



## **TERMS OF REFERENCE**

Development of Guidelines for communication practices during the audit process

### **Background**

In 2018 WFD launched a CSSF funded project that is operating in six countries: Albania, Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia and Kosovo and is coordinated through a regional Western Balkans office based in Belgrade.

The regional programme titled: “Western Balkans Democracy Initiative” will focus on three components of work:

- Strengthening Political Parties
- Strengthening Parliamentary Practice
- Strengthening Democratic Institutions and Culture

WFD in Montenegro is currently working on the issues of transparency and accountability, since various researches and surveys focusing on public perception in Montenegro in the last years show the decline of citizens trust in the state institutions, parliament, electoral processes and even more so in political parties. There is a need for more transparent and accountable political practices and stronger oversight of public finances.

The State Audit Institution (SAI) is the independent institution in charge of controlling the use and spending of public property and finances whose reports are to be discussed in Parliament. The ability to discuss the SAI reports remains limited in the Parliament, but they also do not receive enough public attention, through media and CSOs. SAI reports are very comprehensive and too technical to be easily understood by the wider public and thus many important findings within these reports remain unnoticed.

Recognising this, SAI has developed a Communication Strategy 2020 – 2024, that sets out a series of measures and actions to be taken with the goal of improving institution’s co-operation with all relevant stakeholders while promoting accountability, transparency and good governance in the public sector.

WFD Office in Montenegro, within its project “Transparency and Accountability of political practices”, will support SAI in improving the overall communication – presentation of their reports, summarising reports, using easy to read visuals and improve their communication skills and communication with parliament, CSO and media. Additional support will be given for strengthening the links between SAI and the Parliament, through joint learning opportunities, but also in organising hearings on selected SAI reports.

### **Assignment**

The purpose of the assignment is to support the WFD Office in Montenegro in providing technical expertise and support to SAI in developing and implementing the Guidelines for communication practices during the audit process, including the development of communication plan template of the report and organisation of practical workshops for SAI. The main goal of this activity is to support the institution developing clear and standardised communication procedures for each audit with precise timelines, focal points and steps to be taken.

This will include:

- Hold a preparatory meeting with SAI and WFD;
- Develop and lead at least three online sessions with SAI team on the development of the Guidelines and the template for the communication plan (providing as many as possible concrete examples, best practices etc.).
- Support the SAI team in finalizing the Guidelines.
- Develop and hold an online workshop for SAI on practical implementation of the Guidelines and communication plan.

The tasks will be carried out in close co-operation and consultation with WFD's team. WFD Montenegro office will provide all necessary support, including communication with SAI, logistical support and translation/interpretation when needed.

The expert is supposed to have a license from a suitable (national or regional) professional Accountancy Body. The expert should possess extensive experience in auditing and control of state institutions, professional experience in writing and presenting audit reports. Working within preferably Audit Institution(s) would be considered as advantage, as well as membership in a recognized auditing professional body. He/she is expected to have skills and capacities to work with the team, provide technical advice, but also facilitate and guide the process.

### **Timelines and working days**

In order to complete the assignment, 12 working days are agreed. Additional days can be agreed as required and annexed to this agreement. This is inclusive of all taxes and will not include accommodation and travel cost.

<b>No.</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>No. days</b>
1	Hold a preparatory meeting with the SAI and WFD	October 2021	2
2	At least three online sessions with SAI	October - November 2021	4
3	Online support to SAI team for the finalization of the Guidelines	November – December 2021	3
4	Workshop for SAI	December 2021	3
<b>Total</b>			<b>12</b>

These deadlines may be adjusted because of unexpected factors due to COVID-19 and other external factors, based on the expressed agreement of WFD and the expert.

### **Application details**

Interested applicants / organisations should express their interest for this proposal by contacting Aleksandra Vujisic, Programme Manager Montenegro, at [aleksandra.vujisic@wfd.org](mailto:aleksandra.vujisic@wfd.org), no later than **Monday, 27 September, 2021**.