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**SUPPORT TO CIVIL SOCIETY ORGANISATIONS FOR ENHANCED
COOPERATION WITH STATE INSTITUTIONS IN RELATION TO THE
EUROPEAN INTEGRATION PROCESS**

IPA II European Union Integration Facility 2017

Lot No.1: Support civil society organisations and relevant stakeholders with a track
record of advocacy in consumer protection

**Project Title: Toward EU: Strengthening CSOs
and local government for better consumer
protection**

Assignment title: Local coordinators in city of Vlora

TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

1.1. Contracting Authority

Instituti per Zhvillim dhe Inisiativa Qytetare (IZHIQ), Rr. Brigada e VIII-tw, Pll. Jeshil, Shk.2, Al. 14, Tirana, Albania

1.2 About the organization

"The association "Instituti per Zhvillim dhe Inisiativa Qytetare" was established as an independent non-governmental, non-political and non-profit organization with membership, which has gained legal personality upon registration in the registers of NGOs according to the decision of the Tirana Judicial District Court No. no. 6295, date 03.07.2019. The mission of the "Instituti per Zhvillim dhe Inisiativa Qytetare" is the promotion and protection of fundamental human rights and freedoms, with special focus on respect for fundamental human rights and freedoms and economic empowerment of vulnerable groups and other social communities, recognized by the Constitution of the Republic of Albania, ratified international conventions and legislation in force.

1.3. About the IZHIQ project

Since April, 2021, IZHIQ is implementing in partnership with "ASET" in Albania the project "Toward EU: Strengthening CSOs and local government for better consumer protection", funded from the European Union Delegation to Albania.

"Instituti per Zhvillim dhe Inisiativa Qytetare" organization and its partner "ASET" aims to increase the involvement of civil society organizations and other stakeholders in particular in consumer protection to strengthen their capacity and enhance interaction with state/public institutions to make a contribution to EU-related policy-making.

The main target groups of this project are:

- Local government of Korca, Vlora, Berat Elbasan and Kukes. We chose these municipalities as we have previously collaborated with them and have had a good communication. Also, during the previous contacts for the preparation of the action, these municipalities expressed their need and will to improve themselves on consumer protection.
- Local CSOs of these cities, which also have been consulted during the preparation of the project.
- Local media in these cities
- Independent institutions
- Citizens of these cities

The overall objective of the project is: A local government that takes the necessary steps to meet European standards on consumer protection

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The Objective of the assignment is:

We are looking for a local coordinator in Vlora to work on this assignments:

- to keep constant contact with all the stakeholders and help in their interaction and also will help to held regular meetings on different issues raised by the parties involved and keep a balanced communication between all of them. Being able to communicate regularly with each other will give the possibility to all the parties included in the communication to have a broader view of the situation of consumer protection and also know each other better. This will increase their involvement with each other and will bring a stronger reaction to consumer protection.
- creating a consumer network that will be through all project in the city
- to be present at the time of the training and all the activities of the project.

2.2. Geographical area to be covered

Vlora

2.3. Specific work

The coordinator will conduct the following activities:

- a) to keep constant contact with all the stakeholders
- b) to keep constant contact with managerial staff of the project
- c) to create a network on consumer protection
- d) to be present at the time of the activities
- e) to prepare organization of activities
- f) to organize meetings with stakeholders of the project and the managerial staff

2.4 Level of effort

Description of the activity	Place	Date/Estimated	No of working days
Conduct the following activities as described in 2.3	Vlora	April 2021-January 2023	6 days/ month
Total number of working days is		120 days	

3. PROJECT MANAGEMENT

3.1. Responsible body

Instituti Për Zhvillim dhe Inisiativa Qytetare (IZHIQ), Rr. Brigada e VIII-tw, Pll. Jeshil, Shk.2, Al. 14, Tirana, Albania

3.2. Management structure

The project is implemented by following partners: Instituti Për Zhvillim dhe Inisiativa Qytetare (IZHIQ) as Coordinator and ASET as Co-applicant. IZHIQ 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 1st April 2021 and the period of implementation of the contract will be for 20 months

5. REQUIREMENTS

5.1. Staff

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

- Have a university degree;

- Have successfully implemented similar projects in the past;
- Have good language skills in Albanian and English.
- To have previous experiences working with the community

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

5.2. 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 coordinator to concentrate on her/his primary responsibilities. It must also transfer funds as necessary to support his/her work under the contract.

5.3. 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 candidates 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:
Instituti për Zhvillim dhe Inisiativa Qytetare
Rr. Brigada e VIII-të,
Pll. Jeshil, Shk.2, Al. 14,
Tirana, Albania

The Deadline for the submission of application is 15 **April 2021**, the latest at **16.30 hours**.

For any questions you might have related the application, please contact in the address

institutiperzhvillimqytetar@gmail.com

daburnazi@gmail.com