

**EU Service Contract
European Union Integration Support Facility
Albania**

Call for Expressions of Interest/Terms of References

Search for Key Expert candidates

The German Foundation for International Legal Cooperation (**IRZ**) is currently preparing its bid for the EU Service Contract “**European Union Integration Support Facility**” and is therefore looking for suitable candidates interested in one of the four key expert positions required by the contract:

- 1) **Key expert 1 / Team Leader (minimum 600 working days over 36 months)**
- 2) **Key expert 2: EU Integration and Capacity Building Expert (minimum 600 working days over 36 months)**
- 3) **Key Expert 3: Legal Expert (minimum 600 working days over 36 months)**
- 4) **Key Expert 4: Expert on Growth Plan (minimum 400 working days over 36 months)**

1. Project background

The overall objective to which this project will contribute is to support the Government of Albania in successfully managing the EU integration process.

The specific objectives of the project are as follows:

- Improve the capacities of Albanian institutions to manage the EU negotiation process, including in aligning national legislation with the EU acquis;
- Support Albania in the implementation, monitoring and reporting on the Growth Plan, including through the promotion of accelerated integration.

The intended project start date, in case IRZ will be awarded the contract, will be presumably in **October 2024** and the period of implementation of the contract would be between **36 months from this date**.

The project will cover the following key areas:

- 1) Support to the negotiation process
- 2) Support to alignment and approximation to the EU
- 3) Support to accelerated integration
- 4) Support to the implementation, monitoring and reporting on Growth Plan and Reform Agenda.

Further details on the project’s foreseen results and activities, methodological approach, personnel structure and detailed experts tasks and responsibilities are subject to the ongoing tender procedure and cannot be disclosed at this stage.

The selected candidate will be presented to the Contracting Authority (EU Delegation to Albania) within the technical offer. The Contracting Authority might conduct interviews with the candidate(s), provisionally schedule for 22 August 2024.

Please note: The award of the Service contract to IRZ is precondition for the potential future acceptance by IRZ of the candidate's offer to carry out the assignment. The acceptance will thus only be possible and valid after the respective award decision by the Contracting Authority, scheduled for mid-September 2024.

2. Expert Profiles

1) Key expert 1 / Team Leader

The Key expert 1/Team Leader will ensure the smooth and timely implementation of all project activities, including communication and visibility, and efficient use of project funds. He/she will manage the team of experts and ensure overall quality of outputs, coordination of the activities the activities, as well as of timely reporting, liaising with the EU Delegation, beneficiary and stakeholders.

The assignment will require a minimum of 600 days per the full period of 36 months. It is foreseen to be carried out fully in Tirana, Albania.

Qualifications and skills

- University degree in European Studies, International Law, Law or Public Administration, International Politics, Political Science or similar areas, or, in its absence, professional experience of at least 5 years in EU policies, EU integration or EU Enlargement policy in an EU Member State or candidate country, in addition to the minimum general professional experience required,
- Fluency in written and spoken English

General professional experience:

- Minimum 10 years of professional post-graduate experience in EU policies, EU integration or EU Enlargement policy in an EU Member State or a candidate country.

Specific professional experience:

- Minimum 5 years of working experience in the transposition, implementation and enforcement of the EU *acquis*;
- Experience as Team Leader in at least 1 project coordinating, managing and leading working teams in the public or private sector/organizations or in donor-funded projects supporting EU integration processes;
- Experience on policy planning/coordination related to the EU *acquis* gained in an EU Member State or Candidate Country will be considered as an asset.

2) Key expert 2: EU Integration and Capacity Building Expert

Key expert 2/EU Integration and Capacity Building Expert will support the negotiation process and related capacity building.

The assignment will require a minimum of 600 days per the full period of 36 months. It is foreseen to be carried out fully in Tirana, Albania.

Qualifications and skills:

- University Degree in European studies, political science, international relations, public administration, law or other similar fields, or, in its absence, professional experience of at least 5 years in capacity building and/or institutional strengthening, in addition to the minimum general professional experience required;
- Fluency in written and spoken English.

