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Albania**

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## **Tendering Call 5: Supporting Gender Mainstreaming and Equality in Parliamentary Oversight and Civil Society Engagement**

**Project:** Support to Parliament and Civil Society – PACEP II  
**Duration of Assignment:** Until 26 June 2026  
**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 oversight agencies 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:

- a) **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**.
- b) **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.
- c) **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.
- d) **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, oversight agencies and civil society organisations) to establish universally applicable standards and techniques.
- e) **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.

The project recognizes the importance of gender equality in oversight and governance. Thus, it seeks to integrate gender perspectives into all aspects of parliamentary oversight and civil society engagement. To this end, the project seeks to engage an organization or company that can provide specialized support in various areas of gender mainstreaming and equality in oversight and parliamentary processes.

## **II. PURPOSE AND SCOPE OF THE ASSIGNMENT**

The purpose of this assignment is to provide support to integrate gender mainstreaming and equality principles throughout parliamentary oversight and civil society engagement. The goal is to enhance the capacity of parliament, independent institutions, and civil society organizations to address gender issues effectively in their oversight and advocacy roles.

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

- Develop and deliver gender-sensitive training programs and curricula for parliamentarians, administrative staff, selected independent institutions, and civil society organizations.
- Produce gender mainstreaming toolkits and guidelines for parliamentary oversight and civil society engagement.
- Facilitate the engagement of women's organizations and/or groups in the oversight process.

## **III. TASKS AND RESPONSIBILITIES**

- The full implementation of gender mainstreaming approach and activities 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**

The selected organization or company shall be responsible for:

1. The Assembly and independent institutions update/develop and implement structured gender mainstreaming approaches and toolkits to their oversight and reporting activities;
2. Guidelines for internal work processes of the Assembly and independent institutions on gender mainstreaming are updated/developed and ready for implementation;
3. The administration of the Assembly and independent institutions are capacitated to implement gender mainstreaming approaches;
4. Deputies are capacitated to incorporate gender mainstreaming approaches and toolkits in the exercise of their constitutional functions;

5. The Assembly and independent institutions provide dedicated spaces to women's organizations and gender experts in their oversight processes;
6. The Assembly and independent institutions update/develop and implement strategic communication plans to raise public awareness about gender equality in governance and oversight;
7. Instruments for collaboration, coordination, learning, and sharing of information between the Assembly, selected independent institutions and CSOs regarding gender mainstreaming are put in place (for e.g., dialogue events between parliament, independent institutions, and women's organizations);
8. Collaborating with international associates, other local experts and project staff to ensure a holistic approach to gender mainstreaming across the oversight ecosystem;
9. Production and publication of educational, training, and outreach materials supporting the deliverables above;
10. 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, staff of selected independent institutions and civil society partners.

## **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 gender analysis, gender mainstreaming, gender equality programming, or related fields.
- Track record of working with parliaments, public institutions, and civil society organizations on gender issues.
- Strong understanding of the Albanian context and gender equality challenges.
- Experience in delivering gender-sensitive training and capacity building activities.
- Track record of communication and outreach activities.

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);
- Samples of previous work related to gender mainstreaming in governance or oversight;
- Proposed methodology for implementing the gender component of the project;
- 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 gender studies, political science, public policy, or related field.
- A doctoral degree in the above-mentioned fields and/or additional certifications in gender mainstreaming will be considered an asset.

#### **Work Experience:**

- Minimum of 5 years of experience in gender mainstreaming and equality programming;
- Experience working with parliaments, public institutions, or civil society on gender issues;
- Proven track record in developing and delivering gender-sensitive training programs;
- 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 with diverse stakeholders, including parliamentarians, civil servants, and civil society representatives;
- Encouraging learning and knowledge sharing with others;
- Managing conflict;
- Demonstrating initiative-taking;
- Ability to work under pressure and meet deadlines;
- Informed and transparent decision-making.

#### **Functional Competencies:**

- Excellent knowledge of gender mainstreaming approaches in development projects;
- Familiarity with Albanian civil society landscape, particularly in the gender equality sector;
- Ability to synthesize complex information into clear, concise documents;
- Strong time management skills;
- 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](mailto:GPG-Albania@Gpgovernance.net) by **midnight November 22<sup>nd</sup>, 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"><li>• Not possible to assess</li><li>• No information</li></ul>
1	Very poor fulfilment	<ul style="list-style-type: none"><li>• Very limited achievement of the criteria</li><li>• Insufficient, incomplete information</li></ul>
2	Poor fulfilment	<ul style="list-style-type: none"><li>• Limited achievement of the criteria</li><li>• Information without sufficient relevance</li></ul>
3	Average fulfilment	<ul style="list-style-type: none"><li>• Normal achievement</li><li>• Average quality, minimum requirement fulfilled</li></ul>
4	Good fulfilment	<ul style="list-style-type: none"><li>• Good achievement</li><li>• Very good quality</li></ul>
5	Very good fulfilment	<ul style="list-style-type: none"><li>• Very good achievement</li><li>• Outstanding quality</li></ul>

**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](mailto:gpg-albania@gpgovernance.net).

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