

TERMS OF REFERENCES

Support the Visit Gjirokastra Association to strengthen its governance and communication *Call for proposals*

Project Unit:	RisiAlbania – Partner for Growth
Sector:	Tourism
Location:	Albania, ideally based out of Gjirokastra or with frequent travel to the region (COVID-19 restrictions allowing)
Estimated duration:	January 2021 – June 2021 (6 months)
Expected level of effort:	30 days (around 5 days per month)
Deadline for application:	February 1 st 2021, 17.00

1. Background of RisiAlbania project

RisiAlbania Project is supported by the Swiss Agency for Development and Cooperation (SDC) and implemented by a consortium consisting of HELVETAS Swiss Intercooperation and Partners Albania, in partnership with the Ministry of Finance and Economy. 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,
- (ii) Improved access to job opportunities and labor 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 (labor supply).

In the tourism sector, Risi is supporting the Visit Gjirokastra Association to implement their strategy for tourism management and promotion of the destination of Qarku of Gjirokastra. The association is in an expansion phase and the complexity of the processes and procedures is increasing. Association members feel this is a key moment to improve its organizational framework and resource allocation to increase efficiency.

2. Objective of the service contract

Risi is looking to engage a consultant (an individual or a company) who will support the Visit Gjirokastra Association (VGA) in the development and implementation of an organizational framework to improve the governance and to build solid basis for ensuring future sustainability of the Association, through ensuring new processes and procedures are in place and the team has the needed capacities to adapt to the new processes and procedures.

The consultant will liaise closely with the appointed contact at the VGA and the Risi intervention Manager and follow a detailed workplan of activities.

3. Expected outputs

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The consultant will support the VGA in:

1. The drafting and implementation of a communication plan, to improve:
 - internal communications to ensure a) the functioning of the association bodies (Board, Members, Assembly etc.); b) an efficient and transparent decision-making process; c) clear administrative procedures; and d) quick and qualitative flow of information;
 - external communications to ensure that: a) external stakeholders are aware and informed about VGA activities, members are motivated and new members willing to join; b) an efficient management of stakeholder engagement is in place and functional;
 - reports and proposals templates to be used for the communication with important stakeholders (Municipalities, sponsors, donors etc.);
 - documentation processes and procedures.
2. Governance structures are streamlined:
 - the roles and responsibilities of all members are clarified, including those of the Municipalities;
 - statutes and international governance documents are revised and improved;
 - a sustainable financial plan is in place with clear details on the sources and actions to follow.
3. Participating in the internal and external meeting with stakeholders, when needed and requested by the Board of VGA.
4. Organization or trainings for VGA Board and staff to ensure the capacities for delivering the new processes and procedures are in place.

The consultant will ensure the timely provision of information to Risi about suggestions and problematics regarding the implementation, stakeholder organisation issues and any other relevant information.

4. Deliverables

1. A communication plan including:
 - A program for external communication, including a list and engagement plan for stakeholders, with a special focus on potential sponsors;
 - A communication plan and calendar for managing the engagement of stakeholders (for the motivation of actual members and support to expand membership).
2. Improved governance structure:
 - A revised version of internal regulations, including improved processes and procedures to improve the information flow, transparency and decision-making functions;
 - Revised organigrams;
 - Revised statutes;

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- Clear roles and responsibilities defined and implemented;
- A sustainable financial plan for the next 2 years is in place with clear details on the sources and actions to follow.

5. Consultant profile

- Experience in supporting organizations (preferably associations) in planning and implementing new organizational management activities;
- Proven experience in coordination, management, team building, facilitation, managing inputs from different parties;
- Experience in the tourism sector will be considered an advantage;
- Excellent skills in report drafting;
- Excellent written and oral Albanian and English communication skills.

***Please note that applicants should not be part of the VGA (staff, Board or members) 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*.**

6. How to express interest

A short proposal explaining how the co-facilitator plans to manage the assignment (3 pages)
For individual applicants: please send a 2-page CV tailored to the assignment, as well as an indication of your expected fee rate inclusive of VAT.

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

We expect proposals to be submitted in English via email **by February 1st 2021, at 17.00 o'clock** to info@risialbania.al. The email subject must be "VGA co-facilitation proposal - query". Proposals must be printed, signed in every page and scanned as PDF.

Proposals handed outside of the above deadline may not be considered.

For any questions you might have related the application, please write an email to info@risialbania.al before January 25th, 2021. Indicate in the subject line of your email that your question relates to the "VGA co-facilitation proposal - query".

7. Management and reporting

The selected co-facilitator will work closely with VGA and with RisiAlbania, through the Intervention Manager for Tourism. They will report to RisiAlbania but deliverables will have to be approved by Visit Gjirokastra Association.

8. 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:

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Evaluation Criteria	Maximum points
Proven experience in successfully supporting organizations (preferably associations) in planning and implementing change management activities;	30
Proven experience in coordination, management, team building, facilitation, managing inputs from different parties;	20
Experience in the tourism sector will be considered an advantage;	20
Excellent skills in and drafting of reports	10
Value for money of the financial offer	20
Total	100

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