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External expertise on legal, economic and social area

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1. BACKGROUND INFORMATION

Studies and Development Center (SDC), is a non-profit organization engaged in research, development and social-economic studies, which does not follow economic benefit purposes and has not political, nor religious views. SDC aims to become an organization of expertise in areas related to the processes of economic, scientific, technological, social and cultural development of the country, as well as a forum where representatives of environmental protection, business, civil society and policy-makers discuss, create and develop policies in the interest of the society. SDC aims to offer the possibility for the formation and deepening of knowledge to all who seek to develop their personal and professional abilities. The mission of Studies and Development Center is to create all the necessary infrastructure to promote and support activities within and outside the organization, through the engagement of a highly qualified staff and professionals, and also establishing a network of cooperation with other donors and institutions within and outside the country.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of the project of which this contract will be a part is as follows:

Raising public awareness including the private sector entities, the entrepreneurs, schools, universities, academic institutions, citizens for the general meaning of the EU and its policies, programs and actions;

2.2 Purpose

The purposes of this contract are as follows:

- Awareness raised on benefits, costs and challenges of EU integration;
- Education and training towards professional approaches;
- Social inclusion and participation of youth groups and women on different integration activities;

2.3 Results to be achieved by the contractor

- Preparation of different modules on enhancing dialogue and intercultural exchange between civil societies in Albania and the Balkans, on strengthening the capacity of organized active citizens, on awareness raising on benefits, costs and challenges of EU integration, on increased technical know-how on minimizing costs and exploiting benefits
Improvement of the environment for active citizenship.
- 1 (one) day of training session for each municipality with target groups, public institutions and SMEs regarding the modules developed by the experts provided.

3. SCOPE OF THE WORK

3.1. General

3.1.1 Project Description

The EU connects people to improve mutual understanding between citizens in Albania and the Region, including encouraging exchanges at the local level. The overall purpose of the project is to facilitate target groups for EU policies, procedures and standards. Another outcome of this project is to raise public awareness to the private sector entities, the entrepreneurs, schools, universities, academic institutions, citizens for the general meaning of the EU, its policies, programs and actions.

3.1.2 Geographical area to be covered

Gjirokaster, Pogradec, Pustec

3.1.3 Target groups

- Public institutions and local NGO's of each municipalities;
- Youth groups and women;
- Local SME's;

3.2 Specific work

Specific tasks to be performed in the frame of this contract are preparation of different modules which will cover legal, economic and social aspects:

LOT 1: Legal expert

- The contactor is expected to prepare the module with data for:
 - Improvement of the environment for active citizenship. The EU encourages the full effective enjoyment of freedom of expression, peaceful assembly, and association. It supports public authorities in strengthening their technical knowledge and best practices in financial regulation for CSOs and contributes to the creation of dialogue mechanisms for civil participation.
 - Promoting a culture of fundamental rights and dialogue. The EU supports trust-building and strengthens cooperation between the public sector (at local, regional, and national level) and CSOs. It actively pursues effective CSO consultation in policy-making and governance by establishing transparent mechanisms.
 - Strengthening the capacity of organized active citizens. Capacity-building improves the outreach, governance, and institutional capacities of CSOs, such as advocacy, organizational management, and fundraising skills.
 - Enhancing dialogue and intercultural exchange between civil societies in Albania and the Balkans. The EU connects people to improve mutual understanding between citizens in Albania and the Region, including encouraging exchanges at the local level.
- Deliver 1 (one) day of training session with public institutions and local NGOs in each municipality that operate in the respective municipalities with topic-oriented modules prepared by the relevant expert for this target group.

LOT 2. Economic expert

- The contactor is expected to prepare modules with data for:
- International market expansion of products and services provides many opportunities for intra - EU trade. Creating a stable regulatory framework to foster the free movement of products and allow SMEs to take advantage.
- The EU Green Action Plan for SMEs, (GAP) aims to help SMEs take advantage of opportunities offered by the transition to a green economy.
- Taxation; tax compliance costs and the administrative burden that arises from tax rules.
- Deliver 1 (one) day of training session for each municipality with target group public institution and SME regarding the modules developed by the expert.

