

## TERMS OF REFERENCE no. 1

**Project title: Civic oversight capacities for Budget Accountability and Transparency: BAT-Civil Society**

**PUBLIC CALL FOR EXPERTS: Developing e-learning materials in English language for practical application by CSOs on the following:**

1. Budget literacy;
2. Gender mainstreaming in policies;
3. Citizen centered budgeting.

<b>Project objective:</b>	The <b>overall objective</b> is to improve the governance and oversight of budget planning and implementation by strengthening the capacities of civil society organizations at the local and national levels to effectively participate in budget planning and to monitor and evaluate budget implementation.
<b>Target groups:</b>	<ul style="list-style-type: none"> <li>• CSOs, activists, young researchers;</li> <li>• Investigative journalists;</li> <li>• Independent Oversight Institutions (<i>Commissioner for the Right to Information and the Supreme Audit Institution</i>)</li> <li>• State institutions at the central and local level</li> <li>• Public at large</li> </ul>
<b>Location:</b>	The project is implemented in Albania
<b>Timeframe</b>	4 January 2023 – 4 July 2025
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Training cycle for CSOs, researchers and investigative journalists on budget transparency and accountability, public procurement, gender budgeting, and budget monitoring and evaluation tools;</li> <li>• BAT-Sub granting scheme which will support up to 35 initiatives of civil society, academia and media. The goal is to empower and support these actors to monitor, evaluate, and promote public participation and to deliver activities that strengthen budget accountability and transparency of state institutions;</li> <li>• Drafting policy proposals for improving budget accountability based on data and findings generated by initiatives supported through BAT sub-granting;</li> <li>• Support to the Commissioner for the Right to Information and the Supreme Audit Institution to improve access to information and data on budget accountability/transparency, public participation and public expenditure/procurement;</li> <li>• Online platform containing alternative knowledge resources and know-how on budget planning, implementation, monitoring, and reporting, gender budgeting and financing of climate change measures;</li> <li>• Advocacy campaign with local and central government on policy proposals generated from the above activities (<i>five workshops</i>);</li> <li>• Final conference which will serve to present the findings and data generated by the initiative and encourage decision-makers to consider <u>reform proposals for measures</u> related to good governance, integrity and anti-corruption.</li> </ul>

<b>Consultant's tasks and duties:</b>	<p>CRPM will hire 1 to 3 consultants to</p> <p><b>A. Develop e-learning materials in English language for practical application by CSOs and researchers</b> on the following topics:</p> <ol style="list-style-type: none"> <li>1. Budget literacy;</li> <li>2. Gender mainstreaming in policies;</li> <li>3. Citizen centered budgeting</li> </ol> <p>The experts will develop:</p> <p><b>Budget literacy - e-learning material</b> (PPTs for each module of the, suggested reading materials, exercises and test/quizzes);</p> <p><b>Gender mainstreaming in policies - e-learning material</b> (PPTs for each module, suggested reading materials, exercises and test/quizzes);</p> <p><b>Citizen centered budgeting - e-learning material</b> (PPTs for each module, suggested reading materials, exercises and test/quizzes)</p> <p><b>B. Deliver online training for 50 to maximum 60 participants and write final report</b></p> <p>The materials will be translated, designed and published on the BAT e-platform</p> <ul style="list-style-type: none"> <li>• <i>In order to minimize possible negative ecological consequences of the intervention material will not be printed but shared online.</i></li> </ul>
<b>Qualifications of experts</b>	<p><b>Required experience:</b></p> <ul style="list-style-type: none"> <li>- At least 5 years of experience in budgeting and at least one experience in mainstreaming gender in policy and budgets,</li> <li>- Creating similar guides is an advantage.</li> <li>- Experience working with CSO in the field of public policies in the last 5 years is an advantage.</li> </ul> <p><b>Required documentation:</b></p> <ul style="list-style-type: none"> <li>- CV - maximum 5 pages and a short motivational letter highlighting relevant experience and competencies, maximum 1 page</li> <li>- Financial offer in EUR</li> </ul> <p><b>Payments will be made upon receipt and approval of the results:</b></p> <ul style="list-style-type: none"> <li>- Delivery 1. Developing e-learning materials in English language for practical application by CSOs by 10<sup>th</sup> June, 2023</li> <li>- Delivery 2. Delivery of online training and submitting a final training report by 1<sup>st</sup> September 2023</li> </ul>
<b>Deadline for submitting the offer:</b>	<p>The offers should be submitted to the email address:</p> <p>The deadline for submitting the offers: <b>May 19th, 2023, 17:00 h</b></p> <p>The applications should be sent to <a href="mailto:petriskova@crpm.org.mk">petriskova@crpm.org.mk</a></p>