

TERMS OF REFERENCE

Title: Institutional – Stakeholders Communication Expertise

1. BACKGROUND INFORMATION

1.1. Partner country

The Republic of Albania

1.2. Contracting Authority

Albanian management support Company – Genc Myftiu, Tirana

1.3. Background

Albania applied for EU membership in April 2009 and since then the EU approximation is a high priority for the Government. Considering progress achieved and following recommendation of the European Commission, the Council of the European Union has decided to open EU negotiation with Albania in June 2019 providing reforms in several sectors.

In order to support preparation for EU negotiations, the Ministry of Tourism and Environment and the Swedish Environmental Protection Agency has agreed to implement the Programme for Supporting Albania in Negotiation for Environment, Chapter 27 (SANE27). The Programme is financed by Sida and the planned duration is 36 months.

The overall objective of the Programme is to support Albania to have the technical capability to successfully negotiate Chapter 27 of the EU *Acquis* and to strengthen the capacity and capability of the Albanian Ministry of Tourism and Environment (MTE) and other institutions to prepare for EU Ch.27 negotiations.

SANE27 is focusing on two main aspects (components) of the EU negotiations in Environment:

- Preparation for Chapter 27 Screening, and
- Strategic Planning for Chapter 27 Negotiations.

There are many institutions in Albania that have competencies in environment. Coordination and communication among all requires significant efforts from the MTE. Arranging meetings with different institutions and stakeholders, introducing new processes and practice preparing for EU accession negotiations requires efforts from the coordinating structure. The assistance will be particularly needed for implementing new working practices and mechanisms, such as GAP assessment and similar.

Within SANE27 Plan of Activities it is envisaged to hire institutional/stakeholder communications expert who will support the MTE and SANE27 team in establishing

communication with different institutions and securing support during implementation of activities preparing for Chapter 27 EU negotiations.

2. OUTCOMES, PURPOSE & EXPECTED RESULTS

2.1. PROGRAMME OUTCOMES

This contract will contribute in achieving the following SANE27 outcomes:

- 1) The Ministry and other Ch.27 institutions are supported for Ch.27 Screening.
- 2) Needs for Ch.27 strategic planning identified and process is in place to deliver the required planning documents.

The contract will be in line, but not limited, to the following activities:

- 1.2 Support to the MTE – Chapter 27 coordinating institution in strengthening its coordinating role;
- 1.4 Assessment of the situation and identification of directives, which potentially will require transitional periods
- 1.5 Support to MTE – Chapter 27 institutions in approximating EU environmental requirements as part of preparation for bilateral screening;
- 1.6 Improvement of communication with Chapter 27 stakeholders;
- 2.2 Developing strategic planning formats for Chapter 27 and train institutional partners.
- 2.4 Support in development of a concept for environmental investment and financing planning.

2.2. Purpose

The purpose of this contract is as follows:

- To improve coordination and decision making among different public bodies (institutions) responsible for Chapter 27 and with relevant stakeholders and establishing efficient communication to support preparation for Chapter 27 negotiations.

2.3. Results to be achieved by the Contractor

Activities performed will support achievement of following results/outputs:

- Establishing procedures for coordination of Chapter 27 preparation for screening and coordination for EU negotiation (internal for the MTE and external for communication with Chapter 27 institutions including Inter-governmental WG Chapter 27) and for;
- Preparing the List of main stakeholders to be involved into Chapter 27 preparation for EU negotiations;
- Preparing Guidelines for stakeholders' involvement and communication;
- Establishing and supporting dialog with higher level decision makers on Chapter 27 negotiation;
- Establishing and supporting dialog and decision making with main stakeholders groups;
- Establishing and supporting modalities for coordination and information exchange;
- Delivering presentations;
- Participating in workshops and trainings and delivery of presentations;
- Preparing reports of assignments.

3. ASSUMPTIONS & RISKS

3.1. Assumptions

This contract assumes that SANE27 will continue as planned and that decisions will be made by the MTE so that the work can be undertaken.

3.2. Risks

Institutional Risk: lack of human resources in the MTE and other institutions that may delay key meetings and decisions.

Mitigating actions: The contract to be a framework-type contract and work package can be agreed separately when all parties are ready to participate.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description

Activities of the selected Contractor are related to providing support and advice mainly on:

- Support to the MTE - Chapter 27 coordinating institution in strengthening it's coordinating role;

- Improving communication and coordination of MTE and other institutions' activities in relation to EU screening and negotiation on Chapter 27;
- Improve coordination among different public bodies (institutions) and stakeholders responsible for Chapter 27;
- Improving understanding regarding Chapter 27 negotiations; GAP assessments and planning of activities for closing the gaps related to institutional competencies, communication and coordination;
- Improve policy planning and planning of investments and TA projects financed from IPA and other sources;

The Contractor will closely cooperate with the SANE27 team as necessary for fulfillment of assigned tasks.

