



# TERMS OF REFERENCE

For Graphic Recorder Facilitator to contribute to the awareness campaign of Toka Jone project

Reference: EuropeAid/171607/DD/ACT/AL

**Toka Jone – Re-use of confiscated assets for social agriculture  
Social Agriculture Development Fund (SADF)**

**The call is open from 22 August to 5 September 2024**

**a quick guide to GRAPHIC RECORDING**

- PUT LIKE WITH LIKE** (IF YOU CAN) TO CREATE A VISUAL LANDSCAPE
- FILTER OUT WAFFLE** BUT BEWARE OF YOUR BIAS
- LISTEN TO THE DIFFERENT VOICES** ESPECIALLY THE QUIET ONES!
- DRAW THE VOICE** IF IT REALLY RESONATES LIKE A MINI CARTOON
- DO YOUR OWN THING** AND AFTER A WHILE IT WILL BECOME YOUR STYLE
- TUNE IN** IT'S MORE LISTENING THAN DRAWING - BOTH IMPROVE WITH PRACTICE
- YOU ARE NOT A ROBOT** IT HELPS TO BE INTERESTED & UNDERSTAND ENOUGH CONTEXT
- TRY IT** NOTHING WORTH DOING IS EASY!
- LISTEN FOR JUICY METAPHORS** AND DRAW THEM IF YOU GET A CHANCE!
- IF YOU GET A SILLY PICTURE - DRAW IT** HUMOUR IS OFTEN WHERE THE BEST STUFF LIES!
- START IN THE MIDDLE** GO LARGE! AND FILL THE SPACE AS WELL AS YOU CAN
- USE A DECENT PEN** ONE THAT FLOWS
- AVOID LINED PAPER** IT'S FOR WORDS SO WHO NEEDS IT?
- LISTEN WITH YOUR PEN** YOU'LL HEAR DIFFERENT THINGS
- RECORD WHO'S THERE** IT HELPS REMEMBER WHO THE VOICES WERE
- STICK TO ONE COLOUR** YOU CAN ADD COLOUR LATER
- SHARE YOUR CREATION** YOU'LL BE SURPRISED AT WHO RESONATES WITH IT

## 1. BACKGROUND INFORMATION

TOKA JONË is a EU funded project (EuropeAid/171607/DD/ACT/AL) under the Civil Society Facility & Media Programme for Western Balkans and Turkey 2020 (CSF), a programme which was introduced in 2008 to strengthen civil society in the IPA Countries.

Toka Jone project through **SADF sub-granting scheme** is fully in line with main priorities of EU support to civil society, in particular: 1) to achieve an environment that is conducive to civil society activities; and 2) to build the capacity of CSOs to be effective and accountable independent actors. To foster the diversification of revenue sources and strengthen the financial capacities of CSOs, as well as encourage good practices in terms of good governance and the promotion of a culture of legality - from a multidimensional perspective - the EU has consistently supported the reuse of abandoned assets for social purposes.

Confiscation of criminal assets, therefore, is a key aspect to prevent criminal organisations from remaining in their illegal activities. To that end, Toka Jone aims at contributing to some of most pressing Albanian national priorities on social re-use of confiscated assets as an effective solution for the growth of non-profit organisations and social enterprises combined with the strengthening of Albanian enforcement agencies and local government units.

Social re-use of confiscated assets is permissible in Albania to its law enforcement agencies, local government units and non-profit organisations whose objective is to protect and rehabilitate victims of organised crime. The alienated confiscated assets can be used, in the specific case of non-profit organisations, for the provision of loans, based on a request from the beneficiary with a substantiated and motivated interest. Supervision, in these cases, is carried out by the Agency for the Management of Seized and Confiscated Assets, based on instructions provided by the Minister of Finance and Economy. At present, Albania has little experience with the social re-use of confiscated assets. It should continue to monitor its efforts in this field with a view to establishing trends and assessing the effectiveness of the system, in order to make changes to it over time. Furthermore, the agricultural sector is attracting increasing interest and represents a field with enormous potential for the country. **Therefore, the Project is addressed in particular at young people, women, vulnerable groups and relatives of organized crime victim, with the scope to provide piloting innovative green entrepreneurial activities based on social farming activities and by networking and engaging the local communities.**

In this context, will be selected and supported, through a sub-granting scheme, **three social agriculture initiatives** that will benefit from financial and technical assistance to consolidate the economic activities. The involvement in social agriculture entrepreneurship activities and programs will provide new and innovative economic opportunities for youth, particularly those from poor households and rural areas, as well as rural women.

## 2. OBJECTIVE & EXPECTED RESULTS

### 2.1. Overall objective

The objective of this ToR is to recruit a Graphic Recorder Facilitator to contribute to the awareness campaign of Toka Jone project.

### 2.2. Results to be achieved by the facilitator

The Graphic Recorder Facilitator will attend one consultation/meeting organised within the project framework and will use visual images to facilitate communication. The facilitator should be skilled at listening to conversations, synthesizing complex ideas, and creating clear and concise visual images that help project's target beneficiaries understand and retain information.

### 3. SCOPE OF THE WORK

#### 3.1. Specific activities and deliverables

**Facilitating Discussion:** The graphic recorder facilitator will be an active participant and co-moderator in the meeting room. As the meeting progresses the facilitator shall ask questions to explore the topic further. He/she will be briefed in advance about the nature of the activity and provided with the meeting agenda.

**Graphic Recording:** The recording shall highlight the main key points of the meeting, showcase the project's best achievements, and outline challenges.

**Digital Posters:** The graphic recording shall be later divided in digital posters to be used for promotion on social media. The number of specific posters will vary based on the discussion themes.

**Interactive Engagement:** The facilitator will engage with participants to ensure that the visual representations accurately reflect the discussion's key points and foster a deeper understanding of the topics covered.

#### 3.2. Location and period of implementation

The Facilitator is expected to be part of one meeting organised by the Contracting Authority and will be notified in advance regarding the place and date. The meeting will last approximately 2 up to 3 hours max.

Afterwards, within one working day, the facilitator will carefully scan the design, dividing them into digital posters, that will be shared in Toka Jone social media mediums.

### 4. REPORTS

The facilitator shall deliver the Graphic Recording in both hard and digital copies. Additionally, the comprehensive visual map of the meeting recording will be divided into digital posters based on specific discussion themes highlighted during the meeting.

### 5. APPLICATION PROCESS

Interested candidates are requested to submit the following documents to the following address: [cosvbalkans@cosv.org](mailto:cosvbalkans@cosv.org) by September 5<sup>th</sup>, 2024.

- Curriculum Vitae in English (Euro-Pass format) with detailed information on relevant experience
- Relevant documents proving examples of previous similar work
- Service fee proposal

### 6. SELECTION PROCESS

The Facilitator shall be selected on the basis of their professional and technical ability to perform the tasks. All applications will be treated with the strictest confidence.

Only successful candidates will be contacted.