



**Global Partners
Governance
Albania**

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Tendering Call 2: Supporting select Independent Institutions to strengthen reporting procedures, outreach, oversight documents, and other components of their interactions with the Assembly

Project: Support to Parliament and Civil Society – PACEP II
Duration of Assignment: 18 months
Type of Contract: Service Contract

I. BACKGROUND

The Swiss Development and Cooperation (SDC) project *Support to Parliament and Civil Society (PACEP II)* implemented by Global Partners Governance (GPG) Albania, aims to enhance the effectiveness of parliamentary oversight and strengthen the role of civil society in promoting good governance in Albania. This initiative is part of a broader effort to support Albania's democratic development and integration into the European Union. Recognizing the challenges posed by political fragmentation and the limited capacity of both parliament and civil society to provide adequate oversight, the project seeks to foster institutional collaboration and increase accountability through a more inclusive and transparent oversight framework.

The overarching strategic objective of this project is for the National Assembly to develop and institutionalise an effective **oversight ecosystem**. We believe that – with the right interventions, and genuinely adaptive forms of programming – it is possible to create the basis for an oversight ecosystem which integrates the detailed analysis of independent institutions with formal accountability processes inside parliament, drawing extensively and routinely on public evidence and civil society involvement.

The project seeks to do this through efforts to improve capacity, procedure and motivation such as:

- **Improved capacity** – technical support, training and guidance for each aspect of the oversight cycle to improve expertise, resources and techniques within parliament, independent institutions, and civil society.
- **Procedure** – improving communication and coordination between different elements of the oversight cycle, developing new informal techniques and where necessary seeking changes to formal systems and procedural rules.

- **Motivation** – identifying where different stakeholders align and developing solutions collaboratively to find mutually beneficial outcomes.

By focusing on capacity, procedure, and motivation, the project seeks to enable the consolidation of an oversight ecosystem where all institutional actors perform their oversight function more effectively. Key interventions include training and capacity development for parliamentary administration and independent institutions, support for civil society engagement in oversight processes, and fostering a culture of collaboration between public institutions and CSOs. Importantly, the project also incorporates a gender equality dimension, ensuring that oversight processes are inclusive and reflect the needs of all citizens, particularly women and marginalized groups.

The underpinning intervention strategy of this project combines best practice from the fields of international development, change management, politics and behavioural sciences. It is geared towards ensuring sustainable and systemic change in five parts:

- Integration:** The project will work with different sets of stakeholders simultaneously, strengthening each of these discretely, but continually finding points of **alignment, complementarity and mutual interest**.
- Partner-led problem-solving:** Working with stakeholders to develop their own solutions and techniques, that enable them to undertake their respective oversight functions more effectively.
- Pockets of good practice:** Working with small groups of key stakeholders (e.g. in committees or independent institutions) to achieve “change in small spaces” to encourage innovation and iteration. The intention is to develop a “proof of concept”, then implement it more widely.
- The ripple effect – replication and dissemination:** Using the proof of concept as the basis for wider replication of skills, practices and processes (with other parliamentary committees, independent institutions and civil society organisations) to establish universally applicable standards and techniques.
- Lasting change/sustainability – self-sustaining reforms:** This sort of change should be embedded and sustained by internal norms, new working practices, processes and peer pressure. Reforms are built into the institutional fabric, and should not rely on continuing support for lasting effect.

Through these efforts, the project will contribute to strengthening democratic institutions, fostering civic engagement, and promoting transparent decision-making processes by enabling a more open, participatory, and accountable oversight ecosystem that is better equipped to meet the demands of EU integration and the expectations of Albanian citizens.

A key component of the project involves working directly with selected independent institutions to improve capacities and format regarding reporting, procedures, outreach, oversight documents, and other components of the interactions with the parliament. To this end, the project seeks to engage an organization or company that can provide specialized support in various areas of independent institutions functioning, focusing on oversight.

