



Total EUROPEAN UNION'S CROSS BORDER COOPERATION PROGRAMME

## Call for Experts' services in the area of sustainable tourism, promotion/marketing and cultural/historical heritage to support tourism development in Struga and Pogradec municipality

### Background Information:

The EU funded project "Struga & Pogradec for promoting tourism and cultural heritage - COOLTOUR" commenced in January 2022 and has a duration of 36 months. It aims to stimulate a balanced, inclusive and sustainable socio-economic development in the cross-border area and, at the same time to develop the potential of tourism by promoting cultural heritage and values in both Municipalities of Struga and Pogradec. The lead applicant of the project is Municipality of Struga, and the co-applicants are Municipality of Pogradec, "Citizens organization for Ecologic and Sustainable Development Green Institute" (in North Macedonia) and IRD&ET (in Albania).

The project has the following three focuses:

- To empower the capacities of touristic service providers and operators in Struga and Pogradec.
- To plan and improve the public tourism infrastructure in terms of upgrading of facilities for environment friendly touristic activities, pollution reduction and sustainable development.
- To promote and increase "Ohrid Lake" Joint touristic offers from Struga and Pogradec in terms of common cultural heritage and values.

### Project objectives, activities and expected results:

The **overall objective** of the project is to stimulate a balanced, inclusive and sustainable socio-economic development in the cross-border area, at both the municipality of Struga and municipality of Pogradec. The project is implemented through three work packages that contain the following activities:

**Work Package 1:** Empowerment of the capacities of touristic service providers and operators in Struga and Pogradec.

- Activity 1.1: To create a team of experts composed by both Albanian and North Macedonian experts.
- Activity 1.2: To organize 10 specific capacity building trainings organized for both Albania and North Macedonia touristic service providers and operators.
- Activity 1.3: To establish New Joint Touristic Association of Struga & Pogradec.

RESULTS:

- Result 1.1: 1 team of sustainable tourism experts created composed of local and international experts.
- Result 1.2: 10 trainings to touristic service providers and operators organized.
- Result 1.3: 1 Joint Touristic Association Struga & Pogradec established.

**Work package 2:** Upgrading of public tourism infrastructure in terms of upgrading of facilities for environment friendly touristic activities, pollution reduction and sustainable development.

- Activity 2.1: To design a Plan and intervention in the touristic infrastructure of Struga & Pogradec.
- Activity 2.2: To improve the energy consumption of touristic business providers promoting green energy, installation PV.
- Activity 2.3: To interevent and to mitigate human activities impact on the environment.

RESULTS:

- Result 2.1: 4 actions designed and implemented to improve touristic infrastructure.
- Result 2.2: 40 PV of ST plants installed to touristic businesses reducing the environmental impact.
- Result 2.3: waste collection improved in 40 heritage sites and along the lake edges.



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**Work Package 3:** The promotion of “Ohrid Lake” Joint touristic offers from Struga and Pogradec is increased in terms of common cultural heritage and values.

- Activity 3.1: To create a map of touristic places around Struga and Pogradec on the two sides of Ohrid and along the border NMK and ALB belonging to common heritage and anthropologic study on common heritage and values between the two sides.
- Activity 3.2: To create a web page and Electronic Touristic Terminals of “Struga & Pogradec side of Ohrid Lake”.
- Activity 3.3: To create channels to promote JTA network and Cross Border values.
- Activity 3.4: To create 1 Video Promotion & 1 Documentary Movie

**RESULTS:**

- Result 3.1: CBC touristic map, including integrated touristic offers, created and introduced in Struga and Pogradec sides of Ohrid Lake.
- Result 3.2: Electronic Touristic Terminals installed in Struga and in Pogradec.
- Result 3.3: 6 JTA and CBC events implemented.
- Result 3.4: 1 Video Promotion & 1 Documentary

### Geographical area to be covered:

Municipality of Struga Republic of North Macedonia, Municipality of Pogradec Republic of Albania.