4.1.2. Geographical area to be covered

The work will take place mainly in Tirana, SANE27 office and at the expert's home office as agreed during implementation of specific activities.

4.1.3. Target groups

The principle client is SANE27 and the DICAA within the MTE and Chair of the IWG Chapter 27. Other institutions outside of MTE, such as the Agency for Water Resource Management, Ministry of Infrastructure and Energy, Ministry of Agriculture and Rural Development or other relevant are likely to be included at the request of MTE and SANE27 team.

4.2. Specific work

The specific work required under the contract, with number of days needed for tasks implementation, will be specified in **work packages**.

4.3. Project management

4.3.1. Responsible body

Albanian management support Company – Genc Myftiu, Tirana is the Contracting Authority responsible for managing the contract.

4.3.2. Management structure

The SANE27 team will oversee the management of the contract. The Expert(s) of the Contractor line manager will be the Team Leader/Approximation Expert.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority and SANE27 will support the Contractor to arrange facility for meetings when needed.

5. LOGISTICS AND TIMING

5.1. Location

The Expert(s) shall work in Tirana either at his offices or within the SANE27 offices. Expert(s), if needed, will attend workshops or trainings outside of Tirana for which the Contracting Authority will cover travel and accommodation costs.

5.2. Start date & period of implementation

The indicative commencement date is 15 December 2018 and the period of implementation of the contract will be 12 months from the commencement date.

6. REQUIREMENTS

6.1. Contractor

The Contractor will provide the Contracting Authority with an Institutional – Stakeholder Communication Expert (or pool of experts). The Contractor will be responsible for delivering the results as specified in Section 2.3 above, and further defined in the separately agreed work packages. The Expert (or pool of experts if the assignment will be performed by several experts) must meet the requirements as defined below:

Qualification and skills (all experts):

- University degree in Technical Sciences, Environmental Management, Economics, Legal studies or similar which is relevant for the assignment;
- Excellent English language abilities;
- Excellent technical writing skills.

General professional experience (expert/ pool of experts shall demonstrate that they have):

- Competencies in public administration and experience of working with reform-oriented issues related to EU in Albania, preferably with Ministry of Tourism and Environment and other related Ministries in the last 5 years;
- Experience of over 5 years working within and/or with the government administration in Albania, partners and/or donors and having experience in facilitation of stakeholder engagement and interface management;

- Experience of over 5 years in development of planning and policy documents for environmental sector;
- Ability to prepare and present reports in good quality English;
- Consultancy skills including listening, communications, structured planning, flexibility, meeting deadlines and integrating feedback;
- Experience in working with ministries, local self-governments and public sector institutions.

Specific professional experience:

- Previous experience in development of communication guidelines/ procedures for national or local level institutions / administrative bodies.

Additional experts may be contracted separately by SANE27 to support the activities, if required.

6.2. Facilities to be provided by the Contractor

The Contractor shall provide any materials or facilities required for their work that is not otherwise specified here within.

7. REPORTS

7.1. Work planning

Work packages are to be agreed in advance, to further specify the expected activities, inputs, deliverables and deadlines.

First results/outputs are expected to be delivered by end of January 2019.

7.2. Reporting requirements

Reporting and invoicing will take place on the conclusion of each individual work package.

A brief implementation report should be provided on the completion of the work package (structured in the same manner) describing what actions took place, what outputs were produced and when they were delivered to the partner institutions and any further comments and recommendations. Report should be a maximum of 2 pages, submitted along with the time sheet(s) with supporting documents attached.

The Outputs/Reports: All project outputs and reports as defined in the work packages and these ToRs must be agreed in the first place with the Team Leader and then submitted electronically with the implementation report to the Contracting Authority.

Unless otherwise agreed in writing all outputs should be provided in English in an open

(commonly editable) electronic format normally MS Word, PowerPoint or Excel. Supporting documents can be in .pdf or similar.

In some cases, in particular for procedural documents, draft outputs would need to be developed in both languages (English and Albanian) in parallel. This will be agreed in each case separately.

7.3. Submission & approval of reports

Payments to be made on acceptance by the Contracting Authority of the time-sheets and monthly reports, activities and outputs as set out in article 4.2 above.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The quality of the work will be assessed against:

- The received comments to activities and outputs;
- The effectiveness, practicality and acceptability of the offered recommendations;
- The timeliness of the deliverables against the agreed work packages.