

TERMS OF REFERENCE

Time frame: February 01, 2019 – May 31, 2019

Position: Expert in conducting a desk research on different models of “Inclusion Support Assistant” (ISA), the term, used for the previously adopted term “Special Needs Assistant” (SNA) for school-aged children with disabilities and development of an ISA model, adapted to Armenian reality.

Location: Armenia

Starting date: February 01, 2019

Introduction

This ToR defines the modalities and deliverables of the research and development of an adapted SNA model in the framework of the project, titled “**Inclusive and Equitable quality education for All**”, funded by Caritas Germany.

The overall objective of the project is as follows: “To contribute to the establishment of inclusive and equitable quality education for all, in accordance with SDG 4”.

Within the framework of the project the desk research of different SNA models will be conducted to understand its essence and role in supporting the implementation of inclusive education, as well as its embedding into the Armenian reality.

About Armenian Caritas: The Armenian Caritas Benevolent Organization was established in May 1995. The establishment of Armenian Caritas in the North of Armenia, Shirak Region, Gyumri city was initiated by the Catholic Relief Services (CRS) and the Armenian Catholic Church to deliver direct assistance to the most vulnerable groups of the society. Armenian Caritas is a non-governmental organization registered in the RA Ministry of Justice.

The mission of Armenian Caritas is: “Serve different vulnerable groups with love and compassion, respecting the dignity of each individual”.

Armenian Caritas is a strong and significant role player in consolidation of social justice and social protection in the Republic of Armenia.

Armenian Caritas sees itself as the expression and an instrument of charity of the Armenian Catholic Church. Accordingly, Armenian Caritas seeks to organize and implement humanitarian and charitable actions in favor of persons and social groups living under difficult conditions without religious, national or racial discriminations. Moreover, Armenian Caritas views itself as an important force in actively promoting the democratic and developmental changes in Armenia. Armenian

Caritas strives to work with families, uphold family values, and empower parents to be involved in healthy parenting values.

Currently the Organization implements around 50 projects in 4 regions of Armenia: Lori, Gegharkunik, Ararat, Shirak and Yerevan. Annually it reaches 150,000 people living in poverty.

Objectives of the Assignment

The assignment combines the elaboration of the study methodology, conducting of the study and delivering an Analytical Report with information on the pros and cons of at least 3 different models, proved by evidences or published reports, recommendations on its adaptability to the Armenian reality and development of an ISA model for Armenia. The assignment will include three dimensions:

1. Overview of the worldwide experience of SNA/ISA or equivalent “inclusion support” practice, including, but not limited to:
 - Detailed description of at least 3 different running models with the pros and cons of each one, based on the evidences and published reports;
 - Overview and comparison between the funding schemes of the studied models;
 - Comparative analyses of the state bodies, responsible for approval of the model and its functioning in different countries;
 - Analyses of the need for training and licensing of SNAs/ISAs;
 - Types of contracts and scope of responsibilities of SNAs/ISAs. Responsible body for possible problems of SNA/ISA service;
 - Basis, needed for recommendation of ISAs to schoolchildren and the body, which approves the need;
 - Differences (if any) for age-appropriate and disability-appropriate support;
 - Need for ensuring prerequisites of the school environment and human and technical resources prior to introducing the ISA support;
 - Other findings, that are considered valuable in different practices;
2. Analyses of the legal framework and state policies and strategies, supportive to introducing ISA practice in Armenia.

3. Drafting of the ISA Model, applicable in Armenia, presentation of the Model in public, its further fine-tuning, based on the recommendations of the state and non-state stakeholders and finalization of the Model.

The Model will be adaptive to the current legal framework of the implementation of the universal inclusive education in Armenia with detailed description of its implementation and embedding mechanisms. Analyses of possible risks, connected to approval and implementation of the Model.

