



Implemented by:

## "Decade of Belonging - Celebrating Diversity"

Project financed by the European Union (EU) program IPA Civil Society Facility and Media Programme 2014, Support to Civil Society Organisations under the Civil Society Facility and Media Freedom Action in 2014, Budget line: 22.020401, Reference: EuropeAid / 136-992 / DD / ACT / MK

### **TERMS OF REFERENCE**

for three (3) Individual experts dedicated to activity urban residency "Local Cultural Heritage"

Local Community Development and Creative and Active Struga for the needs of the project "Decade of Belonging - Celebrating Diversity" are seeking three (3) Individual experts for the Urban residency "Local Cultural Heritage" who will research on cultural heritage as a tool for rebuilding and developing communities and trust between peoples. We are looking for individuals, academics, cultural workers, artists 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 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**

Cultural heritage is a valuable asset with an environmental, social and economic dimension. It is the testimony of our common past and source of our identity as it enriches the collective memory that makes the future of our country more tangible and human for all. Historic quarters give uniqueness to our cities and are a living symbol of communities in the country. This project will reach out to the community and together, we will work with cultural heritage issues as an active force in reconciliation, peace building and social and economic development by creating capacity, awareness and opportunities for preserving and rescuing cultural heritage in societies. Moreover, the activity is designed to identify/map all region's natural, cultural and spiritual heritage and address the main threats affecting the cultural heritage in the region. It aims to recognize and profile the area by assessing its values and sustainable development opportunities, and improve capacities for the effective management of natural, cultural and spiritual heritage. It will also identify the management as well as the planning past and future based on active cooperation and direct investments.

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

##### ➤ **Overall Objective:**

The urban residency "Local Cultural heritage" will bring together international, regional



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and/op national experts, to use natural, cultural and spiritual heritage as a tool for rebuilding and developing communities and trust between people.

➤ **Specific Objectives:**

This residency will locally assess what can be done to rescue and preserve tangible and intangible natural, cultural and spiritual heritage in the south west region of the country. Moreover, it will provide the possibility for the visitor to reflect and research our target municipalities and prepare a regional priority Action Plan for cultural heritage buildings and/or areas and spiritual heritage.

- Carry out in total 15 meetings with citizens and central authorities in the region of Struga, Ohrid, Debar, Kicevo, Debarca and Skopje (2 meetings in Struga, 2 meetings in Ohrid, 2 meetings in Debar, 2 meetings in Kicevo, 1 Debarca and 6 meetings in Skopje);
- Carry out in total 3 workshops with local authorities, central authorities, civil sector in the region of Struga, Ohrid, Debar and Kicevo (1 workshop in Struga, 1 workshop in Debar, 1 workshop in Kicevo);
- Prepare a regional priority Action plan for natural, cultural and spiritual heritage including buildings and/or areas.

### 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 1 year of professional experience in cultural, natural and spiritual heritage, cultural policy or culture and development;
- Excellent oral communication skills including report writing and giving presentations;
- In-depth knowledge of cultural heritage/cultural diversity and issues in the given country;
- Understanding the urban effects of multicultural environments;
- Work experience in multiethnic societies and capability to build intercultural trust among communities and stakeholders involved;

#### Working Language

Working language of the contract shall be Macedonian, Albanian and/or 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



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the donor implements procedures by gathering at least 3 offers.

The qualitative bid should consist of:

- Curriculum vitae (CV) of the expert
- Proposed methodology and timetable
- Financial Offer

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 Macedonian, Albanian and/or English.

## 5. Location and duration

### Period

Start/end date: August 2017- December 2017.

### Foreseen duration

It is expected that the inputs from the Individual expert residencies will be spread over a period of 5 months (minimum 7 days - maximum 28 days). Also, the selected candidates are expected to have five joint meetings work together as a team within the foreseen period and days of engagement.

### Location(s) of assignment

The expert-in-residence will carry out their work in the field in the region of the project Struga, Ohrid, Debar, Kicevo, Debarca and Skopje, as well as in the premises of the Social Club Kombinati in Struga, Macedonia.

Each expert will cover one or more municipalities and will have to follow the proposed methodology of the reporting.

## 6. Reporting

The experts will have to submit the final outcome of their engagement - Action plan prepared in accordance with the proposed methodology, to the contracting authority at the end of the assignment. The organization (contracting authority) will approve the action plan within 15 working days from its submission. The Action plan should be submitted electronically in Macedonian, Albanian and/or English.

The action plan shall be drafted following the instructions received from both partner organizations:

### Required content/format of the action plan:

(A) Introduction to Development Site



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- A concise written description of the city and its location, identifying existing and new potential significant features, buildings, landscapes and vistas;
- A concise written description of the existing and new potential cultural heritage resources located within the site, identifying any significant features, buildings, landscapes and vistas, and including any municipal, provincial and/or federal heritage recognition of the property and including existing heritage descriptions as available;

#### (B) Background Research and Analysis

- A comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records;
- A chronological description of the development of any structures, including mention of original construction, and any additions, alterations, removals, conversions etc., and referencing substantiated dates of construction;
- Reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc

#### (C) Assessment of Existing Condition

- A comprehensive written description of the physical condition of the structures on the site, including their exterior and interior;
- Use of photography where is needed to prove the condition and existence of the object/site/structure.

#### (D) Recommended Conservation Strategy

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s)
- Where appropriate recommendations for additional studies/plans related to, but not limited to: - Conservation; - Site specific design guidelines; - Interpretation and commemoration; - Lighting, landscaping and signage; - Structural analysis; - Additional record documentation prior to demolition; - Long-term maintenance;
- Referenced conservation principles and precedents.

Also, the experts will have to submit individual reports with the description of the activities carried out for the period of duration of their engagement to the contracting authority (Creative and Active) at the end of the assignment.

## 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 **150** euro per day (accommodation and meals are included in the per diem). Travel costs are covered up to 240 Euros round trip within Europe.

### **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 **19<sup>th</sup> June 2017**.

### **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. Applications that are incomplete or fail to 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.

<b>Section</b>	<b>Score</b>
1. Experience in similar tasks of the proposed key experts	50
2. Description of the methodology	30
3. Financial offer	20
<b>Maximum total score</b>	<b>100</b>

#### **10. Opening of bids**

Bids will be opened by the evaluation committee on day 20/06/2017, at 12 am, at the offices of the project 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 the outcome three days of the decision to award the contract to supply. In addition, the contracting authority will submit a copy of the decision to the bidders/applicants.

#### **12. Contracting authority**

Creative and Active Struga, address str.Turisticka bb, Struga, [www.creativeactive.org](http://www.creativeactive.org)

