

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Development of a Destination Management Model for the Vjosa National Park and Vjosa valley

Project number/ cost centre:

Green Vjosa
G-018270-001
Internal Order No:
18270010000

Tender number
10035443

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Green Vjosa Project is a BMZ-funded initiative implemented by GIZ Albania in cooperation with the Ministry of Environment, the National Agency of Protected Areas (NAPA), the Vjosa National Park Administration and other stakeholders. The project aims to strengthen biodiversity conservation while promoting sustainable local economic development in and around the Vjosa Wild River National Park.

Declared in March 2023, the Vjosa Wild River National Park is Europe's first Wild River National Park and protects approximately 400 km of free-flowing river ecosystem across more than 12,700 hectares. Growing visitor demand and increasing international recognition create opportunities for sustainable tourism development, while simultaneously requiring stronger governance, visitor management, stakeholder coordination and sustainable financing mechanisms.

To address these challenges and capitalize on the opportunities created by the establishment of the Vjosa Wild River National Park, the Green Vjosa Project intends to support the National Administration Office of the Vjosa National Park in adopting and operationalizing a Destination Management Organization (DMO)-oriented governance model. The objective is not to create a traditional tourism promotion body, but rather to strengthen the National Administration Office as a coordinated destination governance structure capable of balancing conservation priorities with sustainable tourism development and local economic growth.

The assignment will assess the current institutional, legal, operational, and financial framework of the National Administration Office and identify opportunities for strengthening its role in destination governance. Building on this assessment, the assignment will develop a tailored destination management model that integrates biodiversity conservation, visitor management, tourism planning and product development, stakeholder coordination, community engagement, and sustainable financing mechanisms. Particular attention will be given to establishing systems that enable the National Administration Office to effectively manage visitor flows, coordinate tourism-related services and investments, monitor tourism impacts, and generate revenues that can be reinvested into conservation and sustainable development objectives.

The assignment will further explore how the National Administration Office can evolve into a central coordinating entity that brings together national institutions, municipalities, tourism operators, local communities, civil society organizations, and development partners under a shared vision for the sustainable development of the Vjosa Valley. The proposed model shall be aligned with the objectives of the Vjosa National Park Management Plan, relevant national tourism and environmental policies, and Albania's European Union accession process, while drawing on international good practices from protected areas and nature-based destinations.

The objective of the assignment is therefore to provide the Government of Albania with a practical and implementable roadmap, governance framework, and institutional model that enables the National Administration Office of the Vjosa National Park to function as an effective destination management body. The model should strengthen the capacity of the institution to coordinate tourism development, manage visitor experiences, mobilize partnerships and financial resources, and ensure that tourism contributes directly to the protection of biodiversity, the resilience of local communities, and the long-term sustainability of the Vjosa River Valley. Furthermore, the assignment should identify opportunities for scaling and replicating successful elements of the model in other protected areas in Albania.

2. Tasks to be performed by the contractor

The Contractor shall provide advisory services and technical assistance for the development of a Destination Management Organization model for the National Administration Office of Vjosa National Park.

The Contractor shall undertake the following tasks:

Task 1: Assessment of Governance and Management Structures

- Assess the existing institutional framework, mandate, governance structure and operational capacities of the National Vjosa Agency.
- Review stakeholder coordination mechanisms and institutional responsibilities.
- Assess human resources, financial systems, tourism management and visitor control capacities.
- Identify institutional gaps and opportunities for strengthening the Agency.

Deliverable 1: Institutional Assessment Report.

Task 2: Destination and Demand Baseline

- Analyze the Tourism Masterplan of Vjosa
- Conduct an inventory of tourism products, experiences and services within the Vjosa Valley taking into consideration the upcoming touristic products and services that will be developed in the frame of Green Vjosa Project by GIZ.
- Analyze visitor demand, seasonality, market segments and tourism flows.
- Assess tourism pressure points and carrying-capacity considerations.
- Recommend monitoring indicators for visitor management.

Deliverable 2: Destination and Demand Baseline Report.

Task 3: International Benchmarking

- Analyze the best international practices from protected areas and nature-based destinations operating DMO models.
- Assess governance structures, financing mechanisms, visitor management systems and stakeholder engagement models.
- Identify transferable lessons for the Vjosa context.

Deliverable 3: International Benchmarking Report.

Task 4: Development of the Vjosa DMO Model

- Design a tailored DMO governance model for the National Vjosa Agency.
- Define roles, responsibilities and institutional arrangements.
- Develop visitor management and stakeholder engagement mechanisms.
- Define destination branding and product development functions.

Deliverable 4: Vjosa DMO Model

Task 5: Institutional Transformation Roadmap

- Develop a phased roadmap for institutional transformation.
- Define short-term, medium-term and long-term measures.
- Identify responsibilities, timelines and resource requirements.

Deliverable 5: Institutional Transformation Roadmap.

