



## "Decade of Belonging - Celebrating Diversity"

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### **TERMS OF REFERENCE**

for Individual expert residency dedicated to sharing and replication of good practices

Local Community Development and Creative and Active Struga for the needs of the project "Decade of Belonging - Celebrating Diversity" are seeking one (1) Individual experts-in-residence who will share and replicate good practices. We are looking for individuals, artists, academics, cultural workers and creative people living and working in highly multicultural environments. The project has a strong commitment to supporting experienced and emerging talent and would particularly welcome candidates with skills and from young practices. The residencies will provide the possibility for the visitors to reflect upon and research our target municipalities and prepare creative/engaging plans, recommendations or other urban products to share best practices of interethnic living and working from their society.

#### **1. Current state of affairs in the relevant sector**

Local communities in the southwest region of Macedonia are divided along ethnic lines and do not have opportunities to develop genuine interaction and regain trust among each other. Even though municipalities are small, social spaces such as café bars, restaurants, cultural and sports events are clearly ethnically divided. Young people study in different shifts so they do not meet, and cannot understand each other as they do not even speak the others' language. By organizing joint actions and events related to common interest issues, we shall create the much needed space for interaction and initiate cooperation. The CSO sector in the southwest region of Macedonia is weak and also divided by ethnic lines. In order to become credible actors in participatory democracy, CSO's need to improve their autonomy, representative legitimacy and accountability. Municipal interethnic councils are not participating effectively in political processes, and they need to improve their work and promote it among local communities. Multi-sectoral local partnerships and coalitions where CSO's can join efforts with public and private sector are rare in the target region.

#### **2. Objective of contracting the experts**

##### **➤ Overall Objective:**

To organise 1 individual residency with international, regional or national collaborators, universities and professional experts.



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➤ **Specific Objectives:**

The residency will provide the possibility for the visitor to reflect and research our target municipalities and prepare creative/engaging plans, recommendations or other urban products to share best practices of interethnic living and working from their society.

- Carry out research on social relations, urban dynamics and cultural opportunities for the Social Club Kombinati and the Municipality of Struga;
- Research personal and communal historical descriptions, stories, images, architectural information as a background data to support the research;
- Produce an audio documentary about the city and the region to serve as a record of the cultural project being implemented, the temporal city element of then and now together with the characters and stories which characterize the city of Struga;
- Exchange expertise with the project organisers and the community and promote Social Club Kombinati through workshops, planning events and by contributing to the programme's implementation;
- Publish a report from a resident's perspective to guide the project with recommendations and findings, to serve as evaluation of its overall impact and to raise awareness locally and internationally about the project in general.

### **3. Experts profile**

#### Qualifications and skills

Education at least up to University degree level (awarded on completion of three years study in a university or equivalent institution).

#### General Professional Experience:

- At least 3 years experience in the field of cultural and urban projects;
- Specific professional experience and attributes;
- Involvement in field research about the use of public space;
- Practice in sustainable cultural strategies and fundraising for cultural foundations and creative organizations;
- Understanding the urban effects of multicultural environments;
- Work experience in multiethnic societies and to have intercultural trust building skills;
- To be creative, innovative and know-how approach on web editing, social media, print publications, etc.

#### Working Language

Working language of the contract shall be English.

### **4. Preparation of tenders**

The procurement will be carried out by a supplier with experience in delivering this type of service. Creative and Active Struga in accordance with the provisions of the agreement with the donor implements procedures by gathering at least 3 offers.

The offer should include qualitative and financial offer.





Qualitative bid should consist of:

- Proposed methodology timetable
- Curriculum vitae (CV) of the expert
- Reference list of activities of the bidder

Each bidder may participate with only one bid. Validity of offer: at least 30 days of opening.  
Language of the bid: The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder shall be written in English.

## **5. Location and duration**

### Starting period

Start date: June 2016.

### Foreseen finishing period or duration

It is expected that the inputs from the Individual expert residencies will be spread over a period of 15 days.

### Location(s) of assignment

The expert-in-residence will carry out their work in the premises of the Social Club Kombinati in Struga, Macedonia.

## **6. Reporting**

A Report with the description of the activities carried out by the individual experts shall be submitted to both partners in implementation (C&A and LDA) at the end of the assignment. Organizations will approve the report within 15 work days from its submission. Two copies of the report in hard copy and one electronic copy will have to be submitted in English language. The reports shall be drafted following the instructions received from the both partner organizations.

## **7. Administrative information**

### Tax and VAT arrangements

All EU-funded Projects are VAT-exempt. Under no circumstances can VAT be paid by a Community programme.

### Remuneration

The estimated per diem per individual expert is **50 euro**. The expert shall work at least 15 days (15 per diems).

Payment will be done - 50% upon signing the contract for delivery of the services and 50 % after full completion of the services provided by this call.





## 8. Applications process

To put themselves forward to join the project team, interested candidates should write to [info@creativeactive.org](mailto:info@creativeactive.org)

The closing date for applications is **5pm May 30th 2016**.

## Evaluation and selection

### 9. Criteria

The evaluation and selection of applications under the project is the responsibility of the partners in implementation of the action. The application that are incomplete and applications that does not meet the eligibility criteria shall be rejected on this sole basis. All actions submitted by applicants will be assessed according to the following steps and criteria.

Section	Score
1. Financial offer	50
2. Description of the survey methodology	15
3. Reference list of activities of the bidder	20
4. Experience in similar tasks of the proposed key experts	15
<b>Maximum total score</b>	<b>100</b>

### 10. Opening of bids

Bids will be opened in private on day 31/05/2016, at 12 am, at the offices of the projects in Social Club KOMBINATI Struga .

### 11. Notice to Bidders

All bidders who participated in the procedure for awarding a procurement contract with bids will be notified in writing of selecting the winning bid within three days of the decision to award the contract to supply, in addition to reporting the contracting authority submit a copy of the decision .

### 12. Contracting authority

Creative and Active Struga, address str.Turisticka bb Struga, [www.creativeactive.org](http://www.creativeactive.org) require procurement of services for hiring a expert



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