

Terms of Reference (TOR)
for International Consultant
on
NPO Sector Terrorist Financing Risk Assessment Methodology

Tirana, Albania

May 10, 2021

TERMS OF REFERENCE AND SCOPE OF SERVICE

1. Background

Partners Albania for Change and Development is an Albanian organization with over twenty years of experience combining local knowledge with innovative tools and techniques to build platforms for communities, civil society organizations, government and business, and facilitating participatory processes to advance constructive change towards sustainable development. Partners Albania is a member of Partners Network, a partnership of 19 independent, local organizations in Europe, the Americas, Africa and the Middle East working for peaceful and democratic change. Partners Albania is also a member of several European and regional networks.

During the last two years, PA has been working on empowering Albanian NPOs to proactively engage in efforts to protect the *legal enabling environment in the context of the Anti-Money Laundering/Combating the Financing of Terrorism (AML/CFT) process*. During 2020-2021 PA conducted a mapping of the legal framework, regulation and government policy documents and plans, and a baseline study of the Albanian AML/CFT laws, regulation and government implementation measures affecting NPOs, as well as a wide educational campaign. Several local and regional workshops were organized with NPOs, responsible public institutions, and other actors to raise awareness, increase understanding and enhancing capacities of NPOs about the AML/CFT frameworks and its impact over the civic space, as well as establishing and enhancing cooperation of NPOs with AML/CFT related policy makers and MONEYVAL for streamlining proportional approaches towards civil society regulation and build up partnership with state institutions for enabling collaborative and participatory approaches. Several awareness raising spots have been prepared and widely broadcasted online on PA social media channels.

In continuation of these efforts, Partners Albania is implementing “NPOs Sector Financial Terrorism (ML/FT) Risk Assessment” project, through the support of GIZ Global Project ‘Combating Illicit Financial Flows’, aiming to support national institutions in conducting NPOs Sector Financial Terrorism Risk Assessment.

The main objectives of the project are:

1. To increase awareness and understanding of public institutions on those activities and characteristics of the civil society organizations which put them at risk of money laundry and terrorist financing abuse;
2. To raise awareness and understanding of NPOs and public institutions on the threats and potential FT risks in the NPO sector;

3. To promote and strengthen participatory processes between NPOs and public institutions in the fight against money laundering and terrorism and establish a mechanism for cooperation between the two sectors which otherwise do not cooperate with each other;
4. To increase skills and competences of NPOs and public institutions in the identification of potential FT risks within the NPO sector.

2. Objective of the ToR

The main objective of these Terms of Reference is to contract an International Consultant (referred to as “The Consultant”), being a Consultancy Company or Individual Expert, to design and implement a Methodology to support national institutions in conducting NPOs Sector Financial Terrorism Risk Assessment.

The methodology will be based on the standard risk assessment model of assessing *inherent risk* (in line with Paragraphs 8.1 (a) and (b) of FATF methodology), and *residual risk* (in line with Paragraphs 8.1 (a) and (b) of FATF methodology). The methodology will reflect FATF recommendation for a collaborative approach to assessment and policy making, recognizing the shared interests of government and civil society in reducing TF risk whilst protecting civil society freedoms.

The methodology will be design to:

- Address the features and types of NPOs which by virtue of their activities or characteristics, are likely to be at risk of terrorist financing abuse and identify the nature of threats posed by terrorist entities to the NPOs which are at risk; and
- Review the adequacy of measures, including laws and regulations that relate to the subset of the NPO sector that may be abused.

This will be achieved through a collaborative and participatory process, where key actors from public institutions and NPO sector will be identified and will be invited to work together in a joint mechanism for cooperation. The consultant will guide, assist and facilitate the working group to conduct several processes and tasks, according to their mandate, involving them in individual and joint activities during the implementation of the task.

3. Deliverables

1. NPOs Risk Assessment methodology developed
 2. Design and delivery of trainings with all stakeholders included in the process
 3. Offer mentoring, supervision, and advise during the process
 4. NPOs Risk Assessment report prepared
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4. Experience and qualification of the Consultant

The desired qualifications of the Consultant for this assignment are the following:

- Solid international experience in relevant technical areas for at least 3 years;
- Proven and extensive international experience in the last 3 years (*provide evidences*) on the development of NPO FT Risk Assessment methodologies and training programs and curricula's related to the topic of interest;
- Previous relevant experience in the Western Balkans Region will be an added value

5. Technical and Financial Proposal/Documents

- Technical proposal should include a detailed description of the outline/content of the Methodology in accordance with the scope of work and expected deliverables.
- The financial proposal must provide specific information related to all costs for the implementation of the task. A detailed budget in EURO should be presented as part of the financial offer.

6. Supervising authority

The Consultant will work under the supervision of Partners Albania for Change and Development, to which the Consultant will directly report with regards to the implementation of the task.

7. Contractual Arrangements

Based on the contractual arrangements between Partner Albania and GIZ, the project will be implemented in two phases (phase I from April till September 2021, and phase II from October 2021 till December 2021). Therefore, the services of the Consultant for the implementation of this assignment will be contracted out through two separate service contracts, conditioned upon signing of the grant contract for the 2nd phase of the project between Partners Albania and GIZ.

8. Submission of the proposal

The deadline for submitting the proposal is **20 May, 2021, at 17.00 hrs.**

Interested candidates should submit the following documents to the e-mail address: partners@partnersalbania.org

- An expression of interest to provide the required service;
- A clear proposal document (technical and financial) explaining the methodology, approach, format of the document, budget;
- CV highlighting the expertise related to this ToR