Task 6: Legal and Institutional Framework

- Review of relevant legislation
- Propose legal and institutional adjustments necessary for implementation of the DMO model.
- Draft recommendations and legal provisions.

Deliverable 6: Legal and institutional recommendations report & legal provisions in order to make Vjosa operate as DMO.

Task 7: Sustainable Financing Framework

- Develop a sustainable financing and budgeting model.
- Assess revenue generation opportunities including permits, visitor services and partnerships etc.
- Define financial sustainability scenarios.

Deliverable 7: Financial Sustainability and Revenue Model.

In addition, the Contractor shall:

- Organize and facilitate 2 strategic stakeholder workshops.
- Present findings to the decision-making bodies
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
- Produce an inception report and final consolidated report.
- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off meeting, review of existing documentation and submission of Inception Report	October 2026
Assessment of Governance and Management Structures completed and presented to Decision making bodies	December 2026
Destination and Demand Baseline completed	January 2027
International Benchmarking Report completed and presented	February 2027
Strategic Stakeholder Workshop 1 conducted and findings validated	March 2027
Draft Vjosa DMO Model submitted, including governance, visitor management and stakeholder engagement framework	April 2027
Draft Implementation Roadmap and Legal & Institutional Recommendations submitted	May 2027
Draft Sustainable Financing and Budget Framework submitted	June 2027
Strategic Stakeholder Workshop 2 conducted to validate the proposed DMO model and implementation roadmap	July 2027
Final Vjosa DMO Model, Roadmap, Legal Framework and Financial Framework submitted	September 2027
Presentation of final results and endorsement by Steering Committee	October 2027
Final Report submitted	November 2027

Period of assignment: from **October 2026 until November 2027**

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that list all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Further requirements (1.7)

The Contractor shall ensure that all analyses, recommendations, institutional arrangements and proposed governance models are aligned with Albania's European Union accession process and relevant EU policy frameworks.

In particular, the Contractor shall:

- Assess the extent to which the proposed Destination Management Organization (DMO) model contributes to Albania's alignment with relevant EU acquis and policy frameworks related to tourism, environmental protection, biodiversity conservation, regional development, public administration reform and sustainable finance.
- Consider relevant EU strategies and initiatives, including but not limited to the European Green Deal, EU Biodiversity Strategy 2030, Sustainable Tourism Transition Pathway, Natura 2000 principles, and integrated destination management approaches applied within EU protected areas.

- Ensure that proposed governance, stakeholder engagement, transparency, monitoring and financing mechanisms reflect EU good practices and support Albania's preparations for future EU membership obligations.

4. Personnel concept

The tenderer is required to provide an international consulting company or consortium with demonstrated experience in the planning, governance, and management of tourism destinations that integrate both natural and cultural heritage assets. The proposed team shall comprise a multidisciplinary combination of international and national experts with proven expertise in destination management, protected area governance, sustainable tourism development, institutional reform, legal and regulatory frameworks, and sustainable financing mechanisms.

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader & International Tourism Destination Expert

Tasks of the team leader

- Overall responsibility for the assignment and quality assurance of all deliverables.
- Lead the development of the Vjosa DMO model and institutional transformation roadmap.
- Coordinate the work of all international and national experts.
- Facilitate strategic dialogue with GIZ, the Ministry of Environment, the National Vjosa Agency, NAPA and other stakeholders.
- Present findings and recommendations to the decision-making body.

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in Tourism Management, Destination Management, Public Administration, Regional Development, Business Administration or a related field.
- Language (2.1.2): C1-level language in English
- General professional experience (2.1.3): 15 years of professional experience in tourism consultancy and destination management
- Specific professional experience (2.1.4): 10 years professional experience in the design, restructuring or management of Destination Management Organizations (DMOs).
- Leadership/management experience (2.1.5): 10 years of management/leadership experience
- Regional experience (2.1.6): NA.
- Development cooperation (DC) experience (2.1.7): NA
- Other (2.1.8): Knowledge of Albanian tourism, Albanian context, Albanian institutions

In accordance with the AVB, the contractor shall assign 'key experts' and 'other experts'. Key experts are experts who are identified by name in the contract. Expert pools often contain other experts (not identified by name in the contract).

Key Expert 1 – International Protected Area and Nature-Based Tourism Specialist

Tasks

- Lead the assessment of conservation-tourism integration.
- Support visitor management, carrying-capacity and protected-area governance aspects.
- Contribute to benchmarking of international protected area models.

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in environmental management, Protected Area Management, Tourism or related discipline.
- Language (2.2.2): NA
- General professional experience (2.2.3): 10 years of professional experience in tourism consultancy and nature-based tourism.
- Specific professional experience (2.2.4): 10 years of practical DMO experience in an environment similar to the National Vjosa Administration Office at an international level
- Leadership/Management experience (2.2.5): na
- Regional experience (2.2.6): Experience in European national parks
- Development Cooperation (DC) experience (2.2.7): na
- Other (2.2.8): na

Key Expert 2 – National Tourism Development Expert

Tasks

- Provide local tourism sector expertise.
- Support stakeholder consultations and data collection.
- Ensure recommendations are adapted to the Albanian tourism context.
- Lead destination governance and operational model design.
- Support product portfolio and destination positioning.
- Develop stakeholder engagement mechanisms.

