



Ky projekt financohet nga
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SUPPORT TO CIVIL SOCIETY ORGANISATIONS FOR THE IMPLEMENTATION OF CAPACITY
BUILDING PROGRAMS TO INCREASE POLICY DIALOGUE AND
AWARENESS ON EUROPEAN INTEGRATION PROCESS
IPA II European Union Integration Facility 2015

**LOT II - Support to Civil Society Organizations for the Implementation of Capacity Building Programs
to Increase Policy Dialogue and Awareness on European Integration Process**

Project Title: Europe respects human rights

**Assignment title: Data collection and compilation of a statistical report
on the impact of the work of independent institutions in the last 3
years and the function of parliamentary supervising mechanism**

EXPERT FOR DEMOCRACY AND GOOD GOVERNANCE

TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

1.1. Contracting Authority

Together for Life (TFL), Rr. Brigada e VIII-tw, Pll. Jeshil, Shk.2, Al. 14, Tirana, Albania

1.2. About the organization

"Together for Life" (TFL) association is a non-political, nongovernmental and not-for-profit organization, established in late 2009 as an initiative of a group of reputable journalists as a membership organization; focusing on the development and empowerment of people. TFL has undertaken a range of innovative and successful projects and activities. It has gained reputation as the first and most prominent organization dealing in health rights in the country; as well as has expanded its activity to promote the debate on the building of civil society and a culture of human rights in Albania; with a focus on vulnerable communities; communities living in remote or economically less advantaged areas; women and youth. Together for Life Organization (TFL) since its inception is playing an active role socio-economic betterment and cultural development of the society through a rights-based approach. TFL has successfully managed and implemented project on human rights, patients' rights; labour rights; economic empowerment and good governance and achieved remarkable milestones.

1.3. About the TFL project

Since October, 2019, TFL is implementing in partnership with "Act for Society" in Albania the project "Europe respects human rights", funded from the European Union Delegation to Albania.

"Together for Life" organization and its partner "Act for Society" aim to achieve enforcement of human rights through strengthening independent institutions and by raising awareness on the EU accession process. The independent institutions are a crucial actor in the protection of fundamental rights, so the increase capacity of such institutions and their employees will increase the respect and the implementation of these rights.

The project is conceptualized in two phases that proceed in parallel:

Firstly, to increase capacity of independent institutions aiming to strengthen their role in the human rights field through three training sessions.

This action aims to empower three of institutions (Ombudsman, Commissioner for Protection from discrimination (CPD) and Information and Data Protection Commissioner (IDP) and to build the capacities of their staff as human rights defenders. First of all, this project will produce an assessment report of the situation through the analyses of the recommendations and decisions of the independent institutions on the last three years in our country. Through this report we can tell where the problems reside and where we can intervene to change the situation. On base of these results the project will organize trainings with the representatives of these institutions, enabling them for better work, aiming to build their capacities and to increase their role on the road towards the European Union. An important part on such analyses will have the media and how the recommendations given by these institutions are described in the media. By having a clear view of the situation, the intervention will be more successful. The training will bring more capable workers on these institutions which itself will bring more results.

Secondly, to enhance the capacity of the local journalists and their information on the role of the independent institutions on the EU accession process through three trainings. The media will be used to disseminate the information on the respect of human rights better understanding that the process to enter in the European Union, starts from respect of human rights.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The Objective of the assignment is:

We are looking for one expert to work on this assignment "Data collection and compilation of a statistical report on the impact of the work of independent institutions in the last 3 years and the function of parliamentary supervising mechanism".

The goal of this activity is to be a baseline on the work done by the independent institutions as well as to see if the supervising mechanism built by the parliament does function or not and if it has changed the situation of the implementation of the recommendations of independent institutions

The data collection and processing expert will work closely with the two other experts and in consultation and coordination with the project team.

The expected results and deliverables of this assignment are:

Result(s):

1. Collect the data of the last three for the recommendations and decisions given by these institutions (Ombudsman, Commissioner for Protection against Discrimination and Commissioner for Information and Data Protection), the courts and the Parliamentary Monitoring Mechanism.
2. Measure the changes before and after the creation of parliamentary supervising mechanism.
3. Clear view if the mechanism created to support these institutions is effective or not.
4. One statistical Report.

The expert in collaboration with other experts and in consultation with project team members will ensure the submission of the following materials by the deadlines given:

- a) Outline of the national report
- b) All data's and information collected from the Independent Institutions, and other materials/resource used for the report.
- c) Work plan for the development of the report
- d) Submission of the draft version for further comments and reviews
- e) Submission of the final version of the research study
- f) Final Report.

2.2. Geographical area to be covered
Tirana, Albania

2.3. Specific work

The expert with collaboration with two other experts will conduct the following activities:

- a) Implement a desk review process
- b) Prepare the research methodology and design four questionnaires for information for independent institutions
- c) Organize meetings with representatives of independent institutions
- d) Analyze the data gathered
- e) Prepare the draft report
- f) Getting feedback from project staff for the draft-report
- g) Finalizing the report

2.4 Level of effort

Description of the activity	Place	Date/Estimated	No of working days
Narrative processing of collected information	Office	December 2019 – January 2020	3 days
Desk research	Tirana	February 2020 – March 2020	5 days
Preparation of the draft Report	Office	April 2020 - May	4 days
Prepare the final report	Office	May 2020	4 days
Total number of working days is			16 days

3. PROJECT MANAGEMENT

3.1. Responsible body

October 2019

Together for Life (TFL), Rr. Brigada e VIII-tw, Pll. Jeshil, Shk.2, Al. 14, Tirana, Albania

3.2. Management structure

The project is implemented by following partners: Together for Life (TFL) as Coordinator and Act for Society as Co-applicant. TFL is responsible for procurement and implementation of this activity.

3.3. Facilities to be provided by the Contracting Authority

The Contracting Authority shall supply the Contractor promptly with any useful information and/or documentation which may be relevant to the performance of the contract.

4. LOGISTICS AND TIMING

4.1. Location

Tirana Albania

4.2. Start date & Period of implementation of tasks

The intended start date is 26th of November 2019 and the period of implementation of the contract will be maximum 5 months from this date.

5. REQUIREMENTS

5.1. Staff

Organizations/expert that are interested to apply for this assignment and expert(s) included in their proposals should meet the following requirements. Applicant should:

- Have a law degree or Political science;
- Have at least two years of activity in the field of human rights;
- Have experience with EU institutions in the human rights field;
- Have successfully implemented similar projects in the past;
- Have good language skills in Albanian and English.

The expert's CV should be attached to the proposal.

5.2. Office accommodation

Office accommodation for the expert working on the contract is to be provided by the Contracting Authority.

5.3. Facilities to be provided by the Contractor

The Contractor shall ensure that expert is adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable expert to concentrate on her/his primary responsibilities. It must also transfer funds as necessary to support his/her work under the contract.

5.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

6. SUBMITTING THE APPLICATION

Interested candidate must submit:

- ✓ Motivation Letter
- ✓ CV on PDF or MS Word format

✓ Financial offer

The interested applicants are required to submit a hard copy of the proposal.
The proposal should be mailed in a closed envelope in the following address:
Together for Life (TFL),
Rr. Brigada e VIII,
Pll. Jeshil, Shk.2, Al. 14,
Tirana, Albania

The Deadline for the submission of application is 13 **November 2019**, the latest at **16.30 hours**.

For any questions you might have related the application, please contact in the address info@togetherforlife.org.al.