



Terms of Reference (ToRs)

Local Expert/s on Monitoring of Media Reporting on Environmental Issues in Albania

Name of the Project:	Environmental Justice in Albania (EJA)
Reference number:	IPA III/2023/177069-2/18
Job title:	Local Expert/s on Monitoring of Media Reporting on Environmental Issues in Albania
Location:	Tirana
Duration:	February – May, 2025
Working days:	25
Deadline for application	20.02.2025

1. BACKGROUND INFORMATION

1.1 Contracting authority

BIRN Albania is a non-governmental media organization based in Tirana, which specializes in investigative reporting, publishing and media monitoring. Launched in March 2014, BIRN Albania comes on the heels of the network's editorial presence in Tirana, established in 2009.

BIRN Albania supports the development of high-quality journalism and civil society and thereby contributes to the development of democracy by keeping public institutions and the government accountable to its citizens. BIRN Albania provides skills and knowledge-based training to individual journalists and media organizations via vocational and workshop-based methods; publish high-quality reports, investigations, and analyses on crucial transitional political, economic and social themes.

1.2 Background of the Project

The Project “Environmental Justice in Albania, EJA” was launched on 01 January 2024 and has a duration of 30 months, until June 2026, supported by the European Union (EU). The project is implemented by Resource Environmental Center, REC Albania in partnership with Blue Link Bulgaria, Balkan Investigative Reporting Network (BIRN Albania) and OSCE Presence in Albania. During overall implementation the project aims to achieve the following goal: “Promotion of access to environmental justice (EJ) in Albania, by assisting and advocating for quality justice”.





The proposed action within this project will be implemented through a top-down branching structure with three major pillars: (i) Data Collection and Diagnostic Analyses; (ii) Capacity Development; and (iii) Communication, Mobilization, and Outreach. The first pillar focuses on gathering and interpreting data from various sources, including the Directorate of Police, Prosecution, Courts, and media, to be summarized in a “Cap and Gap” Report. The second pillar aims to enhance the enforcement of environmental legislation through tailored training sessions for prosecutors and police officers/media and CSOs, using in-person training, case studies, and international knowledge exchange with partners like BlueLink and European justice actors. The third pillar emphasizes visibility and communication to ensure the project's reach and impact.

2. SCOPE OF THE ASSIGNMENT

2.1 Objective of the consultancy

In the framework of Outcome 1: Strengthened and more effective media-CSOs coalition in bracing environmental justice in Albania, BIRN Albania is seeking to contract a group of local experts to monitor media reporting on environmental components in Albania, such as air, water, soil, forestry, waste, biodiversity, nature, etc.

2.2 Specific work for this assignment

The experts involved for this assignment should deliver the following deliverables:

- Develop the media monitoring methodology, including both qualitative and quantitative methods, which should be agreed with the project partners. The methodology will include, but not limited to: the list of media that will be monitored, monitoring instruments / applications that will be used to identify the relevant content; relevant timeframe of monitoring and topics (at least 12 months long monitoring); list of indicators based on which the articles identified will be coded; list of stakeholders to be interviewed for the qualitative data; semi-structured guidelines for the interviews and/or focus groups with stakeholders, etc. – Expected deadline for this step is March 10th, 2025.
- Develop and agree with project’s partners the structure of the final report that will be delivered. – Expected deadline for this step is March 24th, 2025.
- Literature review and Data gathering for both quantitative data and qualitative data. The experts will identify the media content and conduct the interviews / focus groups with all relevant stakeholders. – Expected deadline for this step is April 07th, 2025.
- Data analysis and draft report writing based on the literature review, media monitoring and gaps and recommendations identified by the main stakeholders regarding the media reporting on environmental components, such as air, water, soil, forestry, waste, biodiversity, nature, etc. in Albania. – Expected deadline for this step is April 30th, 2025.
- Final report delivered to the project partners, including their feedback on the draft report. The final report should include at least the following chapters: Context and literature review; Methodology; Findings, including both quantitative and qualitative data; Discussion and recommendations; Annexes with relevant instruments used, list of media monitored, and detailed tables and graphs on the data collected. – Expected deadline for this step is May 30th, 2025.





3. TIMING OF THE ASSIGNMENT

The assignment will start in 25/02/2025.

4. REQUIREMENTS FOR THE ASSIGNMENT

4.1 Qualifications of the expert/s

The expert/s should combine the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- At least 5 years of individual work experience in the field of media and environment;
- A solid understanding of media and environmental context in Albania, documented through previous work and publications in such fields;
- Proven experience in research methods, including media monitoring instruments;
- Proven experience in conducting semi-structured interviews and qualitative data analysis for previous research reports in similar areas;
- Proven experience in writing research reports based on qualitative and quantitative data;
- Excellent written and verbal communication skills;
- Strong time-management and organizational skills;
- To be able to ensure confidentiality of project information.

The expert must be independent and free from conflict of interest in the responsibility he/she takes on.

4.2 Evaluation Criteria of the applications

If the submission deadline has been met and all the required documents are sent, the expert will be evaluated on their quality, technical proposal and financial offer. The expert will be evaluated using the evaluation criteria in the table below.

Evaluation Criteria	Score
Qualifications	
Education of the experts and work experience in the relevant fields	10
Proven experience in research methods, including media monitoring instruments	20
Proven experience in conducting semi-structured interviews and qualitative data analysis for previous research reports in similar areas	10
Proven experience in writing research reports based on qualitative and quantitative data	10
Implementation	
Methodology Proposal	30
Financial Offer	20





Total Value	100
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5. APPLICATION PROCEDURE

5.1 Proposal:

The consultant is expected to submit a proposal, including:

- *Letter of Interest*, explicating relevant previous experience;
- *Methodology Proposal*, including a summary of steps / approaches to be implemented for the successful fulfillment of the assignment and division of work between experts (max. 2 pages). Specifically, the proposal should cover:
 - o A brief overview of the thematic areas to be monitored, which may include, but not limited to the following environmental components in Albania, such as air, water, soil, forestry, waste, biodiversity, nature, etc.;
 - o Proposed list of media to be monitored and monitoring timeframe (at least 12 months monitoring period based on past reporting);
 - o Quantitative and qualitative data required, along with the tools/ instruments proposed for data collection and analysis;
 - o A description of the key stakeholders to engage in focus groups / interviews, including an identification of the relevant law enforcement institutions.
- *Financial offer* which indicates the fee per day for this duty. The service provider should submit a Financial Offer as described in Annex A.
- *CV of the expert/s*
- *The contacts of two possible references.*

If successful, the applicants will be asked to complete the following forms that can be found in the file 'Documents to be completed after the selection phase':

- *Declaration on Honor on Exclusion and Selection Criteria;*
- *Statement of Exclusivity and Availability;*
- *Financial Identification Form;*
- *Legal Entity Form.*

5.2 Fee-based

This is a fee-based contract based in the number of days (*25 days in total*). The payment installments will be agreed with the selected candidates based on the submission of the main deliverables.

5.3 Application Process

The deadline for submission of applications is **February 20th, 2025**.

All applications should be sent by email to the following address: office.albania@birn.eu.com, indicating the title of the call in the Subject.

