 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.

The Monitoring reports of action plans should give clear picture about the situation in the schools regarding the concrete acts from school staff and children if these things happen in the school, what steps are needed to be taken for violence prevention, what institutions are competent to take measures for children protection etc.

Proposed venue: Skopje and partly in Debar and Vinica (monitoring visits and meetings in Debar and Vinica)

Dates of assignment: from 15.05.2018 to 24.12.2018

Expert requirements:

- Twelve short monitoring reports after each monitoring visit
- Three Final Reports for monitoring and evaluation of Action plans for protection of violence and discrimination for three primary schools separately (one per school) in Macedonia followed by up-dated 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 (total gross amount) is to include a breakdown of all the other incurred costs (preparation; travel costs, monitoring visits and meetings with the

schools and project team of Megjashi and reports writing) through an Offer for services. Travel costs for monitoring visits of schools should be covered by the expert. 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 and English. The Final report should be delivered in English as well as in Macedonian.

The expert will be responsible for:

- Become familiar with the actual condition in the schools about violence
- To do 4 monitoring visits in each of the three schools, or 12 visits in total. First two visits per school should be done in the first half of the year (second semester in school year 2017/18). The other two visits per school should be done in the second half of the year (first semester of the school year 2018/19). The monitoring visits will be done in Macedonian language and in Albanian where it is necessary. The Children's embassy Megjashi will provide a translation during the visits (Macedonian – Albanian and vice versa).
- Giving suggestions to the schools for bigger involvement of children and parents/guardians in the process of implementation of Action plans
- To support the appointed a contact focal person regarding the Action plan with the schools in order to have a person in each school responsible for coordinating the actions within the school.
- To prepare twelve Monitoring reports of the monitoring of Action plan for protection of violence and discrimination (one monitoring report for each monitoring visit)
- Based on the findings from the monitoring and evaluation and the specific needs of the schools, the expert will prepare Report of the monitoring of Action plan for protection of violence and discrimination and will support the schools in the implementation process of their own Action plans based on the needs of the separate schools. The report should include recommendations from the whole process of monitoring and evaluation of the implementation of the action plan. During the process of preparation of Monitoring report 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 submit the report to schools for final confirmation from them. The recommendations for up-grading 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 Final Reports from the monitoring and evaluation of Action plans for protection of violence and discrimination in three schools followed by up-graded evaluation and monitoring tools for the implementation of the Action plan in these school and recommendations for upgrading the prepared Action plans
- Deliver documents and other deliverables on a timely manner

- After the completion of the assignment should provide a Final narrative report about the engagement.

Key deliverables

- Twelve Reports from each monitoring visits of schools
- Three Reports from the M&E process of 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 1 (one) expert for 12 (twelve) working days in total within the timeframe of 8 month, preferable throughout the period starting form 07.05.2018.

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
- A minimum of three (3) years' experience in monitoring and evaluation of implementation of the policies and programmes in relation to children's 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 Monitoring of Action plans for Preventing Violence and Discrimination" can be submitted electronically at the following email: freelegalservice@childrensembassy.org.mk . The expression of interest should be received no later than 12.05.2018 (16:00)