### Project stakeholders and project beneficiaries:

Municipality of Struga and Municipality of Pogradec relevant departments: 30 public employees and officers. 80 businesses and associations and 240 workers operating in touristic sector.

- 1 Tourism University in Struga
- At least 67 accommodation providers from Struga
- At least 63 restaurants along the Ohrid Lake Struga
- At least 75 accommodation providers from Pogradec
- At least no 85 restaurants cross the Ohrid Lake Pogradec
- Community living in Struga Region
- Community living in Pogradec Region
- At least 280.000 tourist annually
- Public officers and public employees of the Municipality of Struga and Municipality of Pogradec.

### Management structure

NGO Green Institute act as manager of the action and responsible for the contracting of the different consultancy firms or consultants.

Municipality of Struga and Municipality of Pogradec will act as key facilitator for the action towards the Touristic community. Moreover, Municipality of Struga and Municipality of Pogradec will be members of the Steering Committee in terms of supervision of the adherence of the action the Local Action Plan for Tourism and respect of municipal laws.

*Contact address:*

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**Lots:**

The tender is divided into the following **three lots**. Experts may submit a tender for one, two or all lots.

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected	Total Working Days per Lot
Lot 1: <b>Sustainable tourism</b>	4	84
Lot 2: <b>Promotion/Marketing</b>	3	77
Lot 3: <b>Cultural heritage/history</b>	2	39
<b>TOTAL</b>		<b>200</b>

**Lot 1 Sustainable tourism experts**, this lot refers to experts that will relate to specific activities such as organizing capacity building trainings, developing a Joint Touristic Association, providing insight on building pro environmental hubs, designing a webpage for the JTA with the help of other experts (locating and choosing locations of touristic significance to promote in touristic offers).

**The most qualified and experienced Sustainable Tourism Expert will be chosen to be the Team Leader of the Activities.**

**Lot 2 Promotion/Marketing**, this lot refers to experts that will relate to specific activities such as organizing capacity building trainings, developing marketing strategies for the newly formed Joint Touristic Association, designing the webpage for the JTA for promoting touristic offers and providing the necessary information, locating and training touristic service providers in the area of both Municipalities in order to develop their marketing abilities, developing sustainable ways to promote cultural events (fairs, competitions, carnivals), developing 1 documentary movie of the project progress and 1 promotional video to promote touristic offers.

**Lot 3 Cultural heritage/history** this lot refers to experts that will relate to specific activities such as organizing capacity building trainings, locating places of cultural/historical significance to be promoted by the newly formed Joint Touristic Association, providing assistance in developing the pro environmental hubs, assisting in designing a touristic map by locating the cultural/heritage sites of significance, assisting with the development of the website by including the cultural/heritage sites in the promoted touristic offers.

**\*NOTE: Please note that in addition to this document there are separate annexes/Terms of reference for each of the Lots presented.**

**Scope of Work:**

**Lot 1 Sustainable tourism experts**, these experts together with the project team will be working on the following activities:

1. Based on the activity 1.2 the expert's tasks will include mapping the organizations/entities active that can be activated in tourism sector in the two Municipality areas with the potential to bring an added value to the touristic offer (**Lead**).
2. Based on the activity 1.3 the experts along with the project team will create a workshop where





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they will formulate all the pieces to creating a sustainable touristic agency (**Lead**).

