



TERMS OF REFERENCE

for

Expert for supporting the State Audit Institution of Montenegro in developing Guidelines for presentation of the audit reports

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 SAI in developing and implementing Guidelines for presentation of the audit reports with the focus on producing concise summaries. The main goal of this activity is to support the institution in increasing the visibility and accessibility of their reports by providing informative and easier to read summaries for their reports, using visualization of data, etc.

This will include:

- Review format and presentation of current SAI reports, and provide written feedback or analysis of the current state with some concrete recommendation for its improvement with the focus on accessibility, summaries, effective writing, uniformity of language etc.;
- Hold a preparatory meeting with SAI and WFD to identify and agree about the objectives and contents of the Guidelines;
- Lead at least three online sessions with SAI team on the development of the Guidelines (providing support to the SAI in drafting the Guidelines with possible concrete examples of such documents based on the experience of the expert, best practices, usage of the visualization of data etc.);
- Support the SAI team in developing and finalizing the Guidelines;
- Develop and hold an online workshop for SAI on practical implementation of the Guidelines, with the special focus on developing concise summaries and presentation of the reports.

Timelines and working days

In order to complete the assignment, 12 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.

No.	Deliverable	Timeline	No. days
1	Review format of SAI reports and hold a preparatory meeting with the SAI and WFD	October 2021	3
2	Three online sessions with SAI	October 2021	4
3	Online support to SAI team for the finalization of the Guidelines	October – November 2021	2
4	Workshop for SAI	October – November 2021	3
Total			12

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 interpreter.

Application details

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