



Cross border cooperation Programme Albania-Kosovo* under the
Instrument for Pre-accession Assistance (IPA II) allocations for
2014-2015

**Project: “Improving tourism in highlands of Albania
and Kosovo”**

Assignment title: Identification, marking and signing of thematic trails

“Improving tourism offer in the highlands of Albania and Kosovo”



This Project funded by the European Union



This Project is Implemented by

ANNEX II: TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of Albania; Republic of Kosovo;

1.2. Contracting Authority

Albanian Local Capacity Development Federation (ALCDF), Rr. Shyqyri Ishmi, Pll. “Shpresa”, Nr. 22/5 Tirana, Albania

1.3. About the organization

The **Albanian Local Capacity Development Foundation (ALCDF)** is a non-profit organization that focuses on creating innovative solutions in Agriculture, Tourism, Environment, Local Government and Civil Society Developmental in rural areas of Albania. Founded by a group of organizations in 2010, the Foundation has inherited sixteen years of knowledge, expertise, network and capacities from the Netherlands Development Organization (SNV), its predecessor. The goal of ALCDF, is to promote social-economic well-being and viable livelihoods through provision of capacity development services, improved service environments, and increased responsiveness and effectiveness of financing. Additionally, gender equality and female empowerment are top priorities of the Foundation, which is achieved by the several projects implemented. Since its inception, has successfully executed a large number of projects.

1.4. Country background

Northern part of Albania and Western part Kosovo share similar resources, cultural and historical background, ethnic diversity, but also face similar problems. Given their natural characteristics and tourism opportunities, the mountain chains in this area have enormous potential for growth, which lays in sectors such as outdoor tourism, hiking & biking, agritourism, cultural tourism etc. Large part of this area has been protected by both Albania and Kosovo as national parks, due to variety of biodiversity and particular natural resources and beauty of these mountains. Economically, both sides of this border suffer from similar issues. The current general economic situation of rural, mountainous area is that of a weak, almost subsistence economy which is heavily reliant on remittances. Unemployment is high and mostly affecting the traditionally weakest sectors of the local society (women, youth, less qualified workers). In Albania and in the remote mountain areas, there is a lack of appreciation for the economic development engine that tourism could be, particularly for employment in an area with otherwise few alternatives. As a result, tourism remains an underdeveloped sector with many constraints.

1.5. About the CBC project Albania and Kosovo

Since March 1st, 2018, ALCDF is implementing in partnership with Kosovo Development Centre (KDC) and MRFP the project “Improving tourism offer in highlands of Albania and Kosovo”, funded from the European Union Delegation to Albania.

The main goal of the project is to enhance the capacity and competitiveness of the tourism sector in the cross-border regions by the economic valorisation of its cultural and natural heritage to ensure socio-economic development of the project targeted areas.

The project is conceptualized in two phases that proceed in parallel:

Firstly, improve the infrastructure of shepherd’s huts with the identification and marking of themed trails and info point’s installation will all the necessary information for the tourist and the creation of 5 camping sites and 10 resting points in total. During the identification process of themed trails will be taken in consideration their vicinity with historical, natural or cultural sites to make the tourists’ journey more appealing.

Secondly, to enhance the capacity of the local farmers to provide good customer service to ensure more opportunities for business and achieve socio-economic goals of the target regions. In full line with the specific objectives that envisage valorisation of cultural and natural heritage as a way to promote the economic development of the target regions we will ensure the improvement of the quality of services and the local farmers’ competitiveness. Furthermore, the cultural, historical and natural heritage will be preserved

and promoted. Following a gender balanced approach, a special emphasis will be given to the women's vital role in the promotion and development of tourism in the target region. They will be taught to sell traditional products (both artistic and culinary ones) not only to raise the income of their families but also to promote the cultural and culinary peculiarities of the target regions. We will promote both tangible and intangible cultural heritage in terms of marketing, pricing, promotion, product packaging etc. for getting tangible benefits from tourism.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The Objective of the assignment is:

We are looking for one (team) of local and national expert (s) to work on this assignment "To identify, map and propose technical small-scale interventions for improvement of 2 thematic trails in Has and Tropoja Municipality (one each) area".

