

## INVITATION TO TENDER

for

### Consultancy services for Mid-Term Assessment of implementation of the Management Plan for Prespa National Park (2014-2024)

**From:** Transboundary Biosphere Reserve Prespa Project- Albania (Phase II)  
Prespa-Albania:  
BMZ 2013.66.830  
GFA Consulting Group GmbH  
Rruga Kristaq Floqi 18, 7001 Korçë  
**On behalf of National Agency of Protected Areas (NAPA)**  
e-mail: [Info.Prespa@gfa-group.de](mailto:Info.Prespa@gfa-group.de)

**Date:** 20.05.2020

**Assignment Title:** Mid-term assessment of implementation of the Management Plan for Prespa National Park (2014-2024)

**Reference No.:** BMZ- N- S -20

#### 1. Background

The “Transboundary Biosphere Reserve Prespa” Project is a German Financial Development Cooperation Project funded by KFW Development Bank on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The Phase II of this project will last three years, from May 2018 to April 2021. The purpose of this phase of the project is the reduction of the pressure on natural resources as well as the contribution to poverty reduction in the Albanian part of the Ohrid- Prespa Biosphere Reserve. This is to contribute to conserve the biodiversity and to improve the living conditions of the population in Prespa National Park and in the Albanian part of the Biosphere Reserve.

The Project Executing Agency (PEA) of the project is the Ministry of Tourism and Environment (MoTE) of Albania. MoTE is therefore in charge of the overall supervision of the project implementation.

The Project Implementing Agency (PIA) is the National Agency of Protected Areas (NAPA). NAPA has the responsibility of steering the PIU and giving conceptual, logistical and informational support to the project. NAPA is approving the investments of the projects as well as its progress reports.

The Project Implementation Unit (PIU) is the Regional Agency for Protected Areas (RAPA) in Korca, with the responsibility of planning and leading the implementation of project measures at local level as well as establishing links with local stakeholders.

The Consultant (GFA Consulting Group GmbH and Institute for Nature Conservation Albania) supports RAPA, NAPA and the MoTE to effectively manage this project through technical assistance, as well as managerial, logistical and administrative support.

Based on consultant TOR's, the Transboundary Biosphere Reserve will dedicate the funds to the midterm review and assessment of the management plan for Prespa National Park.

The management plan for Prespa National Park was developed in 2013 in the frame of the Transboundary Prespa Park Project Phase I, and covers the period 2014-2024.

Existing legislation (Article 42, of the Law on protected areas No 81/2017 and the draft bylaw on the “*Approval of Structure of the Management Plan, Content and Criteria of its Review*”) requires that protected area management plan should be assessed every five years from the time of its implementation. The Management Plan may be amended, based on the assessment, if considered necessary, following public consultation, but these changes should not affect its overall goals and objectives.

For the **the Midterm Review and Assessment of the management plan for Prespa National Park (2004-2014)** the PRESPA project is seeking consulting companies/ NGOs from Albania to fill the following consultancy as defined in the Terms of References attached to this invitation.

## 2. Subject of Tender

The project PIU now invites eligible consulting companies/ NGOs meeting the minimum requirements as defined in the qualification criteria to apply as defined in this tender within **10/06/2020**.

**NB: Only tax registered entities can be contracted, thus any applicant has to be registered as tax payer latest upon taking contract.**

## 3. Conditions to Tender

Interested consulting companies/ NGOs should provide information demonstrating that they have the required qualifications and relevant experience to perform the services as defined in the Terms of References and will accept following conditions:

- The Consultants / Midterm review and assessment of implementation of the Management Plan for Prespa National Park will be selected in accordance with the **National Competitive Bidding (NCB)** method set out in the KfW “Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries”, August 2016.
- **Further information** on the tender procedure and tender documentation templates, can be obtained at the e-mail address mentioned above ([Info.Prespa@gfa-group.de](mailto:Info.Prespa@gfa-group.de)).
- The language of the documents should be **English**.
- The currency of the quotation is in **Euro**.
- The quotations **should not include the VAT amount**, the evaluation of the quotations should be done net of VAT amount.
- The validity of the price quotations should remain up to **July 31, 2020**.

