



International Association for Solidarity (SHIS)

Project Title: “Promoting Human rights through inclusive education and empowerment of local civil society organizations” - EuropeAid/155863/DD/ACT/AL-3 Support to Civil Society Organization Capacities

Call for Expert: IT data entry for a baseline survey on children’s rights

Reference: SHIS/TOR2ID/AUG18

Duration of Contract: 3 Months

Estimated Start date: 3 September 2018

1. Background

The International Association for Solidarity (SHIS) is an Albanian NGO founded in 1998 and officially recognized by Tirana’s Court of Justice through decision no. 2514 on 24th June, 1998. Its mission is to promote and implement development educational programs in harmony with local and national policies.

Under a tripartite consortium with *AVSI Foundation* as lead applicant and *Women in development Shkodër* as implementing partner, SHIS has currently embarked into the delivery of the project “Promoting Human rights through inclusive education and empowerment of local civil society organizations” financed by EU under the call for proposal: EuropeAid/155863/DD/ACT/AL-3 Support to Civil Society Organization Capacities



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This project aims to strengthening the role of the civil society in Albania as a driver of change for human rights protection. With e duration of 30 months, this project will be implemented in Shkodër, Pukë and Malësi e Madhe and its delivery shall entail two main pillars:

1. Promoting good models and practices for children rights protection among various stakeholders and,
2. supporting inclusive education and early childhood development on vulnerable and minority groups.

Recent assessments indicate that there is a high prevalence of violence and maltreatment in the homes, schools, and institutions in Albania. Studies also indicate that the use of violence against children is widely accepted and even deemed to have positive effects on a child's education and development.

During the first year it is foreseen the delivery of a **survey on the situation of violence and bullying among 12 compulsory schools in north Albania**. The aim of the study, will be to present a detailed picture of the extent, nature and causes of violence and abuse against children and to develop recommendations for action. This activity will create a baseline of the situation of violence and abuse against children in Albania, by sampling 12 elementary schools in the areas of Shkodra, Puka and Malesia e Madhe.

Hence, the Project is announcing a **Call for a IT data entry** for a team of experts to carry out a **Baseline Survey** on children's rights in Albania

2. Purpose of the assignment and scope of work



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The IT data entry expert will be responsible for the graphical presentation in the final report of the survey, of the data collected during the field work.

IT data entry duties and responsibilities:

- ***In strong collaboration with the team leader he/she will be Responsible for*** gathering all the data collected from the field and transferring them in charts understandable for all the audience
- Will be responsible for drafting the document to be printed

3. Required Skills and Experience

- Have a university degree in IT or exact sciences
- Have significant experience in formatting data gathered during various surveys.
- Demonstrable excellent technical, organizational, communication, analytical and interpersonal skills
- Knowledge of English language is preferred.
- Excellent computer skills

4. Output/Deliverables

The following will be the expected deliverables

- Design and present all the data gathered during the field work, in appropriate charts, in a simplified language for all the audience.
- Prepare the data cleaning and analysis and format them in a simplified manner
- Prepare a **Baseline database** including all primary data collected (in excel or similar).

5. Duration of Assignment



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The IT data entry will be engaged for 3 months during the period from September 2018 to May 2019 with daily fees payments.

6. Remuneration

The payment will be discussed, during the signature of the contract with the successful candidate. SHIS will hold from the remuneration corresponding amount of tax at source in accordance with the Albanian legislation in force (15% of total gross amount for payment)

7. Application: Interested applicants should submit their application with clearly marked reference code SHIS/TOR2ID/AUG18 by e-mail to sekretaria@shisalbania.org by **August 10th 2018, at 16:30**. The application must include a cover letter to indicate the interest for this consultancy and a recent CV.

You can also apply by post, making sure that application is delivered as per above deadline.

Postal Address: Shoqata Internacionale për Solidaritetin (SHIS), Rr. Vace Zela, nr 19, Tiranë,
Tel: 04 235 2263 209

8. Ethical standards and Intellectual Property

The experts Team should take all reasonable steps to ensure that the study is designed and conducted to respect and protect the children's rights and to ensure that the study is technically accurate and reliable, is conducted in a transparent and impartial manner. All products resulting from this study will be owned by SHIS. The experts involved will not be allowed, without prior authorization in writing, to present any of the analytical results as his or her own or to make use of the research results for private publication purposes.



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