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TERMS OF REFERENCE

Engagement of Field Researchers, Oral History Interviewers and Transcribers

Project	"Voices of Memory, Paths to Trust"
Timeline	Korrik – Shtator 2026
Activity 2	Collection, Audio-Visual Documentation, Transcription and Archiving of 20 Oral History Testimonies in Bulqizë and Kavajë
Location	Municipalities of Bulqiza and Kavaja

Nisma ARSIS seeks to engage qualified Field Researchers, Interviewers and Transcribers to collect and document 20 oral history testimonies from survivors of political persecution and their families in Bulqizë and Kavajë.

The experts will conduct trauma-informed interviews, produce audio-visual recordings, prepare accurate transcriptions and organise the materials for digital archiving. The service aims to preserve personal experiences that risk being lost and make them available for education, research, advocacy and public awareness.

1. Background and Context

The project **"Voices of Memory, Paths to Trust"** is implemented by **SICA – Social Impact Center Albania**, in partnership with **Nisma ARSIS**, **Edu4Change**, and **IRCA**, as part of a collaborative effort to strengthen social cohesion, critical thinking, and democratic participation among young people in Albania.

Albania, like many countries in the Western Balkans, continues to navigate complex historical narratives shaped by its past political systems, social transformations, and transitional justice processes. While significant progress has been made in democratic development, there remains a persistent gap in how younger generations understand, interpret, and engage with historical memory, particularly in relation to past injustices, social divisions, and the role of institutions.

Young people often have limited access to inclusive, well-contextualized, and critically informed narratives about the past. At the same time, the rise of misinformation, polarized discourse, and digital echo chambers has further complicated the way history and identity are perceived and discussed. This creates risks of disengagement, mistrust in institutions, and susceptibility to simplified or distorted narratives.

In this context, fostering **memory-based dialogue and critical engagement with the past** becomes essential for building trust, resilience, and inclusive communities. Schools and local institutions play a key role, yet often lack the tools, methodologies, or capacity to facilitate participatory and reflective learning processes that connect historical memory with present-day democratic values and civic responsibility.

The project responds to these challenges by creating **safe, inclusive, and participatory spaces** where young people can explore historical narratives, reflect on identity and memory, and engage in dialogue across communities. Through a combination of **educational activities, community engagement, and digital literacy approaches**, the project aims to empower youth to become active contributors to social cohesion and democratic life.

Implemented across Bulqizë and Kavajë municipalities in Albania, the project adopts a **multi-stakeholder and locally grounded approach**, engaging schools, municipalities, civil society actors, and community



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members. Initial engagement with local institutions will serve to identify context-specific needs, ensure ownership, and tailor interventions accordingly.

2. Purpose of the assignment

The purpose of this assignment is to collect, document, transcribe and prepare for archiving at least 20 oral history testimonies from survivors of political persecution and their families in Bulqizë and Kavajë. The selected experts will conduct ethical and trauma-informed interviews, produce high-quality audio-visual recordings and accurate transcripts, and ensure that informed consent, confidentiality and the dignity of each participant are fully respected

3. Scope of Work / Key Responsibilities

The expert will be responsible for:

3.1 Preparation and coordination

- Participate in the project orientation on oral history methods, interview ethics and trauma-informed approaches;
- Review the interview guide, consent forms, recording standards and transcription templates;
- Coordinate with Nisma ARSIS and local focal points to identify interviewees and schedule the field interviews;
- Conduct a preliminary discussion with each participant and obtain informed consent before recording.

3.2 Field Interviews and audio-visual documentation

- Conduct in-depth interviews with survivors of political persecution and their family members in Bulqizë and Kavajë;
- Use respectful, non-leading and trauma-informed interviewing methods;
- Ensure that participants can pause, skip questions or end the interview at any time;
- Produce clear and high-quality audio-visual recordings;
- Respect the privacy, dignity, confidentiality and access preferences of each participant.

3.3 Transcription and archiving

- Prepare an accurate, verbatim transcript of each interview;
- Include speaker identification, timestamps and relevant contextual notes;
- Anonymise personal information when requested or required;
- Prepare a summary, thematic keywords and basic metadata for each testimony;
- Organise and securely submit the recordings, transcripts, consent forms and metadata to Nisma ARSIS.