- The bid for services and the price quotations must be sent or hand delivered in written form in one package containing **two separate sealed envelopes**, each of them named with the respective content to the following address:

**Rruga Kristaq Floqi, Lagjja Nr. 18, 7001 Korçë  
Albania**

The package shall display the following information:

- Address of sender (applicant) and recipient (Project)
- Title of the Invitation to tender
- The deadline for the submission of the above-mentioned tender documents should be by **June 10, 2020 – 16.30 hrs**. All the documentation submitted later, after this deadline, will **NOT** be taken into consideration for the evaluation, but will be returned back to the sender, without opening.
- The documents received **after the deadline** and not according to the requirements, will not be taken into consideration and will be excluded from the tender.
- Eligible applicants should be regularly registered in the Tax Authority or will be registered when the contract is awarded.
- The tender document templates are available at the annexes attached to this invitation (*Please refer to: (i) **Terms of Reference (ToRs)**; (ii) **Service Form**; (iii) **Quotation Form**; (iv) **Contact form**, (v) **Contract form including Annex 2 Declaration of Undertaking, for the preparation of your tender documents**) vi) **CV form, for the preparation of your tender documents**), vii) **Technical Proposal Structure, for the preparation of your tender documents**.*
- The service form, the contact form, declaration of undertaking and other technical supporting documents (compare Annex 7) which serve to fulfil the criteria for the evaluation, should be delivered in **one** separate envelope and named “**Technical proposal**”; while the Quotation form (Annex 3) should be in another separate envelope and named “**Financial proposal**”. In cases when the above rule will not be respected, the documents received will not be taken into consideration for the tender evaluation.
- The technical evaluation is conducted as first step and in case will not pass (fulfil) the criteria, the financial proposal will not be considered for evaluation.
- The **evaluation criteria and the respective weight** for evaluation procedure, are as follows:

**The applicant must meet minimum criteria of experience of the firm and suitability of for this specific assignment through the offered personnel as set out in the TOR (Annex 1) to be considered on further evaluation stage.**

The consultant should present a team of minimum 3 experts having specific expertise on the following:

**Team Leader**

- Master's Degree in nature conservation, ecology or a related field;
- At least 10 years of practical working experience in PA management in leading positions, including active participation in management planning processes
- Practical working experience in the development cooperation sector; particular working experience in KfW-funded projects is an asset; ;
- Practical experience in consulting and capacity building on PA management planning
- Knowledge on international standards on PA management planning, in particular on the IUCN Guidelines for management planning; as well as the National PA Legislation,
- Practical working experience in PA management in Albania is an asset
- Proven communication and reporting skills; proven skills in writing PA MPs are an asset
- Good command of English, both spoken and written, is essential.

In his application, the applicant (Team Leader) shall indicate (a Pool of Experts) with whom he/she intends to collaborate in the framework of this assignment. The Pool of Experts must meet the following minimum criteria in order for the application to be considered for further evaluation:

**Pool of experts** (Minimum 2 additional experts complementing the expertise of the Team Leader: Expert 1 (Biologist/ecologist/forestry/agronomy/socio-economics/rural development/sociologist) and Expert 2 (hydrologist/water and wetland specialist or other complementing the other two experts)

- At least a university degree relevant to the assignment and covering one of the respective fields of expertise
- Good knowledge of the process of developing management plans for protected areas
- Experience in developing logical frameworks, particularly on developing targets and indicators to measure achievement of set objectives
- Experience in developing operational plans
- Good knowledge of existing legislation on protected areas and related institutional set up
- Proven experience in developing and facilitating participatory processes/discussions
- Good analytical and reporting skills

**Documents for verification of qualification of applicant (Compare service form in Annex 2):**

The Applicant shall submit a list of completed projects for verification of his/her qualification. Information must contain short descriptions of implemented similar works, implementation period, and budget and achieved results. The Applicant must submit together with the above mentioned information a description of relevant experience of the firm/NGO of the past 5 years, and of the Pool of Experts named by Applicant.

**One offer principle:** One Applicant can apply with one offer only, regardless if it is submitted individually by the applicant or jointly with others. In case when one applicant has submitted more than one offer, all offers submitted by this applicant are disregarded.

**Evaluation of Technical Proposal:** The Technical Proposals will be opened on the tender commission meeting. Financial Proposals remain sealed until the technical evaluation is completed. The quality of each technical proposal will be evaluated on a scale of 0 to 100 points, according to the criteria given below, which will be examined in accordance with the requirements as indicated in the Terms of Reference. If there are minor omissions in relation to the TOR points will be deducted. Omissions that restrict comparison with other tenders can lead to the exclusion of the applicant.

Tenders are also rejected if the declarations required in Annex 5 have not been submitted. The technical evaluation will be made using the following criteria and maximum points

<b>1. Concept and methodology</b>	<b>40 Points</b>
1.1. Critical analysis of the TOR	10 points (25 %)
1.2. Proposed concepts and methods	25 points (68 %)
- Conceptual and methodological approach	10 points
- Working programme	8 points
- Staffing schedule	7 points
1.3. Clarity and completeness of the tender	5 points (8 %)
<b>2. Qualifications of proposed staff</b>	<b>60 Points</b>
1.4. Team Leader	30 points (50 %)
1.5. Expert 1 (Complementary to the qualifications of the TL: <b>Biologist/ecologist/forestry/agronomy/socio-economics/rural development/sociologist</b> )	15 points (25 %)
1.6. Expert 2 (Complementary to the qualifications of the TL: hydrologist/water and wetland specialist or other)	15 points (25 %)
<b>Total</b>	<b>100</b>

**Evaluation of Financial Proposal:** After evaluation of the Technical Proposal, the Financial Proposals of those Applicants will be opened whose technical Proposal achieved a minimum score of 70 points.

