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## Terms of References (ToRs) External expert for sub- granting procedures

<b>Project:</b>	“Support Participation, Accountability and Civil Society Empowerment (SPACE)”
<b>Reference number:</b>	IPA III/2022/441-234
<b>Job title:</b>	External expert for sub- granting procedures
<b>Location:</b>	Tirana
<b>Full/ Part time:</b>	Part time position
<b>Duration:</b>	6 working days

### 1. BACKGROUND INFORMATION

#### 1.1 Country

Republic of Albania

#### 1.2 Contracting authority

Together for Life (TFL)

#### 1.3 Background of the Contractor

"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.

Since its inception, TFL 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; labor rights; economic empowerment and good governance and achieved remarkable milestones.

TFL was founded on values of transparency, participatory approach; teamwork; commitment and efficiency based on the principles of development and coordination of all stakeholders in the development process.

#### 1.4 Project description

“Together for life” association, in cooperation with BIRN Albania, Qëndresa Qytetare and Destiny Center for Excellence, is implementing the project “*Support Participation, Accountability and Civil Society Empowerment*” (SPACE). This project is funded by **the European Commission, reference**



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EuropeAid/174080/DD/ACT/.

The overall objective of the project is to strengthen the engagement of civil society organizations (CSOs) in public policy processes/ cycle through evidence - based advocacy and monitoring of reforms.

This will be achieved through: a) improving the capacities of civil society organizations for enabling them to engage as actor of governance; b) monitoring government functioning, voice concerns, and promote accountability in health and education sector; c) increasing the cooperation and collaboration between CSOs, media, youth, state/ non- state stakeholders on transparency and accountability in health and education sectors.

Through the actions undertaken as part of this project, is expected that grassroots civil society organizations will work better to demand increased accountability and budget transparency by public institutions in health and education sector; Public pressure on authorities to respond, change behavior and reduce corruption will be increased and CSOs, media, youth, state/non-state stakeholders will work together to improve the budget transparency and accountability, leading to the better quality of services for the Albanian citizens.

## 2. SCOPE OF THE ASSIGNMENT

2.1 In the framework of SPACE project, TFL is seeking to contract an expert for preparing the sub-granting procedures for the first phase of the sub-granting scheme.

### 2.2 Role and tasks of Expert

- On behalf of Sub-granting Authority reviews the six applications recommended by Evaluation Committee for a sub-grant award, aiming to ensure cost efficiency of the actions, a fair balance between operational and non- operational costs, reflect real market costs, and reflect costs in accordance with proposed activities.
- Prepares the grant award agreement for each sub-grantee, according to EU standard, country specific procedures, and legal frameworks.
- Provides technical support to Sub granting Authority to ensure effective management and administration of the sub-granting scheme, ensuring that contractual obligations are respected by all signatory parties;

### 2.3 Required qualifications for the Expert

Qualifications and skills:

- University degree in law or similar fields;
- At least 6 years of relevant work experience in the management of projects/programs with national/ international NGOs;
- Good knowledge of the Instrument for Pre-Accession Assistance (IPA);
- Good knowledge of SPACE Project call of proposals priority sectors (**health and education**).



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- Excellent knowledge of EU procedures.
- Excellent command of spoken and written Albanian and English;
- Computer literacy;
- Good analytical and writing skills;
- Proficiency in report drafting.

#### 4. TIMING OF THE ASSIGNMENT

The assignment will start in 13/02/2024 until 23/02/2024.

#### 3. APPLICATION PROCEDURE

The interested candidates shall submit the following documents:

- CV in Europass format (English language)
- A letter of interest (English language)
- Financial offer which indicates the fee per day for this duty (Please see Annex A).

The dateline for the submission of the applications is **February 9th, 2024**

Applications must be submitted in English to the Contracting Authority in the email address: [info@togetherforlife.org.al](mailto:info@togetherforlife.org.al) or in the postal address:

**Together for Life**

Rr. Brigada VIII, Pallati Jeshil Tekno-Projekt, Hyrja 2, Ap.14, Tiranë/ Shqipëri