3.4 Reporting and quality assurance

- Coordinate regularly with the Nisma ARSIS project team;
- Address comments and make necessary corrections to submitted materials;
- Submit a brief report on the interviews and work completed;
- Maintain strict confidentiality and delete local copies after the final materials have been formally accepted.

4. Deliverables

The expert is expected to deliver:



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The selected experts are expected to deliver:

- A work plan and interview schedule agreed with Nisma ARSIS;
- At least 20 completed oral history interviews with survivors and family members in Bulqizë and Kavajë;
- Signed informed-consent forms for each interview;
- High-quality audio-visual recordings of each testimony;
- Accurate verbatim transcripts, including speaker identification and timestamps;
- An anonymised transcript when required by the participant's consent;
- A short summary, thematic keywords and archive metadata for each testimony;
- An organised digital folder containing the recording, transcript, consent documentation and metadata for each interview;
- A brief final report summarising the work completed, challenges encountered and recommendations.

Each oral history will be considered complete only after the full package has been reviewed and approved by Nisma ARSIS.

5. Duration and timeline

The indicative timeline is:

- July 2026: Orientation, preparation of the methodology, identification of interviewees and interview scheduling;
- July–August 2026: Conducting field interviews and audio-visual documentation in Bulqizë and Kavajë;
- August–September 2026: Transcription, preparation of summaries and metadata, and organisation of the digital materials;
- By the end of September 2026: Submission of all final materials and the consolidated report.

6. Location

Field interviews will be conducted in the municipalities of **Bulqizë and Kavajë, Albania**, at safe and accessible locations agreed with the participants and Nisma ARSIS.

7. Required qualifications

Candidates should meet the following requirements:

- University degree in history, sociology, anthropology, psychology, journalism, human rights, media or another relevant field;
- At least two years of relevant experience in qualitative research, oral history, field interviewing or documentation;
- Experience conducting interviews with survivors, families or other persons affected by trauma, persecution or discrimination;
- Knowledge of trauma-informed, ethical and consent-based interviewing;
- Ability to produce quality audio-visual recordings and accurate transcripts;
- Strong interviewing, active-listening, writing and reporting skills;
- Excellent command of Albanian; knowledge of English, Romani or local dialects is an advantage;



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- Knowledge of Albania's authoritarian past, political persecution or transitional justice is an advantage;
- Availability to conduct fieldwork in Bulqizë and/or Kavajë;
- Commitment to confidentiality, data protection, non-discrimination and respect for participants' dignity;
- Access to suitable audio-visual recording equipment, unless otherwise agreed with Nisma ARSIS.

8. Payment and contracting

Selected candidates will be engaged through a service contract with Nisma ARSIS. One or more experts may be contracted and assigned a specific number of testimonies.

The fee will be **EUR 190 per completed and approved oral history testimony**. The fee covers:

- Preparation and coordination of the interview;
- Conducting and audio-visually recording the interview;
- Transcription and preparation of the summary and metadata;
- Secure submission of all required materials;
- Necessary corrections following the quality review.

Payment will be made after the complete package for each testimony has been reviewed and formally approved by Nisma ARSIS. Applicable taxes and deductions will be handled in accordance with Albanian legislation and the terms of the contract.

9. Reporting line

The selected experts will report directly to the Project Coordinator at Nisma ARSIS and will work in coordination with the project team, partner organisations and designated local focal points in Bulqizë and Kavajë.

All deliverables will be submitted to Nisma ARSIS for review, quality assurance and formal approval.

10. Application procedure

Interested candidates should submit:

- An updated CV highlighting relevant experience;
- A brief technical proposal describing the proposed interview, recording and transcription approach;
- Information on availability, preferred municipality and the number of testimonies the candidate can complete;
- Confirmation of acceptance of the fixed fee of EUR 190 per completed and approved testimony.

Applications should be sent to info@nisma-arsis.org with the subject: "Application – Oral History Field Researcher, Interviewer and Transcriber", within 20th of April 2026.

Only shortlisted candidates will be contacted.

All experts must comply with Nisma ARSIS's safeguarding, PSEA, Code of Conduct, confidentiality and data-protection policies throughout the assignment. They must apply a trauma-informed and "do no harm" approach, obtain informed consent and immediately report any safeguarding concern to the designated Nisma ARSIS focal point.