### **Final Evaluation**

For the purpose of a combined evaluation the Technical Proposal of a Tenderer will be weighted 70 % as follows:

$$P_T = 70 * T/T_o, \text{ with}$$

- $P_T$  = attributed score for Technical Proposal,
- $T$  = Applicant's score in the technical evaluation,
- $T_o$  = highest 'technical' score of all Applicants.

The Financial Proposal of an Applicant will be weighted 30 % as follows:

$P_F = 30 * Co/C$ , with

$P_F$  = attributed score for the Financial Proposal (points),

$C$  = Applicant's corrected price of the Financial Proposal,

$Co$  = lowest corrected Financial Proposal.

The total score of the Applicant is

$P = P_F + P_T$ .

The Applicant who submitted the proposal with the highest total score will be invited for contract negotiations (Contract form in Annex 5). The negotiations will cover the Technical Proposal and acceptable alternatives of implementation or staffing and payment pattern, but not the unit rates and prices that were taken into account in assessing the price. If the negotiations with the Applicant having the highest score will not be successful, negotiations with the Applicant placed next will be undertaken until an agreement will be reached.

- In case of contract award, the **service will start immediately** after the contract signature by both parties.
- The deadline for the submission of the above-mentioned tender documents should be by **June 08, 2020 – 16.30 hrs**. All the documentation submitted **after the deadline** and **not compliant** to the above requirements, will not be taken into consideration for evaluation and will be excluded from the tender.
- **Unsuccessful Tenderers:** After the evaluation of the Technical Proposals, Applicants that have not achieved the minimum required score will be notified in writing. After the winning Applicant has been notified of the award of Contract, the remaining Applicants will be informed in writing about the rejection of their proposals.
- **Cancellation of Tender:** The tender procedure may be cancelled, prior to awarding the Contract, without thereby incurring any liability to the Applicants, and notwithstanding the stage in the procedures leading to the conclusion of the Contract, if
  - The Project has been cancelled;
  - Circumstances underlying the invitation to tender have changed materially;
  - No Applicant satisfies the criteria for the award of the Contract;
  - Competition was inadequate;
  - Conditions for a fair competition have not been implemented;
  - The price quotations are obviously unreasonable and/or exceed the financial resources earmarked for the contract. In this case, the Employer may, as an alternative to re-tendering, enter into negotiations with the winning Tenderer to try to obtain a satisfactory offer.

In the event of cancellation of the Tender procedure, Applicants shall be notified thereof by the Employer.

**Respectfully yours,**

GFA Consulting Group GmbH

On behalf of National Agency for Protected Areas

## List of Annexes

**Annex 1:** Terms of Reference

**Annex 2:** Service Form

**Annex 3:** Quotation form

**Annex 4:** Contact form

**Annex 5:** Contract form including Declaration of Undertaking (Contract Annex 2)

**Annex 6:** CV form

**Annex 7:** Technical Proposal Structure

## Terms of Reference

Mid-term assessment of implementation of the Management Plan for Prespa National Park (2014-2024)

<b>Project Title:</b>	“Transboundary Biosphere Reserve Prespa” (PRESPA-Albania)
<b>Project:</b>	BMZ-N° 2013.66.830
<b>Budget code:</b>	Output 2, Activity 2.2.2. Update and complement land use planning and management concepts in PNP
<b>Task of the firm:</b>	Mid-term assessment of implementation of the Management Plan for Prespa National Park (2014-2024)
<b>Timeframe:</b>	June - November 2020
<b>Input:</b>	Lump sum as per offer, max EUR 25,000, negotiable according to experience and detailed scope of work, including costs for field visits
<b>Type of contract:</b>	Service contract, National Competitive Bidding
<b>Duty station:</b>	Tiranë/Korçë and Prespa National Park (according to tasks)
<b>Source of funding:</b>	Dispofund
<b>Reports to:</b>	CTA/Team Leader

### Background

The “Transboundary Biosphere Reserve Prespa” Project is a German Financial Development Cooperation Project funded by KFW Development Bank on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The Phase II of this project will last three years, from May 2018 to April 2021. The purpose of this phase of the project is the reduction of the pressure on natural resources as well as the contribution to poverty reduction in the Albanian part of the Prespa Biosphere Reserve. This is to contribute to conserve the biodiversity and to improve the living conditions of the population in Prespa National Park and in the Albanian part of the Biosphere Reserve.

The Project Executing Agency (PEA) of the project is the Ministry of Tourism and Environment (MoTE) of Albania. MoTE is therefore in charge of the overall supervision of the project implementation.

