

Terms of Reference (ToR)
for
Engagement of a Service provider (National Company or
Pool of Experts)
for
the provision of services under the “Advanced Financial
Management Academy for NPOs”

in the frame of the

“National Resource Centre for Civil Society in Albania”
project

Reference number: IPA/2024/457-469/01

Implemented by: Partners Albania for Change and Development

Funded by: European Union

04 February 2025, Tirana, Albania

TERMS OF REFERENCE AND SCOPE OF SERVICE

1. Background

Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA's mission consists in the support of civil society and the facilitation of inter-sector cooperation to strengthen democratic institutions and advance economic development in Albania. PA is a member of Partners Global, a network of 20 independent organizations in Europe, the Americas, Africa, and the Middle East, working for peaceful and democratic change.

Since its inception, PA has dedicated itself to strengthening civil society and fostering collaboration between non-profit organizations (NPOs), state institutions, academia, and the private sector. This commitment aims to address Albania's primary democratization challenge: enhancing the interaction between citizens and state institutions through a robust civil society.

PA's activities span four key areas:

1. **Creating an Enabling Environment and Sustainable Development for CSOs:** This involves empowering civil society through capacity building, advocacy for a supportive legal framework, and financial assistance.
2. **Promoting Entrepreneurship and Social Innovation:** PA supports the entrepreneurship and social enterprise (SE) ecosystem with research, advocacy, financial mechanisms, expertise, and networking.
3. **Enhancing Philanthropic Activity and Support Infrastructure:** The organization focuses on developing and promoting philanthropy in Albania through research, advocacy for supportive policies, and awareness-raising activities.
4. **Fostering Transparent and Accountable Participatory Governance:** PA contributes to developing civil society practitioners and public administration officials, focusing on building strong institutions and transparent processes.

From 2019, Partners Albania is playing its supportive role for the sector in a more structured and organized way, through the National Resource Centre for Civil Society (NRC), established within Partners Albania, with the support of European Union. NRC is a platform of information and service provision which contributes to the strengthening of civil society's capacities to be more effective, transparent, accountable and independent actors and to the creation of an enabling environment for the civil society, participatory democracy and the integration process of Albania into the European Union.

The main focus of the National Resource Centre work is (i) To enhance CSOs capacity to be professional, credible, effective and accountable independent actors through training, mentoring, awareness and information to CSOs in a wide variety of areas, such as participation to policy-making, cost-effective service provision, fundraising and diversification of funding, communication, transparency, effectiveness, accountability, self-governance;

(ii) To strengthen collaboration, networking and advocacy efforts at local/national level and ensure effective outreach to the state institutions and visibility in media and public at large.

With the establishment of National Resource Centre, most of the capacity building programs are channelled through NRC and being implemented around the country through the year on weekly bases. The capacity building programs are designed based on CSOs needs. There is a very rich curricula composed by more than 30 topics, addressing the needs of the civil society sector. Among many capacity building programs, one of the FLAGSHIP programs that we provide from many years is the *NPO Academy*, an annual one-year program for non-profit organizations, which contributes to enhancement of knowledge and skills of NPO executives and managers regarding organizational development and management, financial sustainability, advocacy for common interest issues, strengthening of inter-sector cooperation etc. Since 2015, when the program was launched, over 200 representatives of Albanian NPOs, with a wide geographic, sectorial and gender representation coverage, gained knowledge and skills regarding effective management of their organizations in order to assist their stakeholders and wide public.

Building on the so far experience and achievements in building capacities and enhancing skills of civil society organisations, Partners Albania is introducing the **Advanced Financial Management Academy for Non-for-Profits**.

The **Advanced Financial Management Academy for Non-for-Profits** aims to enhance the capacities of the NPO sector to practice higher ethical standards, build trust among the public, stakeholders, and donors, and achieve long-term sustainability. This six-month certified program is designed to address one of the most pressing needs of the civil society sector: strengthening financial management practices. By equipping finance officers and managers with advanced skills and tools, the program fosters greater transparency, ensures accountability, and enhances the overall credibility of NPOs.

2. Aim of the Call

The **Advanced Financial Management Academy for Non-for-Profits** stands as a pivotal initiative within our broader project, strategically crafted to serve as a comprehensive and enduring program dedicated to elevating the standards of Civil Society Organizations (NPOs) in financial management.

Recognizing the crucial interplay between financial acumen and the overall health of NPOs, this initiative is meticulously designed to fortify the sector, ensuring not only its immediate strength but also long-term sustainability.

Enhancing capacities and skills in financial management consistently emerges as the foremost priority for civil society organizations, as evidenced by the Need Assessments for the Civil Society Sector conducted in recent years by the National Resource Centre for Civil Society in Albania and Partners Albania for Change and Development.

These assessments highlight the persistent demand from NPOs for improvement in this crucial area. By providing NPOs with advanced financial skills, the **Academy** becomes a catalyst for raising standards, directly impacting transparency, accountability, and the efficacy of their activism and advocacy efforts.

The integration of financial best practices within NPOs fosters a culture of responsibility and openness, reinforcing their ability to serve communities effectively. This transformative approach underlines our commitment to nurturing a robust civil society, where organizations are not only financially resilient but also empowered to play a more influential role in societal progress and positive change.

The **Advanced Financial Management Academy for Non-for-Profits** will be a certified program specifically designed for finance managers and officers of civil society organizations. The program builds on the best practices and expertise in non-for-profit management, both within Albania and internationally.