II. PURPOSE AND SCOPE OF THE ASSIGNMENT

The purpose of this assignment is to provide support to selected independent institutions specifically (i) *People's Advocate*, (ii) *Commissioner on the Right to Information and Data Protection*, (iii) *Commissioner for the Protection Against Discrimination*, and (iv) *Institute of Statistics (INSTAT)* regarding the various elements of their oversight and reporting functions, with the goal of enhancing their capacities, procedures, and overall effectiveness. Overall, the work with independent institutions will consist of three main interventions. First, we will be working with each of the agencies to review and improve their current reporting formats, processes, and interaction with parliament. Second, we will seek to improve their internal know-how, capacitating them to develop and implement practical instruments to increase the impact of their work and ensure that their reports and recommendations receive more follow-up. Third, the project will seek to enable the development and consolidation of new channels and instruments for communication and coordination with parliament.

The project is seeking an organization or company that can cover the following:

- Address the needs that Independent Institutions have with regards to capacities for preparing high-quality, actionable oversight reports, and following on the implementation of their recommendations;
- Address the gaps and needs of independent institutions on reporting to parliament, strategic communication, and representing the interest of their respective constituents;

The selected organization or company shall work in cooperation with the international associates and experts of the project who shall provide the overall intervention frameworks, quality assurance, desired outcomes and outputs, and the instruments to be used in the various intervention lines of the project.

III. TASKS AND RESPONSIBILITIES

The selected organization or company shall be responsible for:

- The full implementation of the intervention as defined in the approved proposal;
- Collaborate with international GPG associates, other local experts and project staff to ensure a holistic approach to the strengthening of the oversight ecosystem;
- Tasks pertaining to event organization, communication, and management, including:
 - Venue management,
 - Participant management (invitation, registration, accommodation if needed),
 - Catering and event materials,
 - Securing the necessary audio-visual equipment, translation services, and printing services,
 - On-site management;
- Be able to adjust depending on context changes and needs of the beneficiaries.

IV. EXPECTED OUTPUTS AND DELIVERABLES

Deliverables for this assignment will include, but are not limited to the following:

1. Independent institutions develop and implement updated oversight work plans, setting out objectives and delivery timelines. Piloting of new instruments should be envisaged;
2. Independent institutions design, develop, and implement strategic communication plans and instruments on oversight to parliament and other constituencies, setting out objectives and timeline;
3. Guidelines for internal work processes of independent institutions and ensuring quality control regarding the delivery of high-quality and periodic information to Parliament are updated/developed and staff is capacitated to implement them;
4. Standard report formats and summaries for independent institutions, including standard indicators and progress markers are updated/introduced;
5. Staff of selected independent institutions are capacitated on topics such as key skills on report writing, data visualization, implementing guidelines for the internal work processes, implement strategic communication plans and instruments and engaging with parliament;
6. Instruments for collaboration, coordination and sharing of information between selected independent institutions are put in place (for e.g., community of practice events dedicated to independent institutions);
7. Production and publication of educational, training, and outreach materials supporting the deliverables above;
8. Contribution to M&E-related information collection, as requested.

V. INSTITUTIONAL ARRANGEMENTS

The selected organization or company will work under the direct supervision of the GPG Albania Team Leader, in cooperation with the international associates and experts, and in close cooperation with relevant parliamentary staff.

VI. DURATION OF THE ASSIGNMENT

The contract will be for **18 months**, and the starting date is expected **1 January, 2025**.

VII. DUTY STATION AND TRAVEL

The assignment shall be carried out in Tirana, Albania. Some local travel may be required for meetings and events.

VIII. PROPOSAL REQUIREMENTS

The call is open to organizations or companies with:

- At least 3 years of experience in fields of relevance to the project,
- Track record of working with international donors and public institutions,
- Track record of delivering capacity building and professional development activities,
- Track record of innovative ways of learning, communication and outreach activities,
- Track record of implementing projects with a budget comparable in size with this assignment.

