



Evidence Based
Monitoring Of
**PUBLIC
SPENDING
DURING
ELECTORAL
PROCESSES**



Funded by
the European Union



QËNDRESA
QYTETARE

TERMS OF REFERENCE (ToRs)

GRAPHIC DESIGNER AND PRINTING OF THE GUIDELINES

Name of the Project: **Evidence Based Monitoring of Public Spending during Electoral Processes**
Reference number: **NDCINEAR/2023/451-721**
Job title: **Graphic Designer and Printing Service**
Location: **Tirana**

1. BACKGROUND INFORMATION

1.1 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.

- 1.2 Background of the Project

The challenges of this project are common to many democracies, but what exposes Albania to a greater extent is the traditionally weak culture of ethics and transparency in electoral campaigns that has also entered the online sphere. Coupled to that is limited digital media literacy of voters and modest capacities of civil society and media to keep up with the pace of online challenges presenting at each electoral cycle. The funding of electoral campaigns remains a sensitive area with entry points for undue influence. Despite some transparency achieved through post elections reporting, the picture of that reporting is still far from the reality of the campaign days. The same goes to misuse of public administration resources, where the recently established monitoring mechanisms need further testing and consolidation to make a long term impact on political party behavior. Civil society and media would play a greater role in political finance transparency if supported with the suitable knowledge on the complexities of political funding and as well as with capacities/learning opportunities from peers that have successfully deployed efficient tools and mechanisms in other countries.

2. PROJECT OBJECTIVES, PURPOSE & EXPECTED RESULTS

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 Results to be achieved by the project

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 - stakeholders discussions on election integrity and related reforms.

3. SCOPE OF THE ASSIGNMENT

3.1 Objective of the consultancy

In the framework of the Evidence-Based Monitoring of Public Spending during Electoral Processes project, Qëndresa Qytetare is seeking to contract a service provider for the printing of the guidelines. This is in line with the project's budget allocation. The procurement procedure is divided into two lots.

3.2 Specific work for this assignment

Lot 1. Graphic Designer Specific Work for this Assignment:

- Layout and design of the manual for public administration employees in Albanian and English
- Use of design and infographics in the material
- Number of pages: 30 pages in total
- Number of working days: 4 days

Lot 2. Printing Service Specific Work for this Assignment:

- Quantity: 200 copies
- Number of Pages: 30 pages, full-color printing
- Specifications: 160g thickness cardboard paper
- Format: A5

4. ASSIGNMENT MANAGEMENT

4.1 Responsible body

Qëndresa Qytetare

4.2 Management structure

Decision-making process is regulated by Contracting Authority.

5. TIMING OF THE ASSIGNMENT

The assignment will last until 30/09/2024.



6. REQUIREMENTS FOR THE ASSIGNMENT

6.1 Qualifications and selection criteria for Interested parties

- Relevant Experience: Demonstrated experience in similar projects or fields.
- Previous Work with Company: Prior collaboration or contracts with your company.
- Team Qualifications: Appropriate academic and professional qualifications.
- Financial Capacity: Ability to support project costs and manage financial risks.
- References: Positive feedback and references from past clients.
- Project Management: Ability to manage the project within deadlines and budget.
- Technical and Innovative Skills: Relevant technical capabilities or innovative solutions.

6.2 Proposal:

Interested parties are expected to submit a proposal, including:

- Certificate of Registration
- Historical Extract of the Entity
- Financial offer which indicates the fee per unit for this duty (in Euro). The service providers should submit a Financial Offer as described in Annex A.
- Annex Iii: Organisation & Methodology

- **6.3 Fee-based**

This is a global price contract based in the number of copies in total.

- **6.4 Application Process**

The deadline for submission of applications is **September 5, 2024**.

Please send it by email to the following address: qendresaqytetare@gmail.com, indicating the title of the call in the Subject or in the postal address: Ali Pashë Gucia St., Building No. 42, Ground Floor, Tirana, Albania.

Please note that the financial and technical offers must each be placed in a separate sealed envelope, clearly labeled with the respective name. Both sealed envelopes should then be enclosed in a larger envelope for submission.