

# TERMS OF REFERENCE

for Research Advisors of the #BATProject

## BACKGROUND INFORMATION

The Institute for Democracy and Mediation, in cooperation with the Center for Research and Policy Making (CRPM) and Faktøje, is implementing the project “*Civic oversight capacities for Budget Accountability and Transparency: BAT-Civil Society*”, funded by the European Union.

The overall objective of this project is to improve the governance and oversight of budget planning and implementation by strengthening the capacities of CSOs at the local and national levels to effectively participate in budget planning and to monitor and evaluate budget implementation. It also seeks to pressure public institutions to improve their practices in budget planning, implementation, and reporting.

Specifically, the project intends to overcome obstacles to civil society oversight by strengthening their capacities and supporting their efforts to increase budgetary transparency. To this end, a sub-granting scheme is implemented which aims to engage the civil society, academia and journalists in delivering on the project’s goals.

Under the BAT Project, 15 civil society organizations receive support to implement initiatives over a 12-month period, starting from May 2024. These initiatives seek to enhance transparency and accountability in public budget procedures, equipping these organizations to monitor budgetary planning and execution.

## OBJECTIVE, PURPOSE & EXPECTED RESULTS

### Overall objective

The objective is to recruit an expert team to provide tailored support to our target groups. This team, comprising **Research Advisors**, Research Advisors, and Media Mentors, will offer guidance and assistance throughout the implementation. Their role will be to advise and assist the project's efforts in leveraging the capacities, knowledge, and skills of the target groups, including CSOs, researchers, and journalists. Specifically, the expert team will play a role in supporting the implementation of initiatives under the sub-granting scheme, ensuring alignment with project goals and optimizing outcomes.

CRPM seeks to engage up to three experts as Research Advisors.

## SCOPE OF THE WORK

The policy aspect of this project aims to develop alternative policies and tools that foster sustainable impact by enhancing not just the framework, but also the attitude and approach to work among the specified stakeholders and beneficiaries.

The Research Advisors will provide guidance and expertise to both the project team and subgrantees of the project in dissecting, analysing, and formulating policy alternatives.

The Research Advisors engaged in this assignment will complete the following tasks:

- The Research Advisors shall deliver capacity-building actions for the subgrantees to gather sex disaggregated data, analyse and create visualizations for practices related to public budget procedures and spending. These shall focus on applying different research instruments, tools and methodologies that will enable to depict gaps, challenges, and opportunities for improvement, with the goal of formulating alternative policies and tools.
- The Research Advisors shall provide individualized mentoring and support to each of the 15 civil society organizations receiving support under the BAT Project. This support may include guiding them through the process of research and adapting research approaches to the specific contexts and target groups they work with.
- The Research Advisors shall conduct regular progress reviews with the subgrantees' teams to assess their implementation efforts and provide feedback on the gathering and data analysis processes. These reviews shall occur at key milestones throughout the 12-month period, allowing for timely adjustments and course corrections as needed.
- The Research Advisors shall review project deliverables, such as methodologies, research instruments and analytical reports at various stages of development. This will ensure that the proposed policy alternatives are well-formulated, evidence-based, and aligned with the project's goals and objectives.

The Research Advisors, collaborating with the BAT project team, will develop, discuss, and finalize a work plan for executing the assignment. Working under the supervision of the BAT project team, the Research Advisors will regularly provide written updates on the assignment's progress. Upon completion, the Research Advisors will submit a report on the assignment's implementation, adhering to the template supplied by the project team.

## LOGISTICS AND TIMING

The Experts are expected to be engaged during the period August 2024 – August 2025 for a max. of 55 working days. The assignment will be carried out in Albania with online sessions to be delivered in English language.

## REQUIREMENTS

- Advanced degree in political science, economics, public finance, law, gender studies or other relevant fields.
- Have demonstrated and recognized expertise as well as insight which is relevant to the scope of work and tasks described in the terms of reference;
- Preferably 10 years suitable experience in research and analysis, but a minimum of 7 years required;
- Have prior experience in projects or assignments related to public budgeting, budget monitoring, budget planning processes, budgetary oversight and transparency, or good governance;
- Excellent analytical, writing, and reporting skills;
- Must be fluent in the Macedonian and /or Albanian, and English languages;

## APPLICATION PROCEDURE

Send motivation letter and CV to [crpm@crpm.org.mk](mailto:crpm@crpm.org.mk) until 08.08.2024 The selection will be completed by 15.08.2024 and the potential candidates applying for this assignment should be available to start working immediately after.