The Project Implementing Agency (PIA) is the National Agency of Protected Areas (NAPA). NAPA has the responsibility of steering the PIU and giving conceptual, logistical and informational support to the project. NAPA is approving the investments of the projects as well as its progress reports.

The Project Implementation Unit (PIU) is the Regional Agency for Protected Areas (RAPA) in Korca, with the responsibility of planning and leading the implementation of project measures at local level as well as establishing links with local stakeholders.



The Consultant (GFA Consulting Group GmbH and Institute for Nature Conservation Albania) supports RAPA, NAPA and the MoTE to effectively manage this project through technical assistance, as well as managerial, logistical and administrative support.

The “Transboundary Biosphere Reserve Prespa” Project will dedicate the funds to the midterm review and assessment of the management plan for Prespa National Park

### Scope of Work

The Prespa National Park, covering an area of 27,751 ha, was gazetted on 18.2.1999 and officially inaugurated in February 2000. The park is located in the south east of Albania, at the border with Greece and North Macedonia. The Prespa National Park comprises both terrestrial and aquatic components and its boundaries are corresponding with the watershed of both Prespa Lakes.

The management plan for Prespa National Park was developed in 2013 in the frame of the Transboundary Prespa Park Project Phase I, and covers the period 2014-2024.

Existing legislation (Article 42, of the Law on protected areas No 81/2017 and the draft bylaw on the “*Approval of Structure of the Management Plan, Content and Criteria of its Review*”) requires that protected area management plan should be assessed every five years from the time of its implementation. The Management Plan may be amended, based on the assessment, if considered necessary, following public consultation, but these changes should not affect its overall goals and objectives.

### Objectives of the assignment

The assignment will contribute to the achievement of the following objectives:

- Provide expert support in conducting mid-term assessment of the implementation of the Management Plan for Prespa National Park (2014-2024)
- Facilitate a participatory process, in close cooperation with RAPA Korca and the staff of the KfW/GFA project, for assessing factors influencing the level of implementation of planned activities to achieve the management objectives;
- Lead on the development of a work plan of activities to achieve the management objectives in the period 2021-2024, including the revised description of outputs and indicators for measuring the progress and
- Based on the review of the Management Plan prepare recommendations towards the preparation of a new Management Plan for 2025 to 2035 in line with the findings and the Albanian framework legislation.
- Prepare a mid-term management plan review report, including an agreed standard reporting structure.

The mid-term assessment of the implementation of the Management Plan for Prespa National Park (2014-2024) should be based on Table 20 of the MP (Annex 3, *Logical Framework for Actions according the Management Plan for the Prespa National Park Albania*). The table attached to Annex 1 of these ToRs, adopted from “Tool 9 of the Enhancing Our Heritage Toolkit, published by the UNESCO World Heritage Centre, will be used to guide the assessment. The table has been designed to be used as part of the process of developing work programs (annual operational plans) but it is adapted to serve the purpose of a mid-term review, as presented above.

The assessment should consist of reviewing each action specified in the plan and assigning to it one of the six possible status categories. This tool enables to identify trends in the rate of implementation of the management plan and to assess if this rate is satisfactory. It helps reveal the reasons behind the differences in the implementation of the sections of the plan or and identify all actions to be completed within the planned timeframe or any additional corrective action.

## Specific Tasks

In achieving the objectives of the assignment, the Consultant is expected to carry out the following tasks:

1. Gather information and evidence to conduct an analysis of the implementation of the actions/measures in Table 20 of the Management Plan for the Prespa National Albania (2104-2024), named “Logical Framework for Actions according the Management Plan for the Prespa National Park in Albania” (Annex 3) using the table in Annex 1;
2. Summarize findings of the assessment both generally, and at the level of individual components of the plan, and identify the key issues hampering the achievement of the management objectives and identify major gaps. This should also include an opinion if the management objectives had been formulated realistically or achievable i.e. in view of the recommendations for the preparation of a new Management Plan in 2024 (Compare 5) below).
3. In coordination with NAPA, RAPA Korca, and with support from KfW/GFA project, design a participatory process for discussing these issues and developing proposals and prioritize actions on how to address shortcomings that are within the control of NAPA/RAPA. The staff of RAPA working in Prespa National Park shall be involved in the discussion to a maximum level, given that the implementation of measures will be under their day-to-day responsibility. Discussions with the extended stakeholders will take place with the Members of the Regional Advisory Group of Prespa National Park established under the Protected Area Management Committee. The Advanced Management Effectiveness Tracking Tool - METT (Annex 2) that has so far been filled by RAPA internally only shall be used to guide the process.
4. Provide technical input and guidance to NAPA/RAPA in developing an operational plan for the period 2021-2024, taking into account the Advanced METT assessment including defining targets for the objectives concerned and revising indicators to measure the progress of implementation; The operational plan will form the base for RAPA's Korca next three years grant application for financial support by PONT. The operational plan shall define Programmes/outputs, required resources (staff, RAPA budget, potential external investments, indicators and timelines for implementation).
5. Prepare recommendations towards the future preparation of a new Management Plan for 2025 to 2035 based on the assessment. Recommendations should address a revision of the management objectives, other pertinent issues based on the assessment, as well as required changes of the structure of the future MP in line with the Protected Area Law as well as with the Minister`s order No. 148 of 21.02.2013.
6. Prepare a report on the mid-term assessment of the MP including a summary of the main findings of the assessment. Prior to filling the report with content, a Standard Structure of the Mid-term Management Plan Review Report shall be proposed, discussed and agreed upon with the NAPA. The standard Structure is planned to be adopted as a National Standard to be used in future mid-term reviews in the PA system of Albania. The final report should take into account the comments and suggestions from the NAPA/RAPA, the Project as well as other stakeholders.