The Academy Program consists of the following 8 modules:

1. **Foundations of the Non-Profit Sector:** Understanding the legal and governance frameworks.
2. **Financial Governance:** Establishing transparent and accountable financial practices within the organization.
3. **Procurement, Financial Controls, and Risk Management:** Ensuring proper financial management and risk mitigation.
4. **Effective Grant Management:** Compliance and reporting for grant-funded initiatives.
5. **Income Diversification:** Sustaining the organization through successful revenue-generating initiatives.
6. **Strategic Financial Planning:** Budgeting for mission impact and effective budget monitoring.
7. **Impact Measurement Methodologies:** Communicating effectively the organization's social impact.
8. **Financial Management Tools:** Utilizing software, automation tools, and data analytics for organizational sustainability.

3. Scope of Work

Partners Albania is launching a **Call for Expression of Interest** for the Engagement of a National Company or Pool of Experts for the provision of services under the “Advanced Financial Management Academy for NPOs” to deliver the aforementioned services with **excellence and professionalism**.

The **Service Provider** must offer a **team of experienced professionals**, each with expertise in **specific** financial management topics covered by the Academy. The proposal should **clearly define the roles and responsibilities** of each expert and specify **which modules they will deliver**.

The **Service Provider** must deliver the services **according to the project timeline**.

- The **contract duration** is (**April – December 2025**).
- The Academy will be delivered onsite.
- Lectures will be conducted **in the Albanian language**

4. Duties and Responsibilities

The Service Provider engaged in the **Advanced Financial Management Academy for Non-for-Profits** will be responsible for contributing to the enhancement of financial management capacities within civil society organizations (NPOs) in Albania. Their specific duties and responsibilities include:

1. **Designing and Developing Lectures Materials:** Elaborate and design comprehensive lectures materials (*including PowerPoint presentations, handouts, exercises, and case studies*) focused on the key financial management topics outlined in the Academy's curriculum. These materials should be aligned with best practices and tailored to the specific needs of Albanian NPOs.
2. **Delivering Lectures Programs:** Deliver Lectures according to the timeline and requirements of the program as agreed with the Contracting Authority. Experts are expected to contribute actively to the program for the entire duration.
3. **Assessing Lectures Effectiveness:** Evaluate the effectiveness of the Lectures through feedback, assessments, and monitoring. Based on these evaluations, provide recommendations for refining and improving the Financial Academy's modules and delivery methods.
4. **Reporting and Documentation:** Prepare and submit detailed reports after each Lectures. These reports should include an overview of the session content, participant engagement, outcomes, and any recommendations for further program improvements.

These responsibilities are critical to the success of the Advanced Financial Management for Non-for-Profits Academy, ensuring that participating NPOs can achieve higher standards of financial governance and sustainability.

5. Experience and qualification of the Company

The desired qualifications of the Company and of the Experts proposed for the Advanced Financial Management for Non-for-Profits are as follows:

1. **Proven Experience:** At least 7 years of demonstrated experience in financial management, particularly within the non-profit sector, at the local, national, and/or international levels. This experience should include areas such as financial governance, grant management, risk management, income diversification, and strategic financial planning.
2. **Educational Background:** A master's degree in finance, accounting, economics, public administration, or a related field.

3. **Relevant Experience:** Experience directly related to the duties and responsibilities outlined in Section 3 of this ToR, including designing and delivering training programs, mentoring, and providing tailored financial management solutions to NPOs.
4. **Non-Profit Sector Expertise:** In-depth knowledge and experience working within the civil society sector, with a strong understanding of the specific financial challenges and needs of NPOs.
5. **Language Proficiency:** Fluent in Albanian, both oral and written, with the ability to deliver training and mentorship effectively in the local language. Proficiency in English is also preferred for reporting purposes.
6. **Communication Skills:** Strong communication skills, with the ability to convey complex financial concepts in an accessible and engaging manner to a diverse audience.
7. **Analytical and Reporting Skills:** Excellent analytical abilities, with a proven track record of preparing comprehensive reports, evaluations, and recommendations based on training outcomes and participant feedback.
8. **Problem-Solving Skills:** Strong problem-solving abilities, particularly in developing practical financial management solutions tailored to the unique needs of NPOs.

5. Contracting Authority & Engagement Terms

Partners Albania for Change and Development will contact only the successful applicants after the evaluation of the applications.

The “Service Provider” will be engaged through a formal agreement with Partners Albania, with the primary objective of delivering the specified output within the mutually agreed timeframe. Partners Albania commits to offering essential support to the “Service Provider” facilitating the execution of the assignment according to the specified requirements and within the agreed-upon timeframe.

The experts will work under the supervision of Partners Albania for Change and Development, to which the experts will directly report with regard to the implementation of the task.

6. Submission of the documents

Service Providers interested in applying for this Call are required to submit the following documents via email:

For National Companies:

- Cover letter expressing the company’s interest and suitability for the Call
- Company profile, including relevant areas of expertise
- Curriculum Vitae (CV) of engaged experts
- List of similar assignments undertaken by the company, including client references
- Certificates or documentation demonstrating company qualifications
- Certificate of registration QKB
- Signed and scanned statement of exclusivity and availability
- Declaration on Honor
- Bank account details to which the payments shall be made

Or For Pool of Experts:

- Cover letter expressing the expert's interest and suitability for the Call
- Curriculum Vitae (CV) of proposed experts
- List of similar assignments delivered or relevant professional experience
- References from previous similar assignments.
- Signed and scanned statement of exclusivity and availability
- Declaration on Honor
- Bank account details to which the payments shall be made

The deadline for submitting the application is 17 February 2025.

Application documents must be in English and sent via e-mail to the following address:
procurement@partnersalbania.org

Partners Albania for Change and Development embraces diversity in its hiring, welcoming individuals of all religions, ethnicities, genders, and orientations to apply.