

**Facilitate the creation and the operation of an information and communication portal for the Qarku of Gjirokastra**  
*Call for expressions of interest*

**Project Unit:** RisiAlbania – Partner for Growth  
**Sector:** Tourism  
**Location:** Albania  
**Estimated duration:** August 2018– September 2019 (12 months)  
**Expected level of effort:** 60 days (around 5 days per month)

### **1. Background of RisiAlbania project**

The RisiAlbania Project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by a consortium consisting of HELVETAS Swiss Intercooperation and Partners Albania. The overall goal of the project is to contribute to an increase in employment opportunities for young women and men (age 15-29) in Albania. This goal will be achieved through:

- (i) enhanced growth and job creation by the private sector in three selected subsectors agro business, tourism, and ICT (labour demand),
- (ii) improved access to job opportunities and labour market information and services (intermediation), and
- (iii) improved skills of young people by improving the offer of private training providers in the three selected sectors (labour supply).

In the tourism sector, Risi is supporting the tourism stakeholders in Qarku of Gjirokastra with the creation and maintenance of a tourism portal for Qarku of Gjirokastra. Given the strategic importance of this initiative Risi has adopted a bottom-up approach that requires continuous engagement with Gjirokastra tourism stakeholders from the private and the public sectors. To this end we aim to establish a working group.

### **2. Objective of the service contract**

Risi is looking to engage a co-facilitator (it could be an individual or a company) who will be an extension of Risi in Gjirokastra Qarku, and will manage all the activities needed to foster communication and cooperation between the different tourism stakeholders in Gjirokastra. The co-facilitator will liaise closely with the Risi Intervention Manager and follow a detailed workplan of activities.

### **3. Expected outputs and deliverables**

The co-facilitator will ensure:

- The constitution of an operational, representative working group of tourism stakeholders;
- Identified objective strategy and action plan outlining information, promotion and dissemination sources and channels;
- Agreed funding arrangements with the working group;

### Partner for Growth

- A smooth communication between Risi and the working group;
- The organisation of monthly meetings between Forum members to discuss issues related to a better provision of tourism information related to the Qarku;
- The timely provision of information to Risi about suggestions and problematics regarding the implementation of the project, stakeholder organisation issues and any other relevant information.

#### 4. Consultant profile

- Experience in management and marketing;
- Excellent analytical and research skills;
- Proven experience in coordination, management, team building, facilitation, and communication;
- Experience working in teams and managing inputs from different parties;
- Experience working in tourism (private, public, projects, education etc.) will be considered an advantage;
- Excellent written and oral Albanian and English communication skills.

**\*Please note that applicants should not be part of the working group, or have commercial or professional interests that can affect their co-facilitation role. Any potential conflict of interest will need to be explicitly disclosed in the application\*.**

#### 5. How to express interest

For individual applicants: please send a 2-page CV and a cover letter explaining why you are right for the job, as well as an indication of your expected fee rate.

For companies: please send a 2-page proposal detailing your company's experience and your understating of the assignment. Include as an annex CVs for the proposed experts as well as a budget.

We expect proposals to be submitted in English in 1 hard copy and 1 electronic copy (on USB stick) in closed and stamped envelope to the address given below, **by August 2<sup>nd</sup> 2018, at 17.00 o'clock.**

To the attention of Mirtjon Mita  
RisiAlbania,  
Rr. Ismail Qemali, P.18, H.3, Ap.15,  
Tirana, Albania  
Tel.: +355 4 2248527

Only proposals handed in within the indicated timeline will be considered.

For any questions you might have related the application, please write by email to [info@risialbania.al](mailto:info@risialbania.al) before July 26<sup>th</sup>, 2018. Indicate in the subject line of your email that your question relates to the "Gjirokastra co-facilitation role".

#### 6. Management and reporting

**Partner for Growth**

The selected individual expert or the selected company will work closely with the tourism stakeholders in Qarku of Gjirokastra and with Risi, through the Intervention Manager for Tourism.

**7. Selection process**

The selection of the Consultant will be evaluated based on a cumulative analysis of the fulfilment of the evaluation criteria. The contract will be awarded to the Consultant getting the best technical-economic combination based on the evaluation criteria below:

<b>Evaluation Criteria</b>	<b>Maximum points</b>
Experience in management and marketing	20
Experience working in tourism (private, public, projects, education etc.)	10
Experience working in teams and managing inputs from different parties	20
Excellent written and oral Albanian and English communication skills	20
Competitiveness of financial offer	30
<b>Total</b>	<b>100</b>