

**Request for offer of services:  
“Expert for financial management training”**

**Association "Unë, Gruaja"**

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**Type of Contract:** SERVICE PROVIDER – Expert for financial management training- project  
“Local & cross-border actors work together in the environmental protection of the Prespa -Ohrid region.”

**Available Fund:** 500 euro

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**Issuing Date:** 10.02.2023

**Deadline for applications** 17.02.2023

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**1. General information about “Unë, Gruaja”**

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana Instant Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area through provision of services and coordinated psychological and legal support, advocacy, public awareness, citizen engagement, and environmental protection.

The association is recognized as a leader in the region regarding women’s issues and gender equality and has several years of experience in the implementation of various actions on good governance and civic participation, leadership, environment protection and gender equality, participation in local decision-making; monitoring of local government’s policies and decision making from gender perspective; advocacy and lobbying at local level; public hearings; environmental campaigns, etc.

**2. Purpose of the Service**

The Association "Unë, Gruaja" Pogradec (UG) has started the implementation of the project “Local & cross-border actors work together in the environmental protection of the Prespa -Ohrid region" which has the main purpose to strengthen the conservation capacities of the regional community through the sharing of best practices, knowledge, and joint actions among actors across the Local Ohrid Region (LOR).

During the implementation of the project, an expert is required to train the project staff in order to improve the quality of reporting financial and narrative, to the donor, based on findings and recommendation of the audit report.

### **3. Frame of engagement**

The expert will be engaged for a period of 2 days (one day for preparing materials and one day training).

### **4. Specific tasks and responsibilities:**

The Expert will work within an integrated, coordinated, and systems strengthening approach. Main topics that expert will cover are:

- Record keeping
- Audit Trail and documentation
- Cash and bank management, bank reconciliation
- Procurement procedures
- Improvement of financial policies and procedures
- Monitoring of service providers
- Provide good practices and formats/models to be used.

### **5. Experience and skills required for the candidate**

- The service must be conducted by the Certified Auditor registered with the company or working as the independent Certified Auditor.
- The Auditor and/or the firm are registered as statutory auditors in the public register of Albania, and this register is subject to the principles of public oversight outlined in the country's legislation.
- The qualified bidder must have at least 5 years of professional experience working in the capacity of the auditor,
- The certified auditor must have audit experience with donor-funded projects and/or international organisations.
- The service must be accomplished over a period of 45 working days, from the date of the Service Contract.

### **6. Application Procedure:**

Interested applicants must submit the following documents in English:

- Letter of interest: applicants should specify their interest in the assignment and briefly describe the relevant experience to meet the criteria set above.
- Curriculum Vitae of the auditor that would conduct the service
- Copy of the registration of the audit company if the company submits the bid
- Copy of the auditor's certificate
- Financial offer, including all applicable taxes.
- A statement that the auditor can complete the assignment in the given time frame.

**The deadline for submitting the application is February 17, 2023, end of business hours.**

**The application can be submitted:**

by e-mail on the address: [une\\_gruaja@yahoo.com](mailto:une_gruaja@yahoo.com) with the subject: *Application: Expert for financial management training*

or

by mail enclosed in a sealed envelope at the address below:

Shoqata "Unë, Gruaja"  
Lagja 1, Rr. Rreshit Çollaku  
Pogradec  
Note:

***-The outer envelope must also bear the information: Application: Expert for financial management training.***