Detailed Tasks and Expected output:

The person/team will undertake the following tasks:

- Conduct a desk review of existing SNA/ISA or equivalent models in at least 3 different countries.
- Conduct a desk review of the legal framework and existing situation in Armenia along with the recent research studies implemented by Armenian Caritas and other stakeholders.
- Submit an inception report for carrying out the Assignment;
- Prepare an analytical report with findings of the pros and cons of different Models and recommendations for drafting an ISA model, adaptable to the Armenian reality;
- Consult with the project team on findings and recommendation and agree on the further steps;
- Draft the ISA Model for Armenia;
- Present it to public with participation of state and non-state stakeholder;
- Finalize the Model, based on recommendations and reviews;
- Provide the English version of the Analytical Report and the Final Model;
- Present the road-map of drafting the Model and the Model itself in an official event in Armenia.

Experience and Competencies required:

- University degree in education with preferable focus on inclusive education and knowledge of sociological research principles;
- Solid Proven previous experience in conducting of sociological researches and possible experience in drafting of social models;
- Proven sufficient capacities that ensure a successful completion and high quality of deliverables;
- Profound and comprehensive knowledge on Education Systems, inclusive education reforms and disability issues in eastern and western Europe;
- Fluency in English;
- Excellent analytical skills;
- Excellent listening, observational and verbal communication skills;

- Sensitivity, empathy and rapport.

Duration of task

The tenure of the Assignment will tentatively be four months, commencing from February 1st, through May 31st, 2019.

Key deliverables/Outputs

Following are the deliverables of the assignment.

1. Inception report on the assignment in English, which will include a work plan and methodology, based on the conducted desk review.
2. Final Analytical Report with the following minimum content:

Introduction

- *Description of the analytical tools and methods of the data collection*
- *Review of at least 3 different running Models*
- *Review of the situation round Armenia*
- *Analysis of the collected data*
- *Description of the finding on the overall crosscutting phenomena*
- *General socio-economic reasons, correlated with the implementation of universal inclusive education*
- *Overall recommendations for the implementation*
- *Draft ISA or equivalent model, adaptable for Armenia;*
- *Final ISA or equivalent model with the follow up of the recommendations from the stakeholders*

3. Final ISA Model, adaptable for the Armenian reality.

The selected candidate/s will work closely with the Program team. All deliverables will be submitted to AC and project donors on the date mutually agreed during the inception meeting. The report will be reviewed by AC team. The draft Model will be reviewed by state and non-state stakeholders.

Procedure for submission of expression of interest

Interested specialists should submit the below mentioned documents by January 21st, 2019.

- An updated CV (Maximum 4 pages)
- A proposal which should include a work schedule, setting out the milestones for the tasks of the Assignment with the envisaged methods, as well as the budget including all expenses and proposed payment terms.
- Applications may be submitted by individuals or a team.
- The submitted application should fully comply with the requirements set forth in the ToR.
- Deadlines for carrying out the evaluation.

The technical proposal should have the following characteristics (in English):

1. Cover indicating:
 - Name, person, evaluation team, etc.
 - Title of the project
 - Contact details
 - Work experience in any similar work done over the last three years
2. Technical bid, to include:
 - Detailed CVs of the member (s) of the team who will carry out the survey
3. Working methodology, to include:
 - Objectives of the survey.
 - Preliminary proposal for methodologies, etc.
 - Preliminary proposal for information sources (documentary, key informants, beneficiaries, other stakeholders, etc.)
4. Work schedule, to include:
 - Assignment tasks
 - Time planning for the review and reporting deadlines (detailed schedule)
5. Proposal for the report, giving details of its main features (draft inception report)
6. Budget, to include:
 - All expenses incurred in the carrying-out of the survey and proposed payment terms
 - Financial bid, broken down into as much detail as possible
 - If applicable, include VAT*

Application:

The bidder should submit the Applications to: a.gevorgyan@caritas.am and info@caritas.am by **January 21st, 2019**, in accordance with the data provided at the end of this TOR.

Only shortlisted candidates will be contacted.

Applications not including all the required documents will be disqualified.

Applications received after the deadline will not be accepted.