

SERVICE CONTRACT NOTICE

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	No.4
2. Project Title:	“Heritage is our Brand”
3. Subject of the contract:	2(two) historians
4. Contracting Authority:	DMO Albania
5. Maximum Budget:	Maximum budget available 8.000 EUR (4.000 EUR/contract)
6. Deadline for application:	7 April 2025 at 16:00

7. Contract description/technical specification

Historical research is needed to identify the most meaningful intangible stories during the implementation of the Project “Heritage is our Brand. ”

For this reason, 2(two) experts will be hired to collect information on intangible stories, conduct desk research, and prepare professional content on the history of intangible heritage in Albania. They will also identify and analyze challenges to the preservation of intangible heritage, such as globalization, migration, and loss of traditional practices.

Technical Requirements should consider Terms of Reference for “2 experts in History-Historians” and other provisions. The deliverables that they will cover are:

- Research Study on intangible heritage in Albanian
- Analysis of 20-30 intangible heritage practices in Albania
- Identification of threats to intangible heritage and preservation challenges.
- Recommendations for safeguarding and promoting intangible heritage.

8. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills

- A PhD or master’s degree in history, Anthropology, Cultural Studies, or a related field.
- A strong background in studying intangible cultural heritage, specifically interested in Albanian traditions.
- Strong written and verbal communication skills, with the ability to produce a well-researched and academically rigorous report.
- English language skills

General professional experience

- Proven experience in qualitative research methods, including conducting interviews and fieldwork.
- Knowledge of intangible cultural heritage principles, practices, and policies, particularly in the Albanian context.
- Experience in engaging with local communities and cultural practitioners.
- Previous relevant working experience with EU or other donor-funded projects will be an asset.

Specific professional experience

- Experience in writing clear, detailed reports and presenting research findings to diverse audiences. Previous experience in similar research projects.

9. Award criteria

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

10. Application procedure

Offers should include the following documents:

- The applicant's curriculum vitae highlights relevant skills, experiences, and qualifications.
- At least two references from previous collaborations or projects.
- Financial offer – daily fee rate requested in EURO; tax included.
- Service Tender Submission Form with the Annex: Declaration on honor on exclusion and selection criteria.
- ID Card.

Note: All the above-listed documents must be submitted. If these documents are not presented, the offers will not qualify for evaluation.

Applications must be submitted in a sealed envelope to the contracting authority in English exclusively by 7 Prill 2025 at 16:00.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

DMO ALBANIA

Address: Rr. Gogo Nushi, Nd 18, Shk 5, Ap 2

Email:info@dmoalbania.al

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgment of receipt, to:

- DMO ALBANIA

- Address: Rr. Gogo Nushi, Nd 18, Shk 5, Ap 2

- Email:info@dmoalbania.al

Applications submitted by any other means will not be considered. The tender should be submitted within the deadline specified in point 6 of this document.

11. Evaluation of tenders

Proposals shall be evaluated based on their compliance with and responsiveness to the Terms of Reference and other provisions of this Request for Proposals.

Their evaluation will be based on the **Best price–quality ratio** criteria as follows:

A: Quality of Qualification - 80%

B: Financial offer – 20%

12. Evaluation Grid

A. Qualification Evaluation Criteria		Max Points (80)
A1	A PhD or master's degree in history, Anthropology, Cultural Studies, or a related field and a strong background in the study of intangible cultural heritage, with a specific interest in Albanian traditions.	30
A2	Proven experience in qualitative research methods, including conducting interviews and fieldwork	30
A3	Proven working experience in writing clear, detailed reports and presenting research findings to diverse audiences. Previous experience in similar research projects	20
B. Financial Proposal Evaluation Criteria		Max Points (20)
B1	The financial proposal is well aligned with the budget line and corresponds to the quality of qualifications.	20

13. Notification of award

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

14. Other

The applicants may consult the Terms of Reference attached to this tender procedure for more information.