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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of Albania

1.2. Contracting authority

“Qëndresa Qytetare” - 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.

1.3. Current situation in the sector

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 behaviour. 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.

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 the Evidence-Based Monitoring of Public Spending during Electoral Processes project, Qëndresa Qytetare is seeking to contract a service provider for the graphic designer and printing of the guidelines.

3.2. Specific work

Lot 1. Graphic Designer Specific Work for this Assignment

Specific Work of the Unit Responsible for Graphic Designer:

- Design and layout the manual intended for public administration employees in both Albanian and English languages.
- Incorporate design elements and infographics throughout the material to enhance visual appeal and clarity.
- The manual will consist of a total of 30 pages.
The project is to be completed within a span of 4 working days.

Lot 2. Printing Service Specific Work for this Assignment

Specific Work of the Unit Responsible for Printing:

- Preparation of Printing Files: Ensure that all digital files are correctly formatted and ready for print, including colour management and page layout adjustments as needed.
- Printing Process: Execute the printing of 200 copies of the 30-page guidelines in full colour, adhering to the specified quality and paper standards (160g thickness cardboard paper, A5 format)
- Quality Control: Conduct thorough checks to ensure that all printed copies meet the required standards, including colour accuracy, paper quality, and binding.
- Packaging and Delivery: Properly package the printed materials to prevent any damage during transportation and deliver them to the specified location in a timely manner.

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 unit will be located in Tirana.

4.2. Start date & period of implementation of tasks

The assignment will last until 30/09/2024. 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

The interested parties must be independent and free from conflicts of interest in the responsibilities they take on.

5.1.1. Qualification

- 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.

5.1.2. 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 provider should submit a Financial Offer as described in Annex A.
- ANNEX III: ORGANISATION & METHODOLOGY

5.1.3. 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.