## Coordination:

- Close coordination of activities with PRESIPA-Albania, the Regional Administration of Protected Areas Korca (contact through PRESIPA Albania)
- Communication of work progress and consultations using all possible means (e-mail, phone, skype, meetings)

## Tentative Timing and deliverables

The assignment will be carried out in the period June– October 2020, following the timeline presented below. The final findings will be presented in an open workshop with the participation of relevant stakeholders in Prespa National Park.

Activity	Month 1	Month 2	Month 3	Month 4	Month 5
0. Present and agree on proposed methodology and work approach	0				
1. Asses level of implementation of planned activities	1				
2. Identify key issues hampering implementation		2			
3. Conduct participatory process to asses identified issues			3		
4. Develop new work plan			4		
5. Recommendations on a future new development of the Management Plan				5	
6. Final report, including an agreed standard reporting structure					6

Deliverables as per above schedule:

1. Agreed methodology and approach
2. Assessment report on implementation of planned activities including identification of the Key issues hampering the implementation.
3. Assessment report validated in a participatory process
4. Draft operational plan taking into account the Advanced METT assessment of 2019
5. Recommendations towards the preparation of a new Management Plan for 2025 to 2035
6. Final report including standard reporting structure validated in a participatory commenting process

## Required expertise

### Evidence of relevant experience gained by consultants during the past five years (*experience of the firm/NGO*)

- Experience in handling similar projects (*protected area management planning, forest or river basin planning, and similar*)
- Experience in nature conservation and with the relevant institutions in Albania, experience in the Prespa area is an asset
- Experience in data analysis and evaluation
- Experience in participatory methods and approaches

### Suitability for this specific project(*experience of the available experts*)

#### General qualifications of the Experts

- Present the project with dignity internally and to outsiders;
- Cooperate with the Prespa project team members for the interest of the work if needed;
- Full availability to provide services within timeframe and with high standards.
- Respect confidentiality of the materials and discussions.

### Specific qualifications

The consultant should present a team of minimum 3 experts having specific expertise on the following:

#### Team Leader

- Master's Degree in nature conservation, ecology or a related field;
- At least 10 years of practical working experience in PA management in leading positions, including active participation in management planning processes
- Practical working experience in the development cooperation sector; particular working experience in KfW-funded projects is an asset;
- Practical experience in consulting and capacity building on PA management planning
- Knowledge on international standards on PA management planning, in particular on the IUCN Guidelines for management planning; as well as the National PA Legislation,
- Practical working experience in PA management in Albania is an asset
- Proven communication and reporting skills; proven skills in writing PA MPs are an asset
- Good command of English, both spoken and written, is essential.

#### Pool of experts (minimum 2 additional experts complementing the expertise of the team leader: Expert 1 (Biologist/ecologist/forestry/agronomy/socio-economics/rural development/sociologist) and Expert 2 (hydrologist/water and wetland specialist or other complementing the other two experts)

- At least a university degree relevant to the assignment and covering one of the respective fields of expertise
- Good knowledge of the process of developing management plans for protected areas
- Experience in developing logical frameworks, particularly on developing targets and indicators to measure achievement of set objectives
- Experience in developing operational plans
- Good knowledge of existing legislation on protected areas and related institutional set up
- Proven experience in developing and facilitating participatory processes/discussions
- Good analytical and reporting skills

### Payment Terms

Payment will be made against each approved deliverable/service based on a certificate of payment and against regular invoice.

## Annex 1:

### A tool for the Assessment of Management Plan Implementation

This tool is adapted from Tool 9 of the Enhancing our Heritage toolkit. It aims to show progress in implementing the management plan (or other primary planning document).

The assessment of management plan implementation consists of reviewing each action specified in the plan and assigning it to a status category (e.g. from ‘Action has not commenced’ to ‘Action has been completed’).

The worksheet provides an outline of the recording system required to complete this assessment. However, an Excel spreadsheet can be used to record the status of each action and these then summarized by plan component as well as for the plan as a whole, using easy to understand graphics.

