

Term of Reference Consultancy Notice

Position	Expert on creating a comprehensive database on detailed information of frontline employees involved in P/CVE and R&R initiatives in Albania
Project	Strengthening Multi-Agency Local Bodies and Government Institutions to deal with P/CVE and R&R in Albania
Project Areas	Pogradec, Cërrik, Kavajë, Fier, Vlorë dhe Tiranë
Project Duration	01 August 2024 – 31 July 2026
Type of contract	Service Contract
Start date	20 September 2024

The Initiative for Social Change ARSIS seeks **to hire an expert to create a comprehensive database**. The main purpose of this task is to create a comprehensive database that creates detailed information on the first-line employees involved in the P/CVE and R&R initiatives in Albania. The database will facilitate improvement of coordination, enhance data-based decision-making, and support monitoring and evaluation of P/CVE and R&R programs. This project is implemented by **the Initiative for Social Change ARSIS** in collaboration with the Coordination Center against Violent Extremism and with the financial support of the Global Community Engagement and Resilience Fund (GCERF) program.

About Initiative ARSIS

The Initiative for Social Change ARSIS (Initiative ARSIS) is a non-profit organization that was established in February 2016. Initiative ARSIS is a non-governmental actor with influence in the civil society sector in Albania.

The mission of the Initiative ARSIS is to provide services and sustainable solutions to the most marginalized individuals and groups in Albanian society. The initiative ARSIS advocates and lobbies at local and central level on issues of child and youth protection, development and participation, improvement of socio-economic conditions of their families and strengthening the capacities of service providers, non-profit organizations, professionals and other actors working with children in vulnerable situations.

About the project

The program aims to address the prevention of violent extremism (PVE) in six municipalities in Albania: Vlora, Fier, Kavajë, Cërrik, Pogradec, and Tirana, through a comprehensive and community-based approach. The focus is on supporting the CVE Center to enhance coordination and management of efforts related to violent extremism (VE) and reintegration and rehabilitation (R&R). This program seeks to build community resilience and promote social cohesion by raising awareness and developing the capacities of young people through civic education. It will also organize informational activities with parents, teachers, religious leaders, journalists, and local CSOs to promote democracy, the rule of law, and human rights. Additionally, it will provide psychosocial, educational, and well-being activities for returning children and their mothers in Tirana, facilitating their reintegration.

Duties and responsibilities of the expert:

- Design and planning databases
 - Collaborates with project staff, CVE Center and stakeholders to determine the objectives, reach and target users of the database.
 - Identify the main sectors and types of occupations/employees to be included in the database.

- Determines the essential data points to be collected, including personal, professional, geographical, role-specific information
- Identify previous trainings received by first line professionals in the field of P/CVE and R&R and simultaneously the current training needs for professionals.
- Ensures that the data collected supports effective monitoring and evaluation of P/CVE and R&R initiatives.
- Structure of the database:
 - Maps the structure of the database, including the selection of appropriate software and tools.
 - Develops a logical data model, including tables, relationships and data fields.
- Develop data collection tools:
 - Compiles surveys, interview guides and focus group discussion guides to collect relevant data.
 - Conduct 2 seminars/workshops with CVE center professionals.
 - Ensure that the instruments are user friendly and tailored to the target audience.
 - Develop the data collection process, including conducting surveys, interviews and focus groups.
 - Use existing databases and conduct field visits to collect comprehensive data.
 - Oversees manual data entry and integration of data from external sources with the support of the IT Expert.
 - Ensure compliance with data protection rules and best practices, like:
 - confidentiality, that all data collected is kept confidential and only shared with authorized personnel,
 - anonymization techniques where possible to protect the identity of respondents in surveys, interviews, and focus groups,
 - develop and use informed consent forms for participants, explaining the purpose of data collection, how their data will be used, and their right to withdraw at any time,
 - restrict access to data based on roles and responsibilities, ensure that only those who need to work with the data have access.

The expert is expected to deliver as follows:

- Detailed work plan, methodology and timeline for assignment.
- Database design document
- Complete design document describing database structure, data fields.
- Finalized polls, interview guides and guides for discussion in focus groups.
- Fully functional and populated database with detailed information on the first-line professionals involved in the P/CVE and R&R initiatives in Albania.
- Detailed report summarizing the process, challenges, lessons learned and recommendations for future database use and maintenance.

Qualifications and work experience:

- Master's in Information and Communication Technology, Social Sciences, or a related field.
- At least 3 years of experience in the design, implementation and management of databases.
- Proficiency in database management software (p.sh., Microsoft Access, Microsoft Excel, SQL, Airtable).
- Strong understanding of data protection rules and best practices.

- Excellent writing and oral communication skills in English and Albanian.
- Familiarity with P/CVE and R&R initiatives, especially in the Western Balkans or similar contexts, is an asset.

Child Protection Policies: All persons working with the Initiative ARSIS programs are obliged to respect child safeguarding policies, policy on protection from sexual abuse and exploitation, the internal regulation of the Initiative ARSIS, the code of conduct, the full Legislation on Child Protection and any other documents that must be aware of.

The potential start time for the consultation is 20 September 2024.

Application Procedure:

Applicants interested in applying for the expert position should email:

- 1- Expressions of interest.
- 2- Curriculum Vitae (evidence of previous similar works).
- 3- 2 References
- 4- Financial offer

All application documentation must be submitted to the email address: info@nisma-arsis.org by **18 September 2024**, midnight, subject to: *Application_ Expert on creating a comprehensive database on detailed information of frontline employees involved in P/CVE and R&R initiatives in Albania*

Only candidates selected for the interview stage will be contacted.