The goal of trails improvement and promotion is to create a long-term relationship between humans and nature. The trails will be constructed with forest materials and rocks. They will incorporate or avoid existing landscape features, like streams, briar and grapevine thickets, ridgelines and bluffs, and are designed to blend into the natural landscape in sustainable manner. Sustainable trails minimize environmental impacts. They will become safe to travel, protect water quality, avoid erosion and reduce future trail operation and maintenance costs. Trails will include as many points of interest as practical and feasible along the length of the trail. Some points of interest may include geologic features such as bluffs of limestone and hydrological features such as ponds or lakes, waterfalls, and caves. Other points may include historic and cultural features, natural monuments and interesting trees or forest botany used by local people of the project target area.

During the process of the feasibility study survey some project activities preliminary decisions was to focus on the two most attractive thematic trails in Has and Tropoja that also relate with day-trip itineraries. These 2 thematic trails are:

1. Cahan Trail - Pashtriku Mountain - Length of 11 km from Caspian Sea
2. Mountain Trail of Shkelzenit. Gosturan - Radeshe - Shkelzenit peak 15 km

The local or national expert(s) will work closely, in consultation and coordination with the project team.

The expected results and deliverables of this assignment are:

Result(s):

1. Identification the general characteristics per each trail (destinations, overnight backpacker, trails classification, guide for the trail, signing types and places, and ideas for publications);
2. Identification and documenting opportunities and constrains for developing of each trail;
3. Determining the type of trails and level of difficulties;
4. Identifying the environmental and cultural resources per each trail;
5. Assembling the mapping (topography map and borders, GIS - Geographic Information System, village road maps and Base information, Ortho photo, etc.)
6. Supporting the planning and designing for the construction in each trail.

Deliverable(s):

The expert(s) working with staff, will ensure the submission of the following materials by the deadlines given:

- a) Document with the information on trails/route identified and all natural and culture resources nearby them; (Description documents, photos, videos, graphics, etc., are produced);
- b) The maps of trails in GIS and Ortho-photo.
- c) Written input to the project team for the construction/intervention trails design and cost estimation;
- d) Report for the assignment

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

There are several assumptions that are important for the successful implementation of the project, including this contract:

Assumptions on objective level	Assumptions on result level	Assumptions on activities level
The national institutions are committed to identification and marking, intervention and promotion in these trails .	The target groups and project stakeholders will help highlight the natural, historical and cultural sites of the target region.	Trust and good communication between the project partners.
The municipalities, together with the relevant national institutions, allocate sufficient resources to support the maintenance of these trails.	The local authorities of the two countries recognise the importance of the project deliverables and sign the taking over document;	The actions on political stage will not affect the implementation of the planned project activities. Stakeholders are willing to take active participation in the implementation of the action.

3.2. Risks

Anticipated risks that may affect the delivery of the project result 1 “Improved Infrastructure for tourism development in shepherd’s huts:

- Policy level: NA.
- Technical level: All project partners are actively involved in the development of the project proposals and the defined responsibilities are within their scope of interest and expertise.

3.3. Geographical area to be covered

Albania- Kukesi Region (Municipality of Has and Tropoja)

3.4. Specific work

The expert(s) will conduct the following activities:

1. Consultation meeting with stakeholders;

The experts will conduct a consultation meeting with tourism stakeholders. The meeting will be arranged from project team and local offices. The expert will facilitate and collect opinions and information in relation to main natural and cultural resources of the area and brainstorm ideas and opinions. The expert will make use of the information presented in the draft Feasibility Study document. All this information will be part of the working plan for the identification process of the trails.

2. “Exploring the trail in terrain”

The main tasks to realize this activity are:

At least two days hiking, signing, and exploring all elements of the trails in terrain. The expert(s) will identify the route map to the destination, natural and cultural resources, dangers places, places for viewing areas, places for signing, bridges and all other interventions; The expert should consult with community members when exploring the terrain.

