Terms of Reference (ToRs)

Name of the Project: "EJA: Environmental Justice in Albania"

Reference number: IPA III/2023/452-010

Title: Development of Content for the EJA Online Platform

1. BACKGROUND INFORMATION

1.1. Contracting Authority

The Resource Environmental Center in Albania is a non-for-profit legal entity established in the Republic of Albania, pursuant to the Law No. 8788, dated 07/05/2001, "On Non-for-profit Organizations". REC Albania is the legal successor of the Regional Environmental Center's (REC) office in Albania, and has been operating since 1994, when the former REC first began working in the country.

In this 30-year span, REC Albania boasts of a multitude of experiences pertaining to project development and implementation of activities regarding environmental education and services; climate change mitigation and adaptation; biodiversity conservation; environmental strategy and policy development; advocacy, etc. REC Albania's work is supported by numerous donors, including UNDP, US Department of State, European Commission, GIZ, SIDA, WFD, UNWOMEN, etc. The organization boasts of a strong track record of supporting environmental CSOs, green SMEs and enterprises with grants and capacity building. REC Albania is a member of the Climate Action Network (CAN) Europe, a pan-European association of organizations focused on addressing environmental and climate-related challenges, and also a member of REI (Regional Environmental Institute) established by EPLO (European Public Law Organization).

1.2. Background of the Project

The Project "Environmental Justice in Albania, EJA" was launched on 01 January 2024 and has a duration of 30 months, until June 2026, supported by the European Union (EU). The project is implemented by the Resource Environmental Center, REC Albania, in partnership with Blue Link Bulgaria, Balkan Investigative Reporting Network (BIRN Albania), and OSCE Presence in Albania. During the overall implementation, the project aims to achieve the following goal: "Promotion of access to environmental justice (EJ) in Albania, by assisting and advocating for quality justice".

The proposed action within this project will be implemented through a top-down branching structure with three major pillars: (i) Data Collection and Diagnostic Analyses; (ii) Capacity Development; and (iii) Communication, Mobilization, and Outreach. The first pillar focuses on gathering and interpreting data from various sources, including the Directorate of Police, Prosecution, Courts, and media, to be summarized in a "Cap and Gap" Report. The second pillar aims to enhance the enforcement of environmental legislation through tailored training sessions for prosecutors and police officers/media and CSOs, using in-person training, case studies, and international knowledge exchange with partners like BlueLink and European justice actors. The third pillar emphasizes visibility and communication to ensure the project's reach and impact.

2. PROJECT OBJECTIVES, PURPOSE & EXPECTED RESULTS

The overarching objective of the project is to enhance access to environmental justice in Albania by improving legal and judicial capacities, and increasing public participation.

Outcome 1: Strengthened and More Effective Media-CSOs Coalition in Bracing Environmental Justice in Albania - focusing on creating an alliance between media organizations and civil society organizations (CSOs) to advocate for environmental justice.

Outcome 2: Communities Enabled to Refer Environmental Abuses and Follow Formalized Structures of reporting and Denouncing - aiming to empower local communities by providing them with the knowledge and tools to identify and report environmental violations.

Outcome 3: Accurate and Approximated Work for Policing, Prosecuting, and Punishing Environmental Violations in Albania - focusing on improving the efficiency and effectiveness of law enforcement agencies and judicial systems in dealing with environmental crimes.

Outcome 4: Built Capacities of the Relevant Law Enforcement and Justice Institutions, as well as Networking with European Action against Environmental Crime - emphasizing capacity building within Albanian law enforcement and judicial institutions.

Outcome 5: Strengthened Media, CSOs, and Communities' Role to Counter Environmental Damage at the Edge of Climate Change - focusing on awareness, advocacy for stronger environmental policies, and community-driven initiatives in the climate change context.

3. SCOPE OF THE ASSIGNMENT

The primary objective of this assignment is to research, identify, and structure the necessary information to populate the Institutional Database of the EJA Online Platform. The expert will be responsible for creating a comprehensive repository of institutions that are key actors in the field of environmental justice in Albania.

