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1. BACKGROUND INFORMATION

1.1 Beneficiary country

< ALBANIA >

1.2 Contracting Authority

<MUNICIPALITY OF DURRES >

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

Overall objective:

The governance Guidelines describe objectives, professionalisms and resources, working and monitoring procedures. They provide operational recommendations for decision makers and services managers, to replicate the model in each Adriatic social and administrative context; they also help minority and third sectors organizations to play a pro-active role with local public Authorities by promoting the model. The WP 5 tackles the main factors of poverty risk of minority people: the exclusion from the labour market and the discriminations in job conditions (underpaid short-term contracts). This situation deprives local economies of a potential resource: the minority workers involvement as a growing factor for national and regional economies. They are customers, business partners, and providers of jobs for people from the own ethnic group from the ethnic majority. The improvement of minorities' social functions is important to enhance the value of the national diversities.

Purpose

The purpose of this contract is as follows:

- Durres Municipality coordinates the Permanent Observatory for the development of the governance model on the thematic issue of Multiethnic local economy. It is responsible for the guidelines draft elaboration, the animation on this focus of the reserved web community with area, the translation and printing of the document in 5 project languages and its diffusion to other Beneficiaries.

Results to be achieved by the Consultant

- A guide line in 5 languages

3. SCOPE OF THE WORK

3.1 General

Description of the assignment

The scope of this contract is the translation of the guide line in 5 languages :

English – Italian

English – Slovenian

English – Serbian-croatian

English – Albanian

3.2 Project management

Responsible body

< Municipality of Durres / Department of Development Policies , Albania

Management structure

< SIMPLE Project Management staff

4. LOGISTICS AND TIMING

4.1 Location

Durres, Tirana (Albania)

4.2 Commencement date & Period of implementation of tasks

The intended commencement date is <29.11.2013> and the period of implementation of the contract will be < 1 > month from this date.

5. REQUIREMENTS

5.1 Personnel

Experts will be subject to approval by the Contracting Authority before the start of the implementation. This Terms of Reference contains expert profiles and the tenderer will have to demonstrate in the offer that they have access to experts with the required profiles.

Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

Key expert 1:

Qualifications and skills

Degree and experience in translation and editing materials in English.

General professional experience

Minimum 2 year of working experience in the field

Key expert 2:

Qualifications and skills

Degree and experience in translation and editing materials in Serbian-Croatian Language

General professional experience

Minimum 2 year of working experience in the field

Key expert 3:

Qualifications and skills

Degree and experience in translation and editing materials in Italian Language

General professional experience

Minimum 2 year of working experience in the field

Key expert 4:

Qualifications and skills

Degree and experience in translation and editing materials in Slovenian Language

General professional experience

Minimum 2 year of working experience in the field

6. REPORTS

6.1 Reporting requirements

The consultant will submit the following reports in Albanian or English in one original copy:

Final report no later than one month before the end of the period of implementation of tasks. The final report must be provided along with the corresponding invoice.

6.2 Submission & approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.