2. Developing the maps

The expert(s) will develop the maps per each trail. The maps will have all elements of the trails and base map of the area. An Ortho Photo is geographically and geometrically corrected photo of the area. A digital form of the ortho photo using as base map for location and destination. It will be the preliminary trail layout in GIS. The map will have of GIS data, and the visual images in graphic representations. The maps will have included streets and road, river and lakes, wetlands, floodplains, natural and cultural resources, sensitive areas, etc. All maps will be developed and discussed with project team before the approval and then will be printed out.

3. Support the project team for the designing and cost estimations of the trails the constructions

The expert(s) will support the construction specials on identification and designing the constructions and cost estimation of the trails. The expert(s) will present the trails and the pre-draft of construction interventions. Also, s/he will join the project team/ Engineer in terrain for concrete calculation of the interventions and show the place of signing and viewing areas. The expert(s) will provide input and suggestions for construction Engineer for elements of interventions.

4. Develop the trail documents

The expert(s) will develop in the end of the process the planning documents of the trail. It will have all data's and products developed through this process. The final documents will be elaborated and provided for project team. The final report will be prepared, and all other documents will be attached as annexes in this report. Photos, videos, maps, data, Ortho photo, technical design, and narrative description per each trail related with all elements needs to be part of the report. The report with annexes is the final product of the assignment.

4.3. Project management

4.3.1. Responsible body

Albanian Local Capacity Development Federation (ALCDF), Rr. Shyqyri Ishmi, Pll. "Shpresa", Nr. 22/5 Tirana, Albania.

4.3.2. Management structure

The project is implemented by following partners: Albanian Local Capacity Development Foundation (ALCDF) as Coordinator and Qendra Kosovare per Zhvilim (KDC) as Co-Beneficiary 1 and Makedonska Razvojna Fondacija za Pretprijetija (MRFP) as Co-Beneficiary 2. ALCDF is responsible for procurement and implementation of this activity for the Albanian side, specifically 2 hiking trails situated in Albania (Has and Tropoja) while the partner is responsible for the other three hiking trails.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority or/and project partners shall supply the Contractor promptly with any useful information and/or documentation which may be relevant to the performance of the contract.

LOGISTICS AND TIMING

5.1. Location

Albania- Kukesi Region (Municipality of Has and Tropoja)

5.2. Start date & Period of implementation of tasks

The intended start date is 10th of September 2018 and the period of implementation of the contract will be maximum 2 weeks from this date.

REQUIREMENTS

6.1. Staff

Organizations/expert(s) that are interested to apply for this assignment and expert(s) included in their proposals should meet the following requirements. Applicants should:

- Have at least two years activity in the field of tourism sector, tour guide, GIS, environment protection, or other relevant field;
- Have successfully implemented similar projects in the past.

The contractor should propose its experts for the assignment. ALCDF requirements about experts' profile are presented in the table below.

1. Min N ^o of years experience	2 years on tourism, environment or development sector
2. Area of Expertise	a) Trails, itineraries, tour guide, etc other related with tourism sector. b) GIS system and mapping.

	c) Effective writing skills.
3 Other projects	List of previous projects/ experiences
3. Language skills – written / spoken	Albanian and English.

Organization's profile and experts' CVs should be attached to the proposal.

6.2. Office accommodation

Office accommodation for the expert working on the contract is to be provided by the Contracting Authority and/or other partners as appropriate.

6.3. Facilities to be provided by the Contractor

The Contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

REPORTS

7.1. Reporting requirements

The Contractor will submit the above mentioned deliverables in article 2.

7.2. Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

MONITORING AND EVALUATION

8.1. Definition of indicators

- Two trails in Albanian side (one in Has and one in Tropoja) are identified, digital maps are prepared and technical intervention and estimation are proposed in writing.

8.2. Special requirements

Not applicable

SUBMITTING THE APPLICATION

All applications must be in English. The interested applicants are required to submit a hard copy of the technical application and financial offer for each trail or for both trails.

The proposal should be mailed in a closed envelope in the following address:

ALCDF – Albanian Local Capacity Development Foundation

Rr, Shyqyri Ishmi, Pallati Shpresa, No. 22/5

Tirana/Albania

Tel: +355 44518628

The Deadline for the submission of application is **September 3, 2018** the latest at **17.30 hours**.

For any questions you might have related the application, please contact in the address info@alcdf.org