TERMS OF REFERENCE

External Legal and Anti-Corruption Expertise on the Implementation of Law No. 111/2017

Tirana Legal Aid Society (TLAS) is seeking to contract an external consultant/team of consultants with the required ethical, technical, and professional expertise to provide specialised legal and anti-corruption expertise for the identification, analysis and mitigation of corruption risks in the implementation of Law No. 111/2017 and related secondary rules, forms, procedures and referral pathways.

1. Background

Tirana Legal Aid Society, in partnership with QDGR, is implementing the project "From Right to Access: Identifying and Mitigating Corruption Risks in State-Guaranteed Free Legal Aid for Roma and Egyptian Communities in Tirana". The project aims to identify and mitigate legal, procedural, institutional and integrity-related barriers that may prevent Roma and Egyptian communities from effectively accessing state-guaranteed free legal aid under Law No. 111/2017 "On Free Legal Aid Guaranteed by the State".

Although the law provides an important legal basis for access to justice, practical implementation may remain affected by complex eligibility criteria, documentary requirements, limited legal awareness, unclear referral pathways, delays, inconsistent guidance and weak outreach at local level. These barriers may create space for excessive discretion, unequal treatment, informal mediation, opacity or other corruption-related vulnerabilities in the service-delivery chain.

The project will combine legal and policy analysis, review of existing evidence, targeted supplementary data collection, community focus groups, technical consultation with practitioners, and institutional advocacy. The final output will be a concise position paper and targeted advocacy plan proposing legal, procedural and administrative measures to improve access, transparency, accountability and integrity in the implementation of state-guaranteed free legal aid.

2. Objective of the assignment

The objective of this assignment is to provide specialised legal and anti-corruption expertise for the identification, analysis and mitigation of corruption risks in the implementation of Law No. 111/2017 and related secondary rules, forms, procedures and referral pathways.

The expert will support the project team in translating community evidence and institutional inputs into a structured legal and corruption-risk analysis, with practical recommendations for reform and implementation improvement. The expert's contribution will be output-based and linked to clearly defined deliverables, in order to ensure efficient use of expertise and direct contribution to the project's advocacy objectives.

3. Scope of work

The expert will review the legal and procedural framework governing state-guaranteed free legal aid, with particular attention to Law No. 111/2017, relevant secondary legislation, administrative forms, eligibility requirements, referral pathways and implementation practice.

The expert will support the review of existing evidence, including AHC's Corruption Diaries data, and will identify the main legal, procedural and integrity-related gaps requiring further analysis or validation.

The expert will apply the Methodology on Anti-corruption Assessment of Laws https://rai-see.org/php_sets/uploads/2015/05/Methodology_on_Anti-corruption_Assessment_of_Laws_ALB_final.pdf to identify corruption-risk points in the free legal aid service chain and will translate the findings into a risk matrix, reform recommendations, a position paper and a targeted advocacy plan.

The expert will also provide legal and anti-corruption quality assurance to the project's evidence-collection tools and support the preparation of institution-specific briefing points for advocacy with relevant justice, anti-corruption and parliamentary stakeholders.

4. Tasks, working days, deliverables and timeline

Task	Working days	Deliverable	Deadline
Review AHC Corruption Diaries data, relevant project documents and available evidence on barriers faced by Roma and Egyptian communities in accessing state-guaranteed free legal aid. Identify which issues are already documented and which require further validation.	3 days	Evidence-gap memo distinguishing existing findings from additional evidence needs, with proposed areas for supplementary validation.	30 June 2026
Review Law No. 111/2017, relevant secondary legislation, administrative forms, procedures, eligibility requirements, referral pathways and implementation practices from a legal and anti-corruption perspective.	3 days	Legal and procedural review note identifying provisions, forms, procedures and practices that may create access barriers or integrity risks.	5 July 2026
Adapt and apply the Methodology on Anti-corruption Assessment of Laws to the free legal aid framework and implementation practice, with attention to discretion, transparency,	3 days	Anti-corruption assessment checklist and corruption-risk matrix, including the rule, procedure or practice concerned, risk type, affected	15 July 2026

