

**Republic of Albania**  
**Prime Minister's Office**

**CITIZEN-CENTRIC SERVICE DELIVERY PROJECT**

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**Terms of Reference**  
for  
**Administrative Legal Expert (local)**

**Ref. No. AL-8521-CS/IC/3.08.02**

## **1. Background**

The Government of Albania has received key financing from the World Bank under the Citizen Centric Service Delivery (CCSD) Project, which consists of three components. CCSD project Component 1 supports enhancements of the backend systems: business process reengineering of services, building new IT systems and automation of services. Component 2 supports enhancements to the citizen interface with service delivery: reforming front offices in existing agencies, improving citizen convenience with one stop shops, improving online delivery of services, implementing beneficiary feedback, and providing information on services. Component 3 builds capacity to deliver improvements in services: by improving strategic planning, performance management, and capacity building of the implementing agencies, and communications.

During October 2019, in order to start the process of consultation and circulation, have been submitted to the Deputy Prime Minister's Cabinet, the following documents drafted in the framework of IPSD Project:

- Draft Law "On some amendments to the Law no. 13/2016 "On Public Services Delivery through Front Offices";
- Draft Decision "On the proposal of draft law on some amendments to the Law no. 13/2016 "On Public Services Delivery through Front Offices";
- Relation on draft law 13/2016 "On some amendments to the Law no. 13/2016 "On Public Services Delivery through Front Offices";
- Report on Impact Assessment of the draft law no. 13/2016 "On Public Services Delivery through Front Offices";

The approval of the Prime Minister's Order no. 158, has directly affected the consultation and circulation process of the drafted proposals, as this order aims to provide public services only through e-Albania government platform. In this framework the proposed draft law and accompanying documentation need an update which affects a number of considerable provisions.

## **2. Objectives of the Assignment**

In this framework, ADISA is seeking to hire a qualified Administrative Legal expert (local) experienced in drafting of legal acts with focus on public service delivery, more specifically to draft amendments to the Law no. 13/2016 “On Public Services Delivery through Front Offices” (further on referred to as ‘*Consultant*’).

## **3. Scope of Work**

During this engagement the Consultant shall perform the following tasks:

- In close cooperation with Legal Unit of ADISA to draft legal amendments to the law no. 13/2016 “On Public Services Delivery through Front Offices” under the new approach of the Government: “Providing public services only through the e-Albania government platform” as specified in the Prime Minister’s Order no. 158, dated 25.11.2019;
- To draft accompanying documents of legal proposals (RIA, etc.);
- To draft sub legal acts pursuant to the Law no. 13/2016 “On Public Services Delivery through Front Offices” (draft decisions on tariffs, re-engineering), which are expected to be approved during 2021;
- Continuous support to the Legal Unit of ADISA during the duration of the contract on legal nature ambiguity;
- Training on legislative technique;

## **4. Timing**

The assignment is expected to start on September 2020 and to be completed by December 15, 2020.

The Consultant will be engaged in a maximum of 60 working days, not necessarily consecutively.

## **5. Reports and Schedule of Deliverables**

The Consultant is expected to submit:

- Weekly report on carried out activities including the job done until the actual moment
- Draft Final Final Report including:
  - draft sub legal acts pursuant to the Law no. 13/2016 “On Public Services Delivery through Front Offices” (draft decisions on tariffs, re-engineering), which are expected to be approved during 2021;
  - draft accompanying documents of legal proposals (RIA, etc.);
  - the results of training

Final report including the above outputs accepted by ADISA

The Consultant shall report to ADISA's Executive Director and PMU Manager.

## **6. Resources**

ADISA shall provide the Consultant with the required office space and premises for meetings and other similar resources needed to set up presentations in the framework of this assignment. The Consultant will also be provided with a set of documents with relevant key technical information.

ADISA shall provide the Consultant with the necessary documents, any administrative support, and other similar resources needed to carry out activities foreseen in the framework of this assignment.

## **7. Qualifications**

### **Education:**

- Master Degree in Law with specialization in public law, administrative law or public administration/management.

### **Work experience:**

- At least eight (8) years of professional experience as a legal expert including academia, public administration or consultancy; experience of work in projects by international organizations is a plus;
- Proven professional experience in drafting legal acts for the public administration in Albania and following through with the approval process; proven professional in drafting of legal acts with focus on public service delivery is a plus.
- Very good knowledge on Albanian legislation, strategies and initiatives in the field of public services.

### **Language requirement:**

- Fluency in Albanian and English languages.

## **8. Restrictions**

In addition to the standard conflict of interest restrictions specified in the consult Contract, all materials created under this Contract will remain the sole property of ADISA. Re-use of the materials will require the formal, written approval of ADISA.

The Consultant shall have no material interest in any of the outputs of this assignment.

On the commencement of the assignment, the consultant will jointly prepare with ADISA a Statement of Confidentiality that will bind the Consultant to nondisclosure of any sensitive information that he/she may become knowledgeable of in the course of the assignment.

The terms of this agreement shall be made consistent with the relevant privacy laws of the Republic of Albania.

## **9. Selection**

The service will be selected under the provisions of the World Bank Guidelines for the selection and employment of consultants (January 2011), revised in July 2014, based on Individual Consultant (IC) Selection Method, Lump Sum contract.

## **10. Evaluation criteria :**

### **General experience:**

-Master Degree in Law with specialization in public law, administrative law or public administration/management

Max 30 points

### **Specific experience:**

-At least eight (8) years of professional experience as a legal expert including academia, public administration or consultancy; experience of work in projects by international organizations is a plus;

-Proven professional experience in drafting legal acts for the public administration in Albania and following through with the approval process; proven professional in drafting of legal acts with focus on public service delivery is a plus.

Max 60 points

### **Adequate level of English;**

Certificate for knowledge of English language

Max 10 points