

## **Terms of Reference (TOR)**

**Project title:** “Municipal Finances and Citizen Perception on Local Services”

Since 2015, Co-PLAN Institute for Habitat Development (hereinafter referred to as “Co-PLAN”), has been active in monitoring public financial management at local level. To this end, the Municipal Data Platform was established and is operative, with the financial support of LevizAlbania, a Project of Swiss Agency for Development and Cooperation, SDC.

In the framework of the project “Municipal Finances and Citizen Perception on Local Services”, Co-PLAN is looking for an entity to engage in the **implementation phase** of a survey to be conducted in six predefined municipalities in Albania.

### **The entity is required to complete the following tasks:**

- Administering of the questionnaire provided by Co-PLAN, in full compliance with Co-PLAN team instructions in 6 municipalities (total number of questionnaires to be completed 950).
- Conduct interviews with the necessary due diligence, according to predefined households part of the sample (detailed maps will be provided) and based on the instructions received by Co-PLAN team;
- Deliver in Co-PLAN premises the filled questionnaires and other support materials at the end of the interviewing process. The questionnaire will be considered valid, if more than 80% of it is filled with necessary information.
- All materials are property of Co-PLAN, Institute for Habitat Development and therefore are not to be used or transmitted to third parties.

### **The entity providing the service, should:**

- Guarantee the smooth implementation of the survey (able to set up a team to work in all 6 municipalities and based on the instructions of Co-PLAN);
- Previous experience in survey implementation (is an advantage).

### **Place of the assignment:**

Municipalities of Tiranë, Shkodër, Fier, Kukës, Himarë and Elbasan.

### **Timing:**

The commencing date of the consultancy is foreseen for 18 October 2021 and the deadline for providing the service is 20 November 2021.

### **Type of documents to be submitted in the proposal:**

Financial offer – as a lump sum, amount expressed in CHF

### **Deadline to submit Application: 4 October 2021**

### **Further information**

The Entity (team) will work in close cooperation with the Team Leader of the project, Dr. Merita Toska.