Interested organizations / companies should submit:

- Organization / company registration documents (as per Albanian legislation, this includes *Akti i Themelimit dhe Statuti, Vendimi i Rregjistrimit në Gjykatë, dhe NIPT*);
- Organization / company profile and relevant experience;
- The following documents on the experts that will be involved in the assignment:
 - Experts' CVs demonstrating the qualifications as outlined in the following section;
 - Copies of diplomas and other relevant qualifications;
 - Proof of no penal record (in Albanian *Vërtetim i Gjendjes Gjyqësore*);
 - Attestation from the Courthouse and Prosecutors Office of no current penal procedures;
 - Statement of exclusivity (In cases where different organizations propose the same expert(s), the applications received later will not be considered);
- Technical proposal outlining the understanding and implementation plan for the assignment (not exceeding 5,000 words);
- Sample of reviews / analysis / papers on the functioning of Albanian institutions previously published by the organization / company;
- Sample of communication and outreach products, such as social media campaigns or similar, previously produced by the organization / company;
- Financial proposal including a breakdown of costs for each deliverable (in net values, excluding the VAT).

Competencies and Qualifications of the Experts

Academic Qualifications:

- Post graduate degree in law, public administration, public policy, economics, statistics, management, communication or similar field;
- A doctoral degree in the above-mentioned fields will be considered an asset.

Work Experience:

- Minimum of 8 years of experience in their area of expertise;
- Experience working with independent institutions or other central institutions processes;
- Excellent analytical and writing skills;
- Demonstrable ability to deliver high-quality results within strict deadlines;
- Analytical judgment, results-orientated, and efficiency in a multi-tasking environment.

Core Competencies and Critical Success Factors:

- Demonstrating and safeguarding ethics and integrity;
- Ability to work effectively under pressure, meet deadlines and facilitate collaboration, including in diverse environments;
- Encouraging learning and knowledge sharing with others;
- Managing conflict;
- Demonstrating initiative-taking;
- Informed and transparent decision-making.

Functional Competencies:

- Good knowledge and expertise of Albanian institutions with a particular focus on legislative and oversight processes;

- Strong communication skills, including writing and presentation.

Language:

- Full working knowledge of Albanian and English is essential.

IX. APPLICATION AND EVALUATION PROCEDURE

Proposals should be submitted electronically to GPG-Albania@Gpgovernance.net by **midnight November 22nd, 2024**. Please, add the title of call to the subject of the application email. Late submissions will not be considered for evaluation. Applicants will receive an acknowledgment of receipt.

Evaluation Procedure:

The contract will be awarded to the applicant whose offer:

- Is deemed technically responsive / compliant / acceptable (only technically responsive applications / candidates will be considered for the financial evaluation)
- And has obtained the highest combined technical and financial scores.

Technical Criteria - 70% of total evaluation – max points: 70

- Criteria A: Understanding of the assignment and technical proposal – max points: 35
- Criteria B: Profile of organization and experience of the team of experts – max points: 30
- Criteria C: Sample reports and communication products - max points: 5

Financial Criteria - 30% of total evaluation – max points: 30

Proposals obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points) shall be considered for the financial evaluation.

Each award criterion will be evaluated according to the following score table:

Score	Fulfilment and quality of the criteria	
0	Cannot be established	<ul style="list-style-type: none"> • Not possible to assess • No information
1	Very poor fulfilment	<ul style="list-style-type: none"> • Very limited achievement of the criteria • Insufficient, incomplete information
2	Poor fulfilment	<ul style="list-style-type: none"> • Limited achievement of the criteria • Information without sufficient relevance
3	Average fulfilment	<ul style="list-style-type: none"> • Normal achievement • Average quality, minimum requirement fulfilled
4	Good fulfilment	<ul style="list-style-type: none"> • Good achievement • Very good quality
5	Very good fulfilment	<ul style="list-style-type: none"> • Very good achievement • Outstanding quality

Questions and Grievances:

All applicants will be notified of the results of the selection process once it is completed.

For any questions regarding the recruitment process, please submit them via email to gpg-albania@gpgovernance.net.

You may submit other concerns or grievances via email through the reporting concerns inbox at reportingconcerns@gpgovernance.net. Reports can also be submitted to the Swiss Embassy in Albania at tirana@eda.admin.ch, or to the SDC Compliance Office at compliance@eda.admin.ch.

All reports will be treated confidentially, and the identity of the complainant will be protected. Complaints should be made in good faith and will be handled promptly and professionally.