3. Based on the activity 3.1 The team of experts will be engaged to design a map of touristic places: cultural, historical and natural heritage sites, emphasizing the cultural and historical sites which belong to similar or common roots, values and tradition of the two population. The activity will be implemented in synergy with activities 2.1 (rehabilitation of cultural and historical sites in Struga and Pogradec and creation of environment friendly hubs) and 2.3 (removal of informal dumpsites nearby cultural, historical). In addition to this information team of tourism and archeological experts will work on concepts of culture and identity, anthropology will be engaged in doing ethnography in heritage sites and on cultural objects and their relations with issues such as memory, belonging, identity. This part will enrich information's and content of the touristic map including archeological heritage.
4. Based on activity 3,2 the expert's will be included in the creation of a web page for the newly formed JTA. They will figure out a modern and visually appealing way to present the touristic offers and locations. This webpage will be used in the touristic terminals that will be built in both municipalities (one in Struga and one in Pogradec)
5. Based on activity 3.3 A group of the 6 local tourism promoters of Struga and Pogradec will be selected and trained from the tourism marketing expert's team in order to get best practices how to promote touristic offers in the International Market. The experts will also help in organizing promotional events, carnivals, fairs, competitions in order to promote the project activities. (**Lead**)
6. According to activity 3.4 The team of the experts for the marketing and promotion of the touristic places will be engaged to produce attractive advertisement to promote project and Struga & Pogradec touristic offer. The advertise will be produced in three languages (, Albanian, Macedonian, English) and can be used also on promotion of the Struga & Pogradec in International fairs. The advertisement is planned to be broadcasted in TV and social media. The team of the experts for documentary movies in cooperation with experts from both sides of the border will produce a documentary movie describing Struga & Pogradec through their history and cultural attractions interviewing experts from different profiles, documentary movie will be produced in three languages (Albanian, Macedonian, English) is planned to be broadcasted in TV and social media

**Lot 2 Promotional/Marketing Experts**, these experts along with the project team will be working on the following activities:

1. Based on the activity 1.2 the expert's tasks will include mapping the organizations/entities active that can be activated in tourism sector in the two Municipality areas with the potential to bring an added value to the touristic offer.
2. Based on the activity 1.3 the experts along with the project team will create a workshop where they will formulate all the pieces to creating a sustainable touristic agency.
3. Based on the activity 3.1 The team of experts will be engaged to design a map of touristic places: cultural, historical and natural heritage sites, emphasizing the cultural and historical sites which belong to similar or common roots, values and tradition of the two population. The activity will be implemented in synergy with activities 2.1 (rehabilitation of cultural and historical sites in Struga and Pogradec and creation of environment friendly hubs) and 2.3 (removal of informal dumpsites nearby cultural, historical). In addition to this information team of tourism and archeological experts will work on concepts of culture and identity, anthropology will be engaged in doing ethnography in heritage sites and on cultural objects and their relations with issues such as memory, belonging, identity. This part will enrich information's and content of the touristic map including archeological heritage.
4. Based on activity 3,2 the expert's will be included in the creation of a web page for the newly formed JTA. They will figure out a modern and visually appealing way to present the touristic offers



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and locations. This webpage will be used in the touristic terminals that will be built in both municipalities (one in Struga and one in Pogradec) (**Lead**).

- Based on activity 3.3 A group of the 6 local tourism promoters of Struga and Pogradec will be selected and trained from the tourism marketing expert's team in order to get best practices how to promote touristic offers in the International Market. The experts will also help in organizing promotional events, carnivals, fairs, competitions in order to promote the project activities.
- According to activity 3.4 The team of the experts for the marketing and promotion of the touristic places will be engaged to produce attractive advertisement to promote project and Struga & Pogradec touristic offer. The advertise will be produced in three languages (, Albanian, Macedonian, English) and can be used also on promotion of the Struga & Pogradec in International fairs. The advertisement is planned to be broadcasted in TV and social media. The team of the experts for documentary movies in cooperation with experts from both sides of the border will produce a documentary movie describing Struga & Pogradec through their history and cultural attractions interviewing experts from different profiles, documentary movie will be produced in three languages (Albanian, Macedonian, English) is planned to be broadcasted in TV and social media (**Lead**).

