**TERMS OF REFERENCE**

**Expert for the preparation of a Baseline Report**

**1. Introduction**

The Institute for Democracy and Mediation (IDM) is an independent, non-governmental organization, founded in November 1999 in Tirana – Albania. Its mission is to strengthen the Albanian civil society, to analyze and support the EU accession and development process in the country, and to help consolidation of good governance and inclusive policy making. IDM carries on its objectives through expertise, policy analysis, applied research, as well as through building capacities of key societal actors and developing partnerships for evidence-based policy alternatives. By combining the advantages of a knowledgeable think-tank and a resourceful operational non-governmental actor, the institute’s expertise extends in the following key sectors and thematic areas: Evidence-based and inclusive policy processes, good governance, anti-corruption reforms and integrity building; Consolidation of local democracy, accountability and transparency of local governance; Sustainable integrated development with particular focus on EU development policies; Security sector reform, specialized studies and applied research on a wide range of security issues, including violent extremism and religious radicalism; Development of civil society sector as a powerful actor to generate broad consent, values and positive change; Human capital development, management and result oriented performance; EU enlargement process with a specific focus on Western Balkans’ accession.

**2. Background**

The project “Serving democracy and citizens through improved public integrity’’ aims to strengthen institutional integrity management systems, public trust, accountability and increase citizens’ engagement on fighting against corruption and threats to integrity. The ultimate goal is to regain citizens trust as a cornerstone and key ally of institutions in their efforts to deliver integrity governance. The project combines capacity building, co-creation processes and knowledge development activities that will support institutions and integrity stakeholders to carry out independently design and monitoring of integrity building processes, as well as help decision makers improve policy design on integrity building and anticorruption. The outputs of this project that will be supported by the baseline reports, object of this call, concern institutional Integrity Plans (anti-corruption policies) and Codes of Ethics.

The project is implemented over a 30-month timeframe and targets the following institutions: Parliament of Albania, High Prosecutorial Council, Constitutional Court, Commissioner for the Right to Information and Data Protection, Ministry of Health and Social Protection and a subordinate agency of this Ministry.

The project is implemented by the Institute for Democracy and Mediation with the financial support of the Swedish Embassy in Tirana.

**3. Objectives and scope of the assignment**

The main objective of this assignment is to prepare a baseline report in the framework of the project “Serving democracy and citizens through improved public integrity’’. The primary aim of the baseline report is to assess the level of satisfaction of service users regarding the services provided by the targeted institutions.

The baseline assessment will be completed at the start of the project to measure the status of indicators at outcome level as per the result framework, against which later progress will be measured.

**3.1 Target audiences of the baseline assessment**

The baseline report will target the key project audiences: Parliament of Albania, High Prosecutorial Council, Constitutional Court, Commissioner for the Right to Information and Data Protection, Ministry of Health and Social Protection and a subordinate agency of this Ministry. Identification of key target audiences will be made by project staff.

1. **Methodology**

**4.1 The methodology of baseline report**

The expert will be required to prepare a detailed research methodology. A quantitative approach will be used to gather key data for the assessment. In close consultation with the M&E staff the consultant will design the methodology, will be responsible for the data entry, data analysis and report writing. The methodology will include: desk study review and survey.

* **Desk Review-** A desk study will review the literature, and relevant secondary data will be included in the baseline report. The desk review is important in order to clearly understand the institutional integrity management systems, initiatives and programmes on public trust, accountability and increasing citizens’ engagement on fighting against corruption and threats to integrity**.** The baseline team will use all project documents.
* **Surveys:**350 respondents will be surveyed regarding their level of satisfaction on services provided by target institutions.
* **Data analysis and interpretation-** Collected data will be processed using the SPSS statistical data analysis software and other quantitative software programs. Draft findings will be presented and consulted with project team.

**5. Conduct- Qualifications and core competencies of the consultant**

**Qualifications:**

* Master’s degree or higher degree in Law, Social studies and relevant fields;
* Minimum 5 years applied experience in research and participatory design, monitoring and evaluation methodologies;
* Ability to analyse and interpret primary and secondary data;
* Knowledge of logical and results frameworks;
* Experience in developing monitoring tools or facilitation and drafting research reports;
* Proficiency of data analysis programs, SPSS

**6. Project deliverables:**

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| ***Deliverables*** | ***Deadline*** |
| **Inception report** (Methodology & Data collection tools) | **04 March 2022** |
| **First draft of baseline report** in English | **15 April 2022** |
| **Final draft of baseline report** in English | **25 April 2022** |

All deliverables will be submitted electronically to the Project Manager and M&E staff, who are the responsible persons to review and to request revisions to the draft deliverables and to certify the delivery of the output. The payment will be carried out in one installment after submitting the final draft by the expert and acceptance by the Project Manager and M&E staff which concludes the assignment.

**7. Deadline for Applications**

Expression of Interest (EoI) should be submitted via email to [info@idmalbania.org](mailto:info@idmalbania.org) no later than February 20, 2022. The EoI must include curriculum vitae and Letter of Interest.