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KOMITETI SHQIPTAR I HELSINKIT



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INSTITUTE FOR POLITICAL STUDIES
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CIVIL
RIGHTS
DEFENDERS

OPEN CALL FOR EXPERT/S TO DEVELOP A WEBSITE ON CIVIC ENGAGEMENT AND ELECTIONS IN ALBANIA

1. GENERAL INFORMATION

Project: I participate! My voice, my vote counts.

Country of implementation: Albania

Type of service required: Development of a website

Contracting party: Civil Rights Defenders

Eligible applicants: Individual experts/companies

Object of the website: Civic engagement and participation in political processes/elections

Type of contract: Service contract

Date of publication: 21.12.2020

Deadline for application: 21.01.2021

The beta version of the product expected by (tentative): 14.02.2021

2. TERMS OF REFERENCE

2.1 The contacting authority

Civil Rights Defenders (CRD) is an international human rights organisation that defends people's civil and political rights on four continents. The organisation has worked with different human rights projects in the Western Balkans since 1995 and its overall goal is to improve people's access to justice through greater respect for their civil and political rights. Civil Rights Defenders has established its presence in Albania in 2013. Since then, the main focus of the country programme has been on the following areas: Rule of law, access to justice, freedom of expression and media freedoms and anti - discrimination.

2.2 The project

The project "I participate! My voice, my vote counts" is funded by the European Instrument for Democracy and Human Rights (EIDHR) and is implemented in **Albania by the Albanian Helsinki Committee, Civil Rights Defenders, and Institute for Political Studies**¹. This project aims to strengthen civil society's capacity to promote, advocate and support democratic processes, integrity of elections and political transparency and increase citizens' participation in political processes.

Partner organisations in the project:

Albanian Helsinki Committee (AHC) is the first non-profit organization established in the country in December 1990. Its mission is to promote and protect human rights and freedoms and strengthen of the rule of law in the country. AHC remains one of the most prominent organization

¹ Hereinafter referred to as Project Team.



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for the protection and promotion of human rights in Albania, aiming at increasing the accountability, transparency, public participation and civic engagement in the decision-making processes of public authorities, giving priority at the areas such as education, health, housing, social services and the observation of the rights and freedoms of citizens in general, etc.

The Institute of Political Studies (ISP) was established in 2006, and since then has been focused on monitoring democratic processes and constitutional and independent institutions in Albania, on issues of political representation, electoral standards, integration and inter-Albanian issues. For several years the ISP has monitored the Albanian Parliament activity, political parties, electoral processes, EU negotiations and important reforms such as territorial reform, transparency programs with the right to information and judicial reform.

2.3 The product/the website

In order to educate and engage citizens to participate in political processes, within this project we will develop a website containing information and resources on those processes. The website will be developed in the light of the parliamentary elections in Albania set to take place on **25 April 2021**. The website shall go live 2 months before the election date and will benefit Albanian citizens and other stakeholders in the country. Therefore, the content will be in Albanian.

The purpose of the website is to serve as a learning platform for citizens to find out how can they be involved in democratic processes on a local and national level, what their rights are, what are the obligations of duty bearers as well as what are the legally prescribed mechanisms for their involvement in decision making processes and elections. Moreover, through the website citizens will learn about ways through which they can contribute to free and fair elections and how to ensure their voting rights are not violated. Overall, the website will contain voter education materials; the opportunity to report election irregularities and infringements of voters' rights, project outputs and activities; as well as reports and findings coming from civil society and media, serving as a platform for them and reflecting freely their perspective. The relevant educational and informative materials will be prepared and provided by the Project Team.

2.4 Eligibility of applicants

The application for this call is open to all **respective legal entities and individual professionals / teams of professionals** that meet all the requirements listed in point 2.6 of this call and can fulfill the following responsibilities as per point 2.5 of this call. The nationality of the applicant/s is not a requirement, as long as the language criteria are met.

2.5 Responsibilities of the expert/s

- Establish, design, maintain and update the website.



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- Support the entire lifecycle of the website **for the duration of the project**² (including concept, design, test, release, uploading materials³ and providing technical support).
- Facilitate the obtaining of domain, hosting and other necessary processes for the website
- Be able to deliver within deadlines, having in consideration the elections date **25 April 2021**.
- Apply tests to identify malfunctions and optimize user experience.
- Liaise regularly with the project coordinator/project team and participate in meetings when needed throughout the implementation period.
- Contribute to planning and suggesting new features/solutions.
- Ensure the compliance of products with the applicable human rights and data protection legislation.
- Compile a final report about website containing figures with regards to the use, number of views and interactions.

2.6 Qualifications and experience of the expert/s

Mandatory:

- At least 3 years of proven work experience in the field
- Examples of previously developed and released websites
- Excellent analytical skills with a good problem-solving attitude
- Excellent communication skills and ability to perform in a team environment of diverse professional backgrounds
- Ability to perform in respect of deadlines
- Excellent command of English and Albanian language is needed. The nationality of the applicant is not a requirement.