**Lot 3 Cultural heritage/history experts**, these experts along with the project team will be working on the following activities:

- Based on the activity 1.2 the expert's tasks will include mapping the organizations/entities active that can be activated in tourism sector in the two Municipality areas with the potential to bring an added value to the touristic offer.
- Based on the activity 1.3 the experts along with the project team will create a workshop where they will formulate all the pieces to creating a sustainable touristic agency.
- Based on the activity 3.1 The team of experts will be engaged to design a map of touristic places: cultural, historical and natural heritage sites, emphasizing the cultural and historical sites which belong to similar or common roots, values and tradition of the two population. The activity will be implemented in synergy with activities 2.1 (rehabilitation of cultural and historical sites in Struga and Pogradec and creation of environment friendly hubs) and 2.3 (removal of informal dumpsites nearby cultural, historical). In addition to this information team of tourism and archeological experts will work on concepts of culture and identity, anthropology will be engaged in doing ethnography in heritage sites and on cultural objects and their relations with issues such as memory, belonging, identity. This part will enrich information's and content of the touristic map including archeological heritage (**Lead**).
- Based on the activity 3.2 the team of Experts will be included in the creation of a webpage containing all the necessary information and touristic locations of interest. Their main focus will be to develop information and story about the locations of cultural/historical heritage. The electronic touristic terminals that will be installed containing all the necessary information and touristic locations of interest. Sections of webpages will be linked to a natural, cultural or historical site. The user can explore the story of that site in real time. Also, the nearest gastronomic or accommodation point networked with JTA will be automatically suggested by the server. It will be also possible to download the JTA Cross Border map by the website. The electronic touristic terminals that will be installed will be connected to the website and become tools for promotion of the region in the field of domestic and inbound tourism and will provide consulting services contributing to creation of comfortable information environment for visitors and residents of the region.
- According to activity 3.4 The team of the experts for the marketing and promotion of the touristic places will be engaged to produce attractive advertisement to promote project and Struga & Pogradec touristic offer. The advertise will be produced in three languages (, Albanian,



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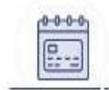
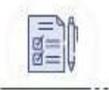
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Macedonian, English) and can be used also on promotion of the Struga & Pogradec in International fairs. The advertisement is planned to be broadcasted in TV and social media. The team of the experts for documentary movies in cooperation with experts from both sides of the border will produce a documentary movie describing Struga & Pogradec through their history and cultural attractions interviewing experts from different profiles, documentary movie will be produced in three languages (Albanian, Macedonian, English) is planned to be broadcasted in TV and social media.



	Lot 1 Sustainable Tourism Experts	Lot 2 Promotion/Marketing Expert	Lot 3 Cultural heritage/history expert
<b>Task</b>	Development of a Methodology and Implementation Plan (including timeline). (Approximately 5 working days)	Participate/support the Team Leader in the development of a Methodology and Implementation Plan (including timeline). (Approximately 2 working days)	Participate/support the Team Leader in development of a Methodology and Implementation Plan (including timeline). (Approximately 2 working days)
	To set criteria to identify and map out the associations and businesses of interest that would benefit the most from the training. (Approximately 1 working days)	To assist the sustainable tourism expert in setting criteria to identify and map out the associations and businesses of interest that would benefit the most from the trainings. (Approximately 1 working days)	To coordinate with other 3 experts in order to create a training plan that will contain all the necessary information needed to train the touristic service providers and operators such as how to promote the cultural/historical touristic areas that are underutilized and could be used for forming new and exciting touristic offers. (Approximately 5 working days)
	To prepare a public call for any businesses and associations that are interested to undergo the capacity building trainings. (Approximately 2 working days)	To coordinate with other 3 experts in order to create a training plan that will contain all the necessary information needed to train the touristic service providers and operators such as how to promote the areas of Struga and Pogradec in a better modern and more reliable way. (Approximately 5 working	To assist the rest of the experts in creating a business plan required for the JTA, to develop the most effective ways and methods to promote international touristic offers through mutual cultural heritage and what sites and locations to use in reaching this goal. (Approximately 5 working
	To select Maximum 80 organizations/entities 240 participants (45% or more of whom will be woman)		