The tool assesses implementation both generally, and at the level of individual components of the plan. ‘Component’ here refers to the main divisions or sections within the management plan (i.e. tourism management program, administration or financial management). These may be labeled as ‘sections’, ‘management programs’ or similar terminology. The first step in the assessment, therefore, is to record the various components of the plan in column 1.

### Worksheet 9: Assessment of Management Plan Implementation

#### Status codes

Plan components and activities	1. Not commenced	2. Reactive work only	3. Planning in progress	4. Planning complete work	5. Substantial	6. Action completed	Analysis and conclusions
<i>Each action should be assessed against the status codes provided below</i>	<i>These columns can provide a summary of progress towards completing each action</i>						<i>Gaps and challenges, Opportunities, recommendations and follow-up actions</i>
Component A							
Activity 1							
Activity 2							
Component B							
Activity 1							
Activity 2							
Component C							
Activity 1							
<b>Overall</b>							

The assessment consists of reviewing each action specified in the plan and assigning to it a status category A set of 6 status codes is suggested below, but these codes can be revised to suit local circumstances:

- Status Code 1: Action has not commenced
- Status Code 2: Work on implementation of action is only reactive and not to a set plan
- Status Code 3: Planning for implementation of action is in progress
- Status Code 4: Some work has commenced in all or some areas (i.e. policy and/or planning stages are complete, staff time and funds have been allocated)
- Status Code 5: Action is making substantial progress in all areas (i.e. policy and/or planning stages are complete and implementation is happening in all areas, staff time and funds have been allocated)
- Status Code 6: Action has been completed or policy is in place and is being adhered to.

The worksheet also provides space to record analysis, gaps and conclusions. Once a number of data have been accumulated, it is possible to see trends in the rate of implementation of the management plan and to assess if this rate is satisfactory. This can also be recorded in the worksheet.

This type of analysis might reveal, for example, that some sections of the plan are progressing more quickly than others, or that implementation of the plan as a whole is proceeding too slowly to allow all actions to be completed within the planned timeframe.

## **Annex 2:**

Advanced METT form 2019 (Provided as electronic file)

## **Annex 3:**

Logical Framework for Actions according the Management Plan for the Prespa National Park, Albania (Provided as electronic file)

## Annex 2 SERVICE FORM

To: Transboundary Biosphere Reserve Prespa Project- Albania (Phase II)  
 Prespa-Albania:  
 BMZ 2013.66.830  
 GFA Consulting Group GmbH  
 Rruga Kristaq Floqi 18, 7001 Korçë  
**On behalf of National Agency of Protected Areas (NAPA)**  
 e-mail: [Info.Prespa@gfa-group.de](mailto:Info.Prespa@gfa-group.de)

Following your publication for “Invitation to tender”, please find attached the documents required as per you below table:

	DESCRIPTION OF THE REQUIREMENT	DOCUMENTS TO BE PROVIDED
<b>Concept and methodology</b>		
Critical Analysis of the ToR		Technical Proposal as of as of Annex 7 a)
Proposed concept and method (including approach, work programme and staffing schedule)		Technical Proposal as of as of Annex 7 b)
NB: The entire Concept and methodology shall not exceed 15 pages		
<b>Qualifications of the firm/NGO</b>		
Experience	Experience in handling similar projects of the last 5 years ( <i>protected area management planning, forest or river basin planning, and similar</i> )	<ul style="list-style-type: none"> <li>• List of the similar publications and works done, including project names, institutions names with detailed description including services delivered period and location, volume of the contract;</li> <li>• References from beneficiaries;</li> <li>• Copies of the previous contracts;</li> <li>• Historical data of NUIS as per NBS (QKB) if applicable;</li> </ul>
	Experience in nature conservation and with the relevant institutions in Albania of the last 5 years, experience in the Prespa area is an asset	
	Experience in data analysis and evaluation of the last 5 years	
	Experience in participatory methods and approaches of the last 5 years	

### Qualifications of the proposed experts

- Education	University Degree or higher for each of the experts offered as per the ToR.	Copies of university diploma and other certification for post university qualifications For each of the experts offered as per the ToR
- Experience	For each expert offered as per proposed position and specified in the toR	<ul style="list-style-type: none"> <li>Signed CV<sup>1</sup> For each of the experts offered as per the ToR</li> </ul>
- Competences	For each expert offered as per Proposed position and specified in the ToR	<ul style="list-style-type: none"> <li>Signed CV For each of the experts offered as per the ToR</li> </ul>

<sup>1</sup> Please refer to Annex 6 for CV form



### Annex 3 QUOTATION FORM

**To:** Transboundary Biosphere Reserve Prespa Project- Albania (Phase II)  
Prespa-Albania:  
BMZ 2013.66.830  
GFA Consulting Group GmbH  
Rruga Kristaq Floqi 18, 7001 Korçë  
e-mail: Info.Prespa@gfa-group.de