The scope of work includes the following key tasks:

- **Task 1: Mapping Environmental Institutions:** Systematically identify, collect, and draft detailed information on all relevant Albanian public institutions involved in environmental protection, management, inspection, and the enforcement of environmental regulations.
- **Task 2: Mapping Judicial and Law Enforcement Institutions:** Identify, collect, and draft detailed information on institutions within the Albanian judicial and law enforcement system that are involved in processing environmental cases. This includes, but is not limited to, courts at all levels, prosecution offices, and relevant police directorates or departments.
- **Task 3: Data Structuring and Preparation:** Organize and format all collected institutional data into a structured, clear, and consistent format suitable for integration into the EJA Online Platform's database.

- **Task 4: Platform Integration Support:** Collaborate with the EJA project team and technical developers to ensure the successful and accurate incorporation of the compiled database onto the live platform.
- **Task 5: Identification and Selection of Case Studies**: Research, identify, and select relevant environmental justice case studies in Albania. These should include significant environmental violations, landmark court cases, or successful community advocacy actions that highlight the enforcement (or lack thereof) of environmental legislation.
- **Task 6: Preparation and Formatting of Case Studies**: Draft, summarize, and format the selected case studies into a clear, engaging, and consistent structure. Ensure the content is tailored for the target audience of the EJA Online Platform and is ready for seamless integration.

4. DELIVERABLES

The expert is expected to produce the following deliverables, which correspond to the key milestones of the assignment:

- **Deliverable 1:** A comprehensive report containing the drafted list and detailed profiles of Albanian institutions responsible for environmental inspection and the enforcement of environmental regulations.
- **Deliverable 2:** A comprehensive report containing the drafted list and detailed profiles of institutions within the Albanian judicial system (courts, prosecution offices, police, etc.) relevant to environmental justice.
- **Deliverable 3:** The final, consolidated, and structured database content delivered in the required format and successfully integrated into the EJA Online Platform, verified as functional and accurate.
- **Deliverable 4:** A preliminary report detailing the identification and selection of relevant environmental justice case studies in Albania, including a finalized list of cases to be developed.
- **Deliverable 5:** A comprehensive document containing the drafted, analyzed, summarized, and formatted case studies, tailored for the target audience and ready for platform integration.
- **Deliverable 6:** Successful upload and integration of the finalized case studies into the EJA Online Platform, verified as functional and accurately displayed to users.

5. ASSIGNMENT TIMELINE

The assignment will be completed over a period of six months, with a total of 18 working days allocated. The timeline for the deliverables is as follows:

- **Assignment Period:** 15 September 2025 to 15 March 2026
- **Submission of Deliverable 1:** By 15 October 2025
- **Submission of Deliverable 2:** By 15 November 2025
- **Submission of Deliverable 3:** By 15 December 2025

- **Submission of Deliverable 4:** By 15 January 2026
- **Submission of Deliverable 5:** By 15 February 2026
- **Submission of Deliverable 6 (Final):** By 15 March 2026

6. ELIGIBILITY

REC Albania is committed to equal opportunity and non-discrimination in the tender process. This tender is open to a wide range of applicants, including freelancers registered with the Tax office, small and medium-sized enterprises (SMEs), and large businesses. All applicants will be evaluated solely on the merit of their proposals and their ability to meet the project requirements, regardless of their size, legal form, or country of origin (within eligible countries as per EU regulations). We encourage applications from diverse entities, including those owned by underrepresented groups. All applicants must comply with applicable legal and fiscal regulations and demonstrate their capacity to fulfill the contract requirements.

7. CONTRACTUAL TERMS

- **Total Remuneration:** The total gross fee for the assignment is **3,600.00 EUR**, covering a total of 18 expert workdays.
- **Daily Rate:** The gross daily rate is **200.00 EUR**.
- **Payment Schedule:** The total fee will be disbursed in six (6) equal installments upon the satisfactory completion and formal approval of each of the deliverables outlined in Section 4. Each payment will be processed following the submission of a corresponding invoice.
- **Reporting:** The expert will work under the direct supervision of and report to **Mr. Ani Ahmetaj**, Project Manager at the Resource Environmental Center (REC) Albania.
- **Intellectual Property:** As stipulated in the service agreement, all data, reports, and other materials produced under this assignment shall be the exclusive property of REC Albania.
- **Confidentiality:** The expert must maintain strict confidentiality regarding all information and materials related to the project, both during and after the contract period.

8. DISCLAIMER

REC Albania reserves the right to accept or reject any proposal and to annul the selection process at any time, without thereby incurring any liability to the affected applicants. REC Albania will not be responsible for any costs incurred by applicants in preparing and submitting proposals.

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