Task	Working days	Deliverable	Deadline
accountability, documentation requirements and equal treatment.		groups, evidence source and proposed mitigation measure.	
Draft the targeted supplementary questionnaire and the focus-group guide from a legal and corruption-risk perspective, ensuring that both tools capture access barriers, procedural obstacles, discretion points, documentation challenges, referral gaps, delays, informal facilitation risks and other integrity-related vulnerabilities in the legal aid service chain	2 days	Draft targeted supplementary questionnaire and draft focus-group guide, including legal and corruption-risk questions, consent and confidentiality considerations, and guidance for capturing comparable evidence across community participants	20 July 2026
Analyse community evidence, focus-group findings, questionnaire results and institutional inputs, and integrate them into the corruption-risk matrix and reform recommendations.	2 days	Consolidated analytical inputs reflected in the final risk matrix and recommendations.	15 August 2026
Draft the position paper and targeted advocacy plan, including problem analysis, evidence-based findings, corruption-risk matrix, mitigation measures and institution-specific recommendations.	2 days	Draft and final position paper and targeted advocacy plan, ready for validation and submission to relevant institutions.	Draft: 30August September 2026; Final: 5 September 2026

Total level of effort: up to 15 working days.

5. Methodology and coordination

The expert will work under the supervision of the TLAS Project Coordinator and in close coordination with the project team, QDGR and other relevant partners. The expert will use a participatory and evidence-based approach, combining desk review, legal analysis, review of community evidence, institutional input and practical validation with frontline actors.

The expert will ensure that the analysis remains focused on concrete corruption-risk points in the legal aid service chain and avoids general or unsupported conclusions. Recommendations must be realistic, legally sound, institutionally actionable and aligned with ongoing reform processes concerning access to justice, free legal aid, Roma and Egyptian inclusion, and anti-corruption.

The expert will observe confidentiality, informed consent, data protection and do-no-harm principles, especially where community members report barriers, negative experiences or integrity-related concerns. No individual case information may be disclosed without consent, and any findings used for advocacy purposes must be anonymised unless otherwise lawfully authorised.

6. Required qualifications and experience

The expert must hold a university degree in law. An advanced degree in law, public administration, human rights, anti-corruption, governance or a related field will be considered an advantage.

The expert should have substantial professional experience in legal analysis, access to justice, free legal aid, anti-corruption, rule of law, public administration or human rights. Previous experience with Law No. 111/2017, legal aid systems, administrative procedures, justice reform, Roma and Egyptian inclusion, or anti-corruption assessment of legislation will be considered a strong advantage.

The expert should demonstrate strong analytical and writing skills, capacity to translate evidence into practical recommendations, familiarity with institutional consultation processes, and ability to work with civil society organisations and public institutions. Knowledge of the Albanian legal and institutional framework is required. Excellent command of Albanian is required, and good command of English will be considered an advantage if deliverables or donor communication require it.

7. Submission of application

Applications should be submitted to tlas@tlas.org.al by the close of business on 23 June 2026. Please ensure that the subject line of the email includes: **“Application – legal and anti-corruption expert”.**

i Updated CV
ii Short statement of interest explaining the candidate’s suitability for the assignment and proposed approach;
iii Samples of Previous Work
iv Financial offer (in gross)

The statement of interest should briefly explain the candidate’s understanding of the assignment, relevant experience with legal or anti-corruption assessment, and availability to complete the work within the project timeframe.

The financial offer must clearly indicate the proposed daily rate and any applicable taxes or obligations, in accordance with Albanian legislation.

Selection of the Provider will be based on:

- How well the application meets the requirements set out in the Terms of Reference.

- Relevant experience
- Financial offer

8. Indicative timeframe

The assignment will be carried out during the four-month project implementation period, starting from 25 June 2026. The expert is expected to begin work immediately after contract signature and to complete all deliverables within the deadlines agreed with TLAS.

GDPR compliance:
Your privacy is important to us. By sending your application, you agree that your personal data will be used in selection process. Any personal information provided by you during the application process will be treated with confidentiality and used solely for the purpose of evaluating your candidacy for employment. Rest assured that your data will not be shared with third parties without your explicit consent and will be securely stored in accordance with applicable data protection laws.