**Date:** XX.06.2020

**Assignment Title:** Participatory preparation of a tourism strategy for the Biosphere Reserve Ohrid-Prespa, Albanian side and a detailed action plan for Implementation

**Reference No.:** BMZ- N- S -20

*Dear sir/madam,*

With reference to the above assignment we kindly offer the following quotation:

Items	Price in Euro (exclusive of VAT)
Lump-sum Fee (including Experts fees, travel expenses, office supplies and other materials, communication expenses)	XXXX

Respectfully yours,

XXXXXXXXXX

## Annex 4 CONTACT FORM

<b>Name/Surname</b>	XXXXX
<b>Address</b>	XXXXXX
<b>NUIS</b>	XXXXX
<b>e-mail address</b>	
<b>Mob.Phone</b>	+355
<b>Years active</b>	xxx years

## Annex 5

### CONTRACT FORM



REPUBLIKA E SHQIPËRIË  
MINISTRY OF TOURISM AND ENVIRONMENT  
NATIONAL AGENCY OF PROTECTED AREAS

### Contract for

**“Tourism strategy for the Biosphere Reserve Ohrid-Prespa, Albanian side and a detailed action plan for implementation”**

### Between

**NATIONAL AGENCY OF PROTECTED AREAS**

and

**“Mr/Ms.....”**

Ref.No: BMZ-N-S-20

Tiranë, DD/06/2020

## CONTRACT

THIS contract is entered into on XX/XX/2020, between **National Agency of Protected Areas**, with address in Bulevardi “Dëshmorët e Kombit” Nr.1, 1001, Tiranë, Albania, with NUIS No. L51505451H (hereinafter called “the Contracting Authority”) on the one part and “**Mr/Ms .....**”, with address: .....and NUIS no.....(hereinafter called “the Service provider”) on the other part.

WHEREAS, the Contracting authority wishes to have the Service provider performing the services hereinafter referred to, and

WHEREAS, the Service provider is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**                      The Service provider shall perform the services specified in Annex A, “Terms of Reference,” which is made an integral part of this Contract (“the Services”).
2. **Term**                              The Service provider shall perform the Services during the period commencing XX/06/2020 and continuing through XX/11/2020 or any other period as may be subsequently agreed by the parties in writing.

3. **Payment**                      A. Ceiling  
For Services rendered pursuant to Annex A, the Client shall pay the Service provider an amount not to exceed a ceiling of .....**Euro** (in words Euro) excluding VAT. This amount has been established based on the understanding that it includes all of the Service provider’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

- B. Schedule of payments  
The payment will be performed after each delivery of the required services/products, upon acceptance/take over certificate.

***(both in line with rates established in project internal regulations)***

- D. Payment Conditions  
Payment shall be made in Euro not later than 30 days following submission of invoices and respective deliverables.

Payments shall be made to Service provider’s bank account:

Name of the Bank:.....

Account Name: .....

IBAN CODE: .....(Euro account)

4. **Project Administration**                      A. Coordinator  
The Contracting authority designates **Mr/Ms .....**, Team leader /chief technical advisor of Prespa Albania Project, as contract coordinator; the Coordinator shall be responsible for the coordination of activities under

the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Contracting authority.

**5. Performance Standard**

The Service provider undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

**6. Inspections and Auditing**

The Service provider shall permit, the Prespa Albania Project and/or persons or auditors appointed by the Donor to inspect and/or audit its accounts and records and other documents relating to the submission of the quotation to provide the Services and performance of the Contract.

**7. Confidentiality**

The Service provider shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the contracting authority's business or operations without the prior written consent of the contracting authority.

**8. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Service provider for the Contracting authority under the Contract shall belong to and remain the property of the Contracting authority. The Service provider may retain a copy of such documents and software.

**9. Consultant Not to be Engaged in Certain Activities**

The Service provider agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Service provider, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Services for the preparation or implementation of the Project.

**10. Insurance**

The Service provider will be responsible for taking out any appropriate insurance coverage.

**11. Assignment**

The Service provider shall not assign this Contract or Subcontract any portion of it without the Contracting Authority's prior written consent.

**12 .Law Governing Contract and Language**

The Contract shall be governed by the laws of Albanian Government, and the language of the Contract shall be in English.

### **13. Dispute Resolution**

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Contracting Authority's country.

### **14. Termination**

The Contracting Authority may terminate this Contract with at least ten (10) working days prior written notice to the Service provider after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

- (a) If the Service provider does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Contracting Authority may have subsequently approved in writing;
- (b) If the Service provider becomes insolvent or bankrupt;
- (c) If the Service provider, in the judgment of the Contracting Authority or the Donor, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in performing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution;

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Contracting Authority, and includes collusive practice among Service providers (prior to or after submission of proposals) designated to establish prices at artificial non-competitive levels and to deprive the Contracting Authority of the benefits of free and open competition;

- (d) If the Contracting Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

### **15. Entry into force**

This contract enters into force from the date it is signed by all parties.