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together with the Project team and other experts engaged on similar tasks. (Approximately 2 working days)	days)	days)
To create 2 questionnaires (pre-assessment and post - assessment) in line with the training plan. (Approximately 1 working days)	To assist in designing the training plan, methodology and agenda and provide 5 training sessions of the duration of 2 days each envisaged in Struga and in Pogradec. Each session will be attended by approx. 24 participants. (10 days of training in Struga and 10 days of training in Pogradec). (Approximately 24 working days)	To map out the locations of natural/cultural/historical relevance that are in under-developed condition. (Approximately 5 working days)
To coordinate with 3 other experts to design training plan methodology and agenda on sustainable tourism development and to provide 5 training sessions of the duration of 2 days each envisaged in Struga and in Pogradec. Each session will be attended by approx. 24 participants. (10 days of training in Struga and 10 days of training in Pogradec). (Approximately 26 working days)	To develop a market analysis on the touristic services in the area to figure out what assets and locations are underutilized and can be used in promoting cultural and eco-friendly touristic activities. (Approximately 5 working days)	To locate cultural, historical and natural heritage sites to be added in the touristic map and website. (Approximately 5 working days)
To contribute in the development of a market analysis on the touristic services in the area to figure out what assets and locations are underutilized and can be used in promoting cultural and eco-friendly touristic activities. (Approximately 5 working days)	To assist in the creation of a business plan required for the JTA, decide how to go about the marketing and promotion of the JTA in a modern and reliable way where it can be promoted at an effective international level. (Approximately 5 working days)	To provide information about the cultural/historical/heritage sites their history and origins that's will be added in the webpage and touristic offers. (Approximately 5 working days)
To create a business plan for the Joint Touristic	To develop content for the JTA web page with the necessary	To prepare information/story for the web page on all



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<p>Association, decide what approach to take and what offers to promote in order to reach sustainable tourism. (Approximately 5 working days)</p>	<p>information for all touristic locations of interest (this can include but is not limited to cultural, historical, heritage sites, beaches, restaurants, hotels etc.) that will be used for the touristic terminals. (Approximately 5 working days)</p>	<p>touristic locations of interest (this can include but is not limited to cultural, historical, heritage sites, beaches, restaurants, hotels etc.) that will be used for the touristic terminals. (Approximately 5 working days)</p>
<p>To identify all the local service providers and sites of interest (via questionnaires or similar) such as restaurants, bars, cafes, beaches, hotels, lodgings, and parks to be added in the touristic map and website. (Approximately 7 working days)</p>	<p>To assist in the development of an analysis of the current situation and determine the best time, opportunity and ways to publicly promote the project activities with promotional campaigns. (Approximately 2 working days)</p>	<p>To select content related to documentary movie describing Struga &amp; Pogradec through their history and cultural attractions. (Approximately 2 working days)</p>
<p>To create a touristic map (based on existing GIZ maps) that will contain 3 cross-border roads, 1 main road for vehicles, one pedestrian walkway along the lake borders, and one bicycle track. (Approximately 5 working days)</p>	<p>To assist the Lead Expert with developing the project campaigns to be implemented. (Approximately 4 working days)</p>	<p>To work on developing an anthropological study for the located cultural/history heritage sites. (Approximately 5 working days)</p>
<p>To develop an analysis of the current situation and determine the best time, opportunity and ways to publicly promote the project activities with promotional campaigns. (Approximately 2 working days)</p>	<p>To assist the Project Team in organizing promotional events (carnivals, fairs, competitions). (Approximately 2 working days)</p>	
<p>To develop the project campaigns to be implemented. (Approximately 5 working days)</p>	<p>To set criteria to identify 6 local tourism promoters (6 in the Municipality of Struga and 6 in the Municipality of Pogradec) to be trained by the marketing experts in order to get best practices how to promote this offer in International Market. (Approximately 2 working days)</p>	



