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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of Albania

1.2. Contracting authority

“Qëndresa Qytetare” is a non-profit organization founded by a group of young professionals in 2016, who come with different experiences from civil society, uniting their knowledge and energy to contribute to the country and Albanian society.

Our mission is to encourage and empower civic engagement and civil society in general through policy advocacy, raising awareness, and civic participation. Our vision is to develop a wider community of knowledgeable, motivated, and committed people who actively address societal concerns by monitoring and advocating public policies at the central and local levels.

1.3. Current situation in the sector

Albania faces significant challenges in ensuring the integrity of its electoral processes, primarily due to a historically weak culture of ethics and transparency in electoral campaigns. This issue extends to the online sphere, where misinformation and manipulation further complicate the electoral landscape. Additionally, issues related to political finance transparency, including the misuse of public resources, remain unresolved. Addressing these challenges requires a comprehensive approach informed by international best practices and tailored to Albania's specific context, emphasizing capacity-building and knowledge-sharing among stakeholders. The funding of electoral campaigns in Albania remains a sensitive issue, offering potential entry points for undue influence. While some transparency has been achieved through post-election reporting, the accuracy of this reporting often diverges significantly from the realities observed during campaign periods.

1.4. Related programmes and other donor activities

NA

2. OBJECTIVES & EXPECTED OUTPUTS

2.1. Overall objective

- The overall objective of this intervention is to contribute to the enhancement of electoral integrity, transparency, and equal competition in Albania's electoral processes.

2.2. Expected outputs to be achieved by the contractor

This action will provide the following results:

- Outcome 1: Increased transparency and accountability on use of public funds and public administration in relation to electoral processes through monitoring and needs analyses in relation to how public administration employees interact in social media and traditional media with political parties.
- Outcome 2. Improved governance of electoral process - More engaged civil society, media and youth in election monitoring, including watchdog role on issues related to misuse of public funds, political



party finances, media coverage and representation of women candidates and gender mainstreaming in the 2025 electoral campaign.

- Outcome 3: Enhanced public trust and confidence in the electoral process - Civil society actors and communities better informed on election processes in order to strengthen multi - stakeholder's discussions on election integrity and related reforms.

3. SCOPE OF THE WORK

3.1. General

3.1.1. Description of the assignment

In the framework of Evidence Based Monitoring of Public Spending during Electoral Processes project, Qëndresa Qytetare is seeking to contract an international expert to enhance the understanding and regulation of public officials' activities during election campaigns.

3.2. Specific work

More specifically, the expert is expected to conduct a toolkit tailored for Election Academy students:

- Review and analysis of cases and best international practices of regulating the activities of public officials in relation to the election campaign
- Integration of the best practices in the study material for improving the current election opinion
- Providing actionable recommendations for enhancing the current election landscape, informed by evidence-based research and analysis.

3.2.1. Responsible body

Qëndresa Qytetare

3.2.2. Management structure

Decision-making process is regulated by Contracting Authority.

3.2.3. Facilities to be provided by the contracting authority and/or other parties

N/A

4. LOGISTICS AND TIMING

4.1. Location

The expert will work remotely and connected to Tirana location upon Contracting Authority request.

4.2. Start date & period of implementation of tasks

The assignment will start in 20/06/2024 until 20/08/2024. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.



5. REQUIREMENTS

5.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

5.1.1. Key experts

Qualifications and skills

- University degree in a relevant field such law, or a related discipline.
- At least 5 years of experience as a researcher in this area or relevant sectors.
- Proven expertise in conducting monitoring of the health policies or similar position (work experience with the Civil Society sector will be considered an asset).
- Good knowledge of the education sector.
- Good analytical and writing skills;
- Proficiency in report drafting.
- Ability to work in a team and to perform in respect of deadlines.

5.1.2. Proposal

The research expert is expected to submit a proposal, including:

- Letter of Interest, including a summary of approaches to be implemented for the successful fulfilment of the assignment;
- Financial offer which indicates the fee per day for this duty (in Euro). The service provider should submit a Financial Offer as described in Annex A.
- CV of the expert in EU format, including a summary of expertise areas as per requirements of this ‘Term of Reference’.

5.1.3. Fee-based

This is a fee-based contract based in the number of days – 15 days in total.

5.1.4. Other experts, support staff & backstopping

N/A

6. REPORTS

6.1. Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.