### **16. Other by**

This contract is made in three copies in English language, signed both parties: two copies will be for the Contracting Authority, while one copy for the Service provider

Signature and seal of the Contracting Authority:

Signature and seal of the Service provider:

**Mr.** .....

**Mr/Ms**.....

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**NAPA GENERAL DIRECTOR**

---

**Consultancy Firm / Expert**

Signature and seal of GFA Consulting Group GmbH

**Mr/Ms**.....

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**Team Leader/Chief technical advisor**

**GFA Consulting Group GmbH**

## List of Annexes:

**Annex 1:** Terms of Reference

**Annex 2:** Declaration of Undertaking

**Annex 3:** Technical proposal

**Annex 4:** Financial Proposal



## Contract Annex 1: ToRs

(Please see Annex 1 of this Invitation)

## Contract Annex 2: Declaration of Undertaking

Project reference: BMZ 2013.66.830

Procurement Ref. No : BMZ-N-S-20

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Albania.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the client and/or KfW, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Name: xxxxxxxx  
 -----  
 In the capacity of: Consultancy Firm/NGO  
 -----  
 Signed: -----  
 -----

Stamp

\_\_\_\_\_



## Annex 6: CV form

### CURRICULUM VITAE

1. Family name: xxx

2. First names: xx

3. Date of birth: xx

4. Nationality: xx

5. Civil status: xx

6. Education:

Date (from – to)	Institution	Degree(s) or Diploma(s) obtained:
xxx	x	x
xxx	x	x
xx	x	x

7. Language skills: Indicate competence on a scale of 1 to 5 (5 – excellent; 1 – basic)

Language	Reading	Speaking	Writing
x	mother tongue		
x			
x			
x			

8. Membership of professional bodies: /

9. Other skills:

10. Present position: xxx

11. Years within the firm: x years

12. Key qualifications:

- *Please describe in detail*

13. Specific experience in the region:

Country	Date from - to
Italy	1996 – 2006
Albania	2006 – present

14. Professional experience

Date from – to	Location	Company	Position	Description
xxx - Present	xx	xx	x	<i>Please describe in detail</i>
xxx - xxxx				•
xxx - xxxx				•

Date from – to	Location	Company	Position	Description
XXX - XXXXX				•
XXX - XXX				•

**15. Other relevant information:**

Further qualifications and experiences:

- Period, position held, Organization
- xxx

Additional education in financial management (selected):

date	Title of the training/workshop/specialization	Place, Institution
XXX	xxx	xxx
XXX	xxx	xxx
XXX	xxx	xxx
XXX	xxx	
XXX	xxx	
XXX	xxx	

**16. Publications:**

Date – Title, Institution

## Annex 7: Technical Proposal Structure

The technical proposal shall contain:

### a) Critical Analysis of the Terms of Reference (TOR)

The Applicant is explicitly encouraged to present a detailed critical analysis and the Applicant's interpretation of the TOR. This might encompass critical comments and doubts about the suitability, consistency and feasibility of individual aspects and the concept as a whole, if any. The methodology suggested must take constructive account of this analysis.

Maximum 3 pages

### b) Proposed Concept and Methods

This section will contain:

- Conceptual and methodological approach proposed to carry out the services. In this context, the Applicant is explicitly encouraged not to repeat the TOR but to show the suitability of his concept in regard to the TOR and his comments made on these;
- A working programme (bar chart) showing clearly the different implementation phases as well as the main tasks planned, their duration and their interactions;
- A staffing schedule (bar chart) showing clearly times and places of effective assignment for each professional. The Applicant shall provide a detailed description of tasks to be performed by each team member as well as details on the selection and experience of the proposed members with regard to their tasks. Furthermore, the Applicant shall provide an updated curricula vitae (CV) of the proposed International Tourism Expert/Team Leader and National Tourism Expert (or Pool of Experts), according to the model given in Annex 6. Key staff should have adequate education, professional experience and experience in the region. Key staff presented in the Applicant's technical proposal may not be replaced without the prior approval of the Employer.

**The entire Concept and Methodology, sections a) and b) shall not exceed the 15 pages.**

### c) Declarations

The Applicant shall provide the following declarations issued after the date of the invitation letter:

- Declaration(s) of association duly signed by the partners and specifying clearly the type of association and the lead consultant;
- Declaration on associated consultants In a duly signed declaration the Applicant (in case of an association one separate declaration for each member) has to reveal any links with other consultants and give a binding declaration that should he be awarded the contract the consultants with which he is associated will not intend to take part in the project in any other form;
- Declaration of undertaking: A duly signed declaration (in case of an association by all members) pursuant to Annex 5 shall be included.

### d) Other forms and documents given in Annexes except for the quotation form.