

**REQUEST FOR EXPRESSION OF INTEREST –
Local expert to analyze and assess the needs in terms of knowledge, skills and
capacities of tourism operators**

Priority Actions Programme Regional Activity Centre (PAP/RAC) is seeking to contract an expert to prepare “Gap analysis and needs assessment of the knowledge, skills and capacities of tourism operators for the BRVPL” as part of the Activity 1.1.4 for the Buna Delta Protection Project.

The goal of the project is to ensure the long-term conservation of species and habitats in the Buna River Velipoje Protected Landscape (BRVPL) in Albania with particular emphasis on halting or significantly reducing unsustainable coastal development and water abstraction. By 2022, it is expected that the threats affecting the BRVPL are significantly reduced or eliminated. It is expected that no further development in high biodiversity value wetlands will occur and further degradation of habitats halted. Furthermore, it is anticipated that damaged wetlands and coastal habitats will be restored. In order to address socio-economic issues and human well-being, sustainable tourism and land use practices, linking local economic activities with conservation of coastal and wetland habitats will be introduced and promoted. The scope of the work and a detailed description of the assignment are presented in the Terms of Reference below.

Interested applicants are requested to submit their expressions of interest including the requested documents by e-mail to marko.prem@paprac.org, no later than August 22, 2018 (at 23.59 CET).

**Terms of References (ToR)
for a local expert to analyze and assess the needs in terms of
knowledge, skills and capacities of
tourism operators**

I. Background information

The goal of the Buna Delta Protection Project is to ensure the long-term conservation of species and habitats in the Buna River Velipoje Protected Landscape (BRVPL) with particular emphasis on halting or significantly reducing unsustainable development and water abstraction. In order to address these threats by 2022, a multifaceted action plan will be implemented, including knowledge and capacity building, awareness raising activities, as well as improved governance for the site.

It is expected that no further development in high value wetlands will occur and that further degradation of habitats halted. Furthermore, it is anticipated that damaged wetlands and coastal habitats will be restored. In order to address socio-economic issues and human well-being, sustainable tourism and land use practices will be introduced and promoted. The objective is to link local economic activities with preserved coastal and wetland habitats.

The project will be implemented through the following three strategies:

- 1: Increase the knowledge base and awareness on ecosystem services and values, integrated coastal wetland management, and sustainable land use practices;
- 2: Improve the management of the pilot site by applying innovative conservation programmes and creating business models and incentives for the local communities;
- 3: Enable a multi-stakeholder governance and transboundary mechanism to address the key threats and support knowledge transfer and joint planning.

Strategy 1 focuses on reversing the current trend of unsustainable practices in the pilot site through effective governance and management. It requires a strong knowledge base, capacity and awareness on various aspects of biodiversity conservation, land use and coastal wetland management. Knowledge generated through this strategy, including gender-specific knowledge as appropriate, on the value and conservation of coastal wetlands shall be communicated and mainstreamed to influence regional and local decision making and action. In order to ensure the effective use of generated knowledge, it will be based on recognized standards, methodologies and tools, and will be used for capacity development, awareness rising, and advocacy.

Knowledge and capacity building activities will focus on the following topics: wetland conservation and habitat management, ICZM, natural capital and ecosystem services, sustainable land use practices, water management, good governance and rights-based approaches, and transboundary cooperation. Knowledge on the management of fragile ecosystems and sensitive areas, conservation and sustainable use of resources, and the impacts of human activities on ecosystem health will be examined, too.

Alongside generating new knowledge, capacities of protected area managers and resource users for its uptake need to be increased. Capacity development will also include civil society, local communities and the private sector. Both capacity development and awareness raising activities will be gender- and age-sensitive.

One of the expected project results under the first strategy is “Knowledge on the BRVPL wetlands values increased and natural capital of the area assessed” (Result 1.1). These Terms of Reference are related to conducting **Gap analysis and needs assessment of the knowledge, skills and capacities of tourism operators** that will directly contribute to project Result 1.1.

II. Objective of the study

The objectives of the study are to identify trends and needs in tourism sector (mainly in Europe and for the BRVPL) through a desk analysis, and to identify needs, gaps in knowledge, skills and capacities of tourism operators in the BRVPL through a field work (modalities are defined under III).

III. Organization of the study

The report on the Study will be composed of three main parts.

Part I. Trends and needs in tourism in Europe

The first part of the report will identify trends and needs in tourism in Europe in order to determine which could be opportunities for sustainable tourism development in the BRVPL so to contribute to the management objectives for this protected area. This will help developing a tourism offer in line with the potential demand and requirements for biodiversity and wetland protection. The following elements will be studied:

- Social trends (e.g. demographics, leisure patterns) and economic aspects (e.g. changing distribution channels). This will allow determining the skills and qualifications needed for tourism in general;
- Occupational fields and new types of skills requested by these trends.