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	To assist the Project Team in organizing promotional events (carnivals, fairs, competitions). (Approximately 3 working days)	To prepare a training plan for the touristic service providers. (Approximately 5 working days)	
	To select content related to documentary movie describing Struga & Pogradec through their history and cultural attractions. (Approximately 5 working days)	To implement marketing trainings to the touristic service promoters. (Approximately 5 working days)	
	Quality check of all outputs/deliverables *Please note that one of STE will be appointed as team leader responsible for this assignment (Approximately 10 working days)	To produce an attractive modern advertisement for the of the touristic places and the touristic offers. (Approximately 5 working days)	
		To develop and create content related to documentary movie describing Struga & Pogradec through their history and cultural attractions. (Approximately 5 working days)	
<b>Deliverables/Outputs</b>	Methodology developed (content related to the topic)	Methodology developed (content related to the topic)	Methodology developed (content related to the topic)
	Businesses and associations of interest located and a public call created for those eligible to participate in the CBT	Businesses and associations of interest located and a public call created for those eligible to participate in the CBT	To contribute in the creation of a training plan
	Requests for participation evaluated and chosen with the help of the project team	To contribute in creation of a training plan	Assisted in the creation of a business plan for the newly formed JTA
	Creation of questionnaires for before and after the training is concluded	Creation of a training plan, methodology and agenda, 5 capacity building trainings lasting for 2 days each organized for both Albania and North Macedonia touristic service providers and	Assist in the creation of a plan created for promoting of international touristic offers through cultural/historical heritage



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	operators (according to the training plan)	
Creation of a training plan, methodology and agenda, 5 capacity building trainings lasting for 2 days each organized for both Albania and North Macedonia touristic service providers and operators (according to the training plan)	A market analysis developed on the touristic services in the area	Mapped locations of particular relevance with natural/cultural/historical heritage sites
Set criteria and evaluate candidates that will become formal candidates to become part of the network of service providers and producers promoted by the JTA	Promotional campaign and strategy developed for the JTA created	Touristic map created of all touristic locations of interest, in the municipalities and the shores of the Ohrid lake
Assisted in the creation of a market analysis on the touristic services in the area	Assisted in the creation of a business plan for the newly formed JTA formed	1 Anthropology study developed
Business plan created for the newly formed JTA formed	Development of a website that contains all the necessary information of the touristic locations of interest that will be promoted for touristic offers	Contribution to the design of a webpage containing all touristic locations of interest and their necessary information.
Promotional strategy for the JTA created	Plan created for promoting of international touristic offers through cultural/historical heritage	Assisted in the documentary movie developed
Assist in the creation of a plan created for promoting of international touristic offers through cultural/historical heritage	Design of a website that contains all the necessary information of the touristic locations of interest that will be promoted for touristic offers and enabling help and information on the webpage about the nearest accommodations, ways of transport etc.	
Mapped locations of particular relevance with natural/cultural/historical heritage sites	Promotional events organized including 2 informational events	
Touristic map created of all touristic locations of	1 cultural event organized	



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interest, in the municipalities and the shores of the Ohrid lake (containing 3 cross boarder roads, 1 vehicle, 1 bicycle, 1 pedestrian)		
Promotional events organized including 2 informational events	Number of fairs organized 2	
1 cultural event organized	Number of promotional videos developed 1	
Number of fairs organized 2	Number of documentary movies created 1	
Assisted in the documentary movie developed		

**Experts Profiles:**

**Lot 1 Sustainable Tourism Experts**

**Qualifications and Skills:**

- University degree in the field of social science or any other field related to the project. In the absence of a university degree, equivalent professional experience of at least 2 years in addition to the requirement of at least five (5) years of general professional experience;
- Outstanding communication and interpersonal skills
- Excellent spoken and written English
- Excellent writing and analytical skills
- Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet)

**General Professional Experience:**

- Minimum five (5) years of professional working experience in the field of social science or any other field related to the project assignments.

