

**SPI Albania**  
**Consensus-Building, Launch Arrangements and Medium-Term Funding**

Part I: December 1, 2007 - February 29, 2008  
Part II: February 18 – March 31, 2008  
Part III: March 1 – June 30, 2008

**Context**

The Convergence Program's mandate is to catalyze financial sector modernization in South-East Europe through public-private partnerships, along the SPI Romania model ([www.spi-romania.eu](http://www.spi-romania.eu)).

Following two years of careful preparation, the recent launch of an EU-sponsored Italy-Albania regional collaboration program provides now an attractive implementation framework for SPI Albania. SPI Albania is placed in the broader framework of SPI Adriatic to implement a coordinated approach to financial sector modernization in the Western Balkans.

**The assignment**

It consists of three parts, each consisting of two components as follows:

**A. Part I**

1. Preparing a prospectus for the SPI Albania project,
2. Securing approvals and commitments;

**B. Part II**

1. Hiring the SPI Albania staff;
2. Leading launch arrangements;

**C. Part III**

1. Securing medium-term funding for SPI Albania;
2. Help launch SPI Adriatic (outreach and fund-raising).

Part I is expected to run from beginning of December 2007 to February 29, 2008. Part II , initially planned to start on March 1, 2008, will start two weeks earlier namely on February 18 and is expected to be completed on March 31, 2008 when the SPI Secretariat takes over SPI Albania operational leadership. Part III will start in substance in March and is expected to be completed by June 30, 2008.

The present ToR covers Part I II and III.

**The Part I Deliverables**

**A.1. Prospectus for the SPI Albania project**

The prospectus is intended to be the main reference document for the launch of SPI Albania for all its stakeholders. Based on the comprehensive SPI Romania pre-launch and operational documentation, the document will contain the necessary information for stakeholders to confirm their involvement and for donors to approve their financial, technical and logistical support respectively. The document should not exceed ten pages

with appendices as necessary. A first draft should be prepared in December 2007 and the final version in January 2008.

#### **A.2. Securing approvals and commitments**

Securing approvals for SPI Albania will require intensive bilateral and multilateral contacts and negotiations in Albania and with the donor community. Following a first round of informational meetings to be held in December 2007, it will be critical to firm up commitments, possibly in writing, in January 2008. Two trips to Albania and Italy should be envisaged during this period. The approvals include, *inter alia*, the SPI Committee operating guidelines and the office logistics for the SPI Secretariat.

##### **Part I Time Commitment**

This assignment will require up to 30 full-time equivalent working days till its expected completion on February 29, 2008.

##### **The Part II Deliverables**

###### **B.1. Hiring the SPI Secretariat Staff**

The consultant will participate in the selection and recruitment activities of the SPI Albania Secretariat staff.

###### **B.2. Launch Arrangements**

The launch arrangements consist of all the activities that, taken together, will generate the maximum recognition of the importance of SPI Albania as a catalyst for financial sector modernization.

They include the formation of the SPI Committee, the preparation of its inaugural meeting with the staging of the various public events and liaising with the designated SPI Secretariat staff before their entry on duty.

##### **Part II Time Commitment**

This assignment will require two trips to Albania for an approximate duration of up to 15 full-time equivalent working days. To this will be added working time in Washington of approximately 5 working days. Total time commitment is therefore expected to be up to 20 working days.

##### **The Part III Deliverables**

###### **C.1. Medium-term Funding for SPI Albania**

The consultant will be responsible to prepare and negotiate with the Puglia Region the request for medium-term funding for SPI Albania, either as a self-standing operation or as part of the broader SPI Adriatic framework. The deliverable is a communication from Puglia Region that, in substance, gives a term by which they will make the funding decision.

###### **C.2. Help launch SPI Adriatic**

The consultant will undertake any other outreach and fund-raising activity of the Convergence Program to mobilize partner interests in launching SPI Adriatic.

These activities may include (a) preliminary regional outreach activities (e.g., Montenegro and Macedonia) to help the Albanian authorities frame SPI Albania as a component of a broader SPI Adriatic initiative; (b) preparation of documentation for high-level meetings with authorities and donors; (c) interactions with authorities and donors; and (d) media outreach activities.

For these Part III activities the consultant will work closely with the Head of Convergence and will be supported by the Convergence staff in Rome Office and the SPI Romania staff.

**Part III Time Commitment**

This assignment will entail both travel and desk work. Indicatively, it may require up to 15 working days/month, based on an estimated travel time and desk work time of 10 and 5 working days/month respectively.

**Billing Instructions**

Given the work program phases overlap, the consultant will indicate the specific Phase which the requested billing refers to.