Preferable

- Degree in Computer Science or relevant field
- Previous work experience with the NGO sector will be considered an asset.
- Previous relevant experience in the areas of civic engagement and participation in political processes will be considered an asset.

2.7 Grounds for exclusion

Applicants will be rejected if:

- They fail to provide the complete set of documents within the deadline

² The entire project is to finish by March 2022.

³ The relevant educational and informative materials will be prepared and provided by the Project Team.



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- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any legal means which the Contracting Authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- They are subject to a conflict of interest. The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of the application.
- They fail to comply with the applicable human rights and data protection legislation.

3. THE SELECTION PROCESS

The selection of the most favorable applicant will be internal, and the decision will be made by an evaluation committee of 3 members based on the following evaluation grid. Shortlisted applicants may be invited for an interview to discuss further details should this be necessary. The Contracting Authority reserves the right not to select any offer and/or to repeat the call.

EVALUATION GRID	Maximum score
Experience of the company and/or individual professional(s)	30
The preliminary visual proposal and structure of the website and its functionalities	40
The financial offer	30
TOTAL SCORE	100



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4. THE TIMELINE

Publication of the call	21.12.2020
Deadline for submitting requests for clarifications	05.01.2021
Deadline for submission of application	21.01.2021
The beta version of the website	14.02.2021
Final product of the website	25.02.2021

5. LIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANTS

Mandatory for all applicants⁴:

1. A signed detailed letter of interest
2. A preliminary visual proposal and structure/prototype of the website and its functionalities
3. A detailed updated CV of the expert/s (or CVs in the case of a team of experts or legal entity), demonstrating clearly that the applicant fulfils the required competencies and qualifications criteria
4. Examples of previous similar work with websites (links)
5. A signed financial offer in EURO including a budget break down, based on the TOR divided into outputs and working days
6. A timeline of activities, in line with the proposed timeline of the call and enabling the website to be available at least 2 months before the election date, 25 April 2012.
7. A signed declaration/s by the applicant/s or representative of the legal entity (using the template in Annex I)
8. A completed Legal Entity File for individual/private entities, containing the contact information of the applicant for this call. (Using the template in Annex II)

Additional - Mandatory only for legal persons/entities⁵:

⁴ This set of documents must be submitted in English for every application.

⁵ This set of documents is required only for applicants that are legal entities and can be submitted in Albanian. Official translation is not required.



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1. Registration act (in case of a legal person)
2. An official document issued by the Ministry of Finance and Economy/Regional Directorate of Taxes certifying that the legal person has no pending financial obligations, such as social, health or tax obligations – *issued within the last 3 months* (in case of a legal person)
3. An official document that proves the active status (in case of a legal person)
4. Signed financial statements of 2019 (in case of a legal person)
5. Historic extract (in case of a legal person)

Interested applicant/s should send their application at the following address:
tirana.albania@civilrightsdefenders.org by **21.1.2021**

Applicants may submit any additional questions and/or requests for clarifications in electronic form to the e-mail address tirana.albania@civilrightsdefenders.org until 05.01.2021.

All correspondence and documents related to this procedure exchanged between the applicants and the Contracting Authority must be via e-mail and in English.

All applicants, including the unsuccessful ones, will be notified via e-mail once the procedure of selection is finalized.

6. ANNEXES

Annex I – Declaration by the applicant/s

Annex II – Legal Entity File



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DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of this call, hereby declares that:

- The applicant is eligible and has the professional competences and qualifications specified in this call.
- The applicant is directly responsible for the service, as described in this call and is not acting as an intermediary.
- The applicant is not in any of the situations excluding them from participating in this call and acknowledges that if the contrary is found, their application/contract will be rejected.
- The applicant is available in the given period and is able to deliver the product within the timeline proposed in this call.
- If recommended to be awarded a contract, the applicant accepts the contractual conditions and timeline as per the Terms of Reference in this call.
- The applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- The applicant has an active economic status and is not bankrupt or being wound up or in any of the following situations: having their affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, being subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- The applicant has not been convicted of an offence concerning their professional conduct, fraud, corruption, involvement in criminal organization or any other illegal activity by a judgment which has the force of res judicata.
- The applicant has no pending obligations relating to the payment of social security contributions or of taxes in accordance with the legal provisions of the country in which they are established;
- The applicant is not subject to a conflict of interest.

Signed on behalf of the applicant:

Position:

Date:



THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF THE IDENTITY DOCUMENT

LEGAL ENTITY

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

NATURAL PERSON

I. PERSONAL DATA

FAMILY NAME(S) ①

FIRST NAME(S) ①

DATE OF BIRTH

DD MM YYYY

PLACE OF BIRTH

(CITY, VILLAGE)

COUNTRY OF BIRTH

TYPE OF IDENTITY DOCUMENT

IDENTITY CARD

PASSPORT

DRIVING LICENCE ②

OTHER ③

ISSUING COUNTRY

IDENTITY DOCUMENT NUMBER

PERSONAL IDENTIFICATION NUMBER ④

PERMANENT
PRIVATE ADDRESS

POSTCODE

P.O. BOX

CITY

REGION ⑤

COUNTRY

PRIVATE PHONE

PRIVATE E-MAIL

II. BUSINESS DATA

If YES, please provide business data and attach copies of official supporting documents

Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) and you provide as such services to the Commission, other Institutions, Agencies and EU-Bodies?