**Specific Professional Experience:**

- At least three (3) years of professional experience in the field related to a sustainable environment and/or tourism and hospitality.
- Knowledge of the legislation and policies in targeted countries related to Environmental Protection is desirable.

**Lot 2 Promotional/Marketing Experts**

**Qualifications and Skills:**

- University degree in the field of social science or any other field related to the project. In the absence of a university degree, equivalent professional experience of at least 2 years in addition to the requirement of at least five (5) years of general professional experience;



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- Outstanding communication and interpersonal skills
- Excellent spoken and written English
- Excellent writing and analytical skills
- Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet)

**General professional experience:**

- Minimum five (5) years of professional working experience in the field of social science, journalism or any other field related to the project.

**Specific professional experience:**

- At least three (3) years of professional experience in the field related to the promotion of cultural heritage and/or tourism and hospitality.
- Knowledge of the legislation and policies in the targeted countries related to Environmental Protection and/or Cultural Heritage is desirable.

**Lot 3 Cultural/Historical Heritage Experts**

**Qualifications and Skills:**

- University degree in the field of social science or any other field related to the project. In the absence of a university degree, equivalent professional experience of at least 2 years in addition to the requirement of at least 5 years of general professional experience;
- Outstanding communication and interpersonal skills
- Excellent spoken and written English
- Excellent writing and analytical skills
- Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet)

**General professional experience:**

- Minimum five (5) years of professional working experience in the field of social science or any other field related to the project

**Specific professional experience:**

- At least three (3) years of professional experience in the field related to cultural heritage and/or tourism and hospitality.
- Knowledge of the legislation and policies in the targeted countries related to Cultural Heritage is desirable.

**Reporting:**

**Language:** All reports and outputs must be delivered in English

**Reporting requirements:**

**Monitoring of the work** and Reporting to the project management responsible body Green Institute on relevant issues in internal project meetings and reporting in writing as presented below:

The expert will provide at the start of the assignment and following that 1 week before the start date of the upcoming month, a **Methodology and Implementation Plan**.

A **Monthly Report** with all related outputs and together with the experts **Time Sheet** shall be delivered for review and approval to the Green Institute at the end of each month, no later than by the 3rd of the month for review, and subsequently revision by the expert/approval by the Green Institute.

**Final Report**, with all related outputs, shall also state observations on problems/ risks encountered and recommendations for improvements/additional activities/risks mitigation actions shall be delivered with the



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last Time Sheet of the mission. The experts will send her/his report to the Green Institute together with a timesheet, no later than 5 days following the end date of the assignment.

### **Submission & approval of reports:**

The Mission Reports and Time Sheets of the expert are subject to approval by the Green Institute.

Performance indicators

The indicators reflecting the performance of the expert are defined as follows:

- timely presentation of outputs, as defined in the Methodology and Implementation Plan
- quality of the outputs

### **Application and Selection process:**

Candidates can apply by submitting:

- 1) one-page cover letter stating why they are interested in this position, and information on past similar experiences to the desired position
- 2) updated CV to [project@greeninstitute.mk](mailto:project@greeninstitute.mk) by 16:00 hrs. **22 May 2022**, with the Lot in the subject line.
- 3) Act of Engagement (Please fill all requested data in this document and tick the box under which LOT(s) each expert expresses an interest.

The applicants can apply for one or more lots if they have the required qualifications.

The selection process is conducted in two phases. The first selection round will be based on CVs and cover letter assessments. The second selection round is based on the interviews planned for the end of May 2022. The selection panel is made of 3 members of the project partners. The final decision will be made by the end of May 2022 and the selected experts will be expected to start immediately after contract signature.



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