LOT 3. Social expert

- The contactor is expected to prepare modules with data for:
 - Education and training by promoting higher quality learning methods through sustainable innovation;
 - Employment and entrepreneurship;
 - Social inclusion by enhancing critical thinking and media literacy to develop resistance to all forms of discrimination. Ensuring that children and young people acquire social and civic competences. Promoting intercultural understanding through all forms of learning;
- Deliver 1 (one) day of training session for each municipality with youth groups and women regarding the modules developed by the expert.

3.3 Project management

3.1.1. Responsible body

The Studies and Development Center (SDC) will be responsible for the management of this Contract. The contractors will report to the Project Manager Ms. Vjollca Backa.,

3.1.2. Management structure

The Contractors will be responsible for implementation of the contract under the overall direction of the Project Coordinator.

In every case the Contractors shall obtain approval, in writing by the Project Coordinator or his representative, before exercising any authority for which he is required to obtain prior authorization. Furthermore, he will not be entitled to make decisions on extensions of time stages and time required under the contract.

3.1.3. Facilities to be provided by the contracting authority and/or other parties

The Contractors will need to provide for his own facilities during the term provided by the Contract.

The Studies and Development Center (SDC) as the Contracting Authority will make available to the appointed contractor the necessary information regarding the project documents as well other reports related to this aspect.

4. LOGISTICS AND TIMING

4.1 Location

Studies and Development Center (SDC)

The contractors will have to travel for training to Gjirokastra, Pogradec and Pustec.

4.2 Start date & period of implementation

The intended start date is October 2019 and the period of implementation of the contract will be 7 months from this date. 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

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

5.1.1. Experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

Maximum three experts are to be hired for the above-mentioned assignments meeting the below presented minimum requirements

Qualifications and skills for Lot 1

- University degree on Law;
- Excellent knowledge of English language written and spoken;
- Computer literacy;
- Excellent communication, training and teamwork skills;

General professional experience for Lot 1

- At least 5 years of general work experience;

Specific professional experience for Lot 1

- Extensive knowledge and experience in activities related to European legislation

The indicative number of working days for the key expert is 15.

Qualifications and skills for Lot 2

- University degree/ in Economics;
- Excellent knowledge of English language written and spoken
- Computer literacy
- Excellent communication, training and teamwork skill

General professional experience for Lot 2

- At least 5 years of general work experience

Specific professional experience for Lot 2

- Extensive knowledge and experience in activities related to EU assistance.
- Knowledge of international market expansion and EU trade.

The indicative number of working days for the key expert is 15.

Qualifications and skills for Lot 3

- University degree on social sciences;
- Excellent knowledge of English language written and spoken;
- Computer literacy;
- Excellent communication, training and teamwork skills;

General professional experience for Lot 3

- At least 3 years of general work experience;

Specific professional experience for Lot 3

- Experience on social development activities;

The indicative number of working days for the key expert is 15.

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

5.2 Facilities

N/A

5.3 Incidental Expenditure

N/A

6. REPORTS

6.1 Reporting requirements

Each expert will prepare the respective modules as per ToR which will be subject of Approval by the Contacting Authority. After the approval of the modules one day training will be completed.

Name of report	Content	Time of submission
Inception report	Analysis of existing situation and work plan for the project	No later than 1 month after the start of implementation
Draft final report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the implementation period.
Final report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 1 month of receiving comments on the draft final report from the project manager identified in the contract.

6.2 Submission & approval of reports

2 copies of the reports referred to above must be submitted to the Project Coordinator identified in the contract. The reports must be written in English. The Project Coordinator is responsible for approving the reports. The Project Manager should provide his/her comments/approval of the reports within 20 days from receipt.

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