General professional experience:

- Minimum 8 years of professional experience in capacity building and/or institutional strengthening in the context of European integration, *acquis* adoption, legal approximation, enlargement processes or other EU policies.

Specific professional experience:

- Experience as key expert in at least 2 assignments on support to national authorities in the EU accession process in an EU Member State or Candidate Country.

3) Key Expert 3: Legal Expert

Key expert 3/Legal Expert will coordinate and ensure quality control of project support to *acquis* alignment.

The assignment will require a minimum of 600 days per the full period of 36 months. It is foreseen to be carried out fully in Tirana, Albania.

Qualifications and skills:

- University Degree in international relations, law, or European affairs, or in its absence, professional experience of at least 5 years in legal alignment to the EU *acquis*, in addition to the minimum general professional experience required;
- Fluency in written and spoken English.

General professional experience:

- Minimum 8 years of professional experience in EU case law, legal alignment and/or approximation, or transposition of national legal systems to the EU *acquis*, gained in the context of EU or other donor-funded programmes.

Specific professional experience:

- Experience in at least 2 EU funded assignments primarily focussed on alignment to the EU *acquis*;
- Experience as key expert in at least 1 EU Funded programme in IPA countries focused on support to European integration;
- Knowledge of Albania's legal system institutional framework will be considered an asset.

4) Key Expert 4: Expert on Growth Plan

Key expert 4/Expert on the Growth plan will support the beneficiary in the implementation, monitoring and reporting on the Growth Plan in Albania.

The assignment will require a minimum of 400 days per the full period of 36 months. It is foreseen to be carried out fully in Tirana, Albania.

Qualifications and skills:

- University Degree in economics, international trade, business regulatory systems, public administration and policy making or other similar fields, or, in its absence, professional experience of minimum 5 years in the sector of market and growth economics, SMEs,

European single market studies, EU policies, EU law, in addition to the minimum general professional experience required;

- Fluency in written and spoken English.

General professional experience:

- Minimum 8 years of professional experience in the sectors of EU policies, EU reforms, policy-making and integration processes

Specific professional experience:

- At least 5 years of experience in supporting the implementation of reforms in EU member states or candidate countries through the delivery of programmes under EU financial instruments (EU external action assistance, Union Programmes, EU structural and cohesion funds, RRP, or other EU instrument);
- Experience in implementing, monitoring and reporting on EU external action policies and funding instruments, including EU budget support programmes;
- Experience in supporting Western Balkans Investment Framework (WBIF) initiatives

3. Tender Procedure

Kindly note that very tight deadlines apply due to the external deadline applicable to the EUD's tender procedure.

Candidates interested in participating in the tender procedure are encouraged to hand in their letter of interest by **16th May, 23:59 CEST** in English by e-mail to albania@irz-projects.de

The expressed interest can cover one or several of the given positions.

The email must refer to the assignment title "**Albania EUIS – Key Expert XX**" (respective number of KE positions to be specified).

It must comprise:

- a **motivation letter** (maximum 1 page)
- a **CV preferably in the EuropeAid format** (available online: <https://www.irz.de/index.php/ueber-uns/ausschreibungen>) clearly indicating the required qualifications and experiences. If available, all relevant assignments should be referred to based on the respective working days carried out, as during the further procedure this is mandatory for all previous assignments. References must be available upon request.

The candidates considered most suitable will be invited to submit their full offer and present it in the frame of an online interview or comparable format.

This is a fixed-price-budget-tender, details on the remuneration will be communicated with the invitation to submit a full offer.

For any question related to this call, please contact Ms Teresa Thalhammer (thalhammer@irz.de) or Ms Nathalie Herbeck (herbeck@irz.de).

4. Eligibility criteria

In order to participate in the selection procedure, on the date of sending the application, all candidates must fulfil the following eligibility requirements:

- No criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime which determines the inability to contract with the Public Administration;
- Not currently subject to criminal proceedings;
- No potential conflict of interest, like any financial, economic or other personal interest which might be perceived to compromise his or her impartiality and independence directly or indirectly and which might result in a distortion of competition;
- No civil servants of the beneficiary country Albania.