Part II. Existing state of tourism activity in BRVPL

In the second part, the existing state of tourism activity in BRVPL will be analyzed through the following steps:

- Analyzing the offer: existing infrastructures, capacity and quality of accommodation, access, etc.;
- Analyzing the demand: statistics of arrivals, occupancy rate, identification and assessment of needs in terms of infrastructure and services, etc.;
- Analyzing of the impacts of ongoing (and potential) tourism activities on the coastal wetlands;
- Performing a SWOT and competitiveness analyzes of BRVPL.

Part III. Gaps in knowledge, skills and capacities of tourism operators in BRVPL

In the third part of the report, gaps in knowledge, skills and capacities of tourism operators, including the ones in relation with sustainable use of natural resources and in particular wetlands, will be identified for BRVPL. The identification will be done through the following steps:

- Identification / mapping of tourism operators in the project area;
- Identification of knowledge, skills and capacities needed to allowing for environmentally friendly tourism and in particular for highly valuable areas such as BRVPL;
- Elaboration of questionnaires and their dissemination among tourism operators, visitors and other relevant stakeholders in BRVPL with the aim to identify gaps in knowledge, skills and capacities of tourism operators;
- Organization of 3 focus groups meetings for relevant stakeholders.

The results of the field work as well as their interpretation will be synthesized in the report.

Considering the importance of ecosystems and of the socio-economic environment for sustainable tourism, this study, in case of availability of the Socio-economic and Tessa

assessment results (activities 1.1.1 and 1.1.2 of the BRVPL project), the expert should use the data and findings presented there, as well.

IV. Key tasks and deliverables of the consultant

	Task	Deliverable	Deadline
1	Identify trends and needs in tourism in Europe	Part I of the report	31/09/2018
2	Analyze the existing state of tourism activity in BRVPL	Part II of the report	31/12/2018
3	Identify gaps in knowledge, skills and capacities of tourism operators in BRVPL	Part III of the report	31/02/2019
4	Integrated report	Final Report	31/03/2019

All the outputs will have to be submitted in English language, and the Final report also in Albanian.

V. Duration

The duration of the contract will be from the 1st of September 2018 up to the 31th of March 2019. Total value of the contract is € 7.700 payable in installments as defined in IX.

VI. Meetings

Three meetings in BRVPL are foreseen in the framework of this activity. The date is to be defined by the consultant in agreement with PAP/RAC and IUCN overall project coordinator. The presence of the consultant at all meetings is mandatory.

VII. Responsibilities and communication

The consultant is mandated by PAP/RAC and IUCN for all the deliverables mentioned in paragraph IV.

VIII. Pricing information

The total amount budgeted for this consultancy should not exceed gross amount of EUR 7,700 (to be covered with the following distribution: 4.200 IUCN + 3.500 PAP/RAC). All rates and prices submitted by applicants shall be in EUR.

IX. Schedule of payments

The total fee estimate will be used as the basis for the schedule of payments. The following schedule of payments (in % of the total fee):

Instalments	Percentage
1 st instalment after submission of the deliverables 1	32,45 % (by PAP/RAC)
2 nd instalment after submission of the deliverables 2	18,20 % (by IUCN)
3 rd instalment after submission of the deliverables 3 and 4	49,35 % (36,36 % by IUCN and 12,99 % by PAP/RAC)

The consultant will be remunerated after approval of deliverables submitted to PAP/RAC and IUCN according to the schedule of chapter IV. Travel and subsistence expenses to attend meetings will be covered in addition to the amount mentioned above (the amount of 960 € maximum by IUCN).

X. Qualifications

The expert shall have the following experience:

- Shall possess a university degree in sustainable tourism, environmental management, social/economic sciences or other relevant degree;
- Demonstrate expertise and understanding of sustainable tourism (evidence of similar projects undertaken within last 5 years);
- Skills and experience for moderation of workshops;
- Perfect knowledge of English and Albanian languages both spoken and written.

XI. Application

Applicants are required to submit the following:

- Statement of interest (maximum two pages)
- CV (Europass format) as a proof of qualifications (X)
- Salary/fee history for the last 12 months
- Fill-in Financial Proposal Form (attached)

XII. Submission deadline

Applicants shall submit their application no later than 22 August, 2018 (at 23.59 CET). Any applications received after deadline and any incomplete applications will not be considered.

XIII. Evaluation of Proposals

The proposals will be assessed according to the following criteria:

	Criterion	Weighting
1	Professional qualifications	15%
2	Expertise and understanding of sustainable tourism	20%
3	Skills and experience for moderation of workshops	5 %
4	Knowledge of English and Albanian languages	10 %
5	Financial offer	50 %

	Total	100%
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The contract will be awarded to the applicant with highest score.