YES

NO

BUSINESS NAME
(if applicable)

VAT NUMBER

REGISTRATION NUMBER

PLACE OF REGISTRATION: CITY

COUNTRY

DATE

SIGNATURE

① As indicated on the official document.

② Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.

③ Failing other identity documents: residence permit or diplomatic passport.

④ See table with corresponding denominations by country.

⑤ To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

TABLE WITH CORRESPONDING FIELD DENOMINATION BY COUNTRY

ISO CODE	PERSONAL IDENTIFICATION NUMBER
AT	N/A
BE	N° d'identification du Registre national / Identificatienummer van het Rijksregister
BG	ЕГН- Единен граждански номер (ЕГН) Edinen grazhdanski nomer
CY	N/A
CZ	Rodné číslo (RČ)
DE	N/A
DK	Personnummer (Da. CPR, Det Centrale Personregister)
EE	Isikukood (IK)
ES	Documento Nacional de Identidad (DNI)/Numero de identificacion fiscal(NIF)/Id.N°
FI	Finnish: Henkilötunnus (HETU), Swedish: Personbeteckning
FR	N/A
GR	N/A
HR	Osobni identifikacijski broj (OIB)
HU	N/A
IE	N/A
IT	Codice fiscale
LT	Asmens kodas
LU	N/A
LV	Personas kods
MT	Identify card number
NL	Burgerservicenummer (BSN)
PL	Powszechny Elektroniczny System Ewidencji Ludności (PESEL)
PT	N° identificação civil
RO	Cod Numeric Personal (CNP)
SE	Personnummer
SI	Enotna matična številka občana (EMŠO)
SK	Rodné číslo (RČ)



PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

LEGAL ENTITY

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

PRIVATE/PUBLIC LAW BODY WITH LEGAL FORM

OFFICIAL NAME ①			
BUSINESS NAME (if different)			
ABBREVIATION			
LEGAL FORM			
ORGANISATION TYPE	FOR PROFIT		
	NON FOR PROFIT	NGO ②	YES NO
MAIN REGISTRATION NUMBER ③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY		
	COUNTRY		
DATE OF MAIN REGISTRATION	DD	MM	YYYY
VAT NUMBER			
ADDRESS OF HEAD OFFICE			
POSTCODE	P.O. BOX	CITY	
COUNTRY			PHONE
E-MAIL			

DATE

STAMP

SIGNATURE OF AUTHORISED REPRESENTATIVE

① National denomination and its translation in EN or FR if existing.

② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

③ Registration number in the national register of companies. See table with corresponding field denomination by country.

TABLE WITH CORRESPONDING FIELD DENOMINATION BY COUNTRY

ISO CODE	MAIN REGISTRATION NUMBER
AT	Firmenbuchnummer (FN) ZentraleVereinregister (ZVR-Zahl) Ordnungsnummer
BE	Numéro d'entreprise Ondernemingsnummer Unternehmensnummer
BG	Булстат (Bulstat Code) Единен идентификационен код (ЕИК/ПИК) Unified Identification Code (UIC)
CY	Αριθμός Εγγραφής Αριθμός Μητρώου
CZ	Identifikační číslo (IČO)
DE	Handelsregister Genossenschaftsregister (Nummer de Firma) Vereinsregister (Nummer des Vereins) Nummer der Partnerschaft (Partnerschaftsregister)
DK	Det centrale virksomhedsregister (CVR-nummer)
EE	Registrikood
ES	HOJA number
FI	Yritys- ja yhteisötunnus (Y-tunnus) Företags- och organisationsnummer (FO-nummer) Business Identity code (Business ID)
FR	Immatriculation au Registre de Commerce et de Sociétés (RCS) Système Informatique du Répertoire des Entreprises (SIRENE)
GB	Company number
GR	ΑΡΙΘΜΟΣ Γ.Ε.ΜΗ (Γενικού Εμπορικού Μητρώου) Δικηγορικός Σύλλογος Αθηνών (Δ.Σ.Α)
HR	Matični broj subjekta(MBS) Pod registarskim Brojem Matični broj obrta (MBO) Registarski Broj kakladnog
HU	Cégjegyzékszám
IE	Company number Grouping registration number in Ireland
IT	Repertorio Economico Amministrativo (REA)
LT	Kodas
LU	Registre de commerce et des sociétés RCS Numéro d'immatriculation Handelsregisternummer
LV	Vienotais Reģistrācijas Numurs

MT	Registration number Register of Voluntary Organisation (Identification number)
NL	Kamer van Koophandel (KvK-nummer) Dossiernummer
PL	REGON
PT	Numero de identificação de pessoa colectiva (NIPC)
RO	Numar de ordine in registrul comertului Numarul inscrierii in registrul special
SE	Organisationsnummer
SI	Matična številka
SK	Identifikačné číslo (ICO)