Qualifications

Education/training (2.3.1): University degree in Tourism, Economics, Regional Development Or related field.

Language (2.3.2): Albanian C2 and English B2.

General professional experience (2.3.3): 10 years of professional experience in Albanian tourism development.

Specific professional experience (2.3.4): Experience in at least 3 tourism planning or tourism strategy development assignments in Albania.

Regional experience (2.3.6) Experience working in the region

Key Expert 3 – National Environment Expert

Tasks

- Provide technical expertise on the Albanian protected area system and biodiversity conservation framework.
- Assess the compatibility of the proposed DMO model with the objectives and regulations of the Vjosa Wild River National Park.
- Support the assessment of governance structures, stakeholder coordination mechanisms, and institutional arrangements within the protected area system.
- Contribute to the development of visitor management, carrying-capacity, and conservation-related recommendations.
- Ensure that proposed destination management and financing mechanisms are aligned with environmental protection objectives and relevant national legislation.
- Support consultations with the National Agency of Protected Areas (NAPA), Regional Administration of Protected Areas (RAPAs), Ministry of Environment, and other relevant stakeholders.

Qualifications

Education/training (2.4.1): Master's degree in environmental sciences, Protected Area Management, Natural Resource Management, Biodiversity Conservation, Forestry, Geography, Ecology, Environmental Policy, or a related field

Language (2.4.2): NA

General professional experience (2.4.3): 10 years of professional experience in environmental management, biodiversity conservation, or protected area management.

Specific professional experience (2.4.4): 10 years of experience in protected areas, national parks, biodiversity conservation programs, environmental planning, or nature-based tourism initiatives in Albania

Regional experience (2.4.6): NA

Key Expert 4 – National Legal and Institutional Expert

Tasks

- Review legal and institutional frameworks.
- Assess regulatory requirements for implementation of the proposed DMO model.
- Draft legal and institutional recommendations and specific changes if required

Qualifications

Education/training (2.5.1): University degree in Law

Language (2.5.2): NA

General professional experience (2.5.3): 10 years of professional experience in public law and institutional reform.

Specific professional experience (2.5.4): Proven experience in tourism, environmental or public administration legislation.

Key Expert 5 – Finance and Investment Expert

Tasks

- Develop the sustainable financing framework.
- Assess revenue generation mechanisms and financial sustainability scenarios.
- Prepare budget projections and financial models.

Qualifications

Education/training (2.6.1): University degree in Finance, Economics, Business Administration or related field.

Language (2.6.2): NA

General professional experience (2.6.3): 10 years of professional experience in tourism investment, destination financing or feasibility studies.

Specific professional experience (2.6.4): Experience in at least 3 assignments involving tourism finance, public-private partnerships or sustainable financing mechanisms.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum 4, maximum 6 members

The Contractor shall provide access to a pool of short-term experts that may be mobilized as needed during implementation.

Potential profiles include:

- Visitor Management and Carrying Capacity Expert.
- Destination Management Expert.
- Destination Marketing and Branding Expert.
- Sustainable Mobility Expert.
- Public-Private Partnership Specialist.
- Community Participation and Stakeholder Engagement Specialist.

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

The short-term experts shall collectively provide expertise relevant to protected areas, destination management, sustainable tourism, governance, digitalization and regional development.

Qualifications of the short-term expert pool

Education/training (2.7.1):

- Minimum 2 experts with university qualifications in Tourism Management, Destination Management, Regional Development, Business Administration, Economics or related fields.
- Minimum 2 experts with university qualifications in Environmental Management, Protected Area Management, Geography, Natural Resource Management, Biodiversity Conservation or related field

Language (2.7.2): NA

General professional experience (2.7.3): 7 years of professional experience in their respective fields of expertise.

Specific professional experience (2.7.4):

- Minimum 2 experts with at least 7 years of experience in destination management, tourism governance, destination marketing, visitor management or tourism planning.
- Minimum 2 experts with at least 7 years of experience in protected area management, biodiversity conservation, carrying-capacity assessment, environmental planning or sustainable tourism development.

Regional experience (2.7.5): NA

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means

of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader International Tourism Destination expert	1	45	45	
International Protected Area and Nature Based tourism expert – Expert 1	1	40	40	
National Tourism Development Expert – Expert 2	1	40	40	
National Environment Expert – Expert 3	1	35	35	
National Legal & Institutional Expert – Expert 4	1	30	30	
Finance & Investment Expert – Expert 5	1	25	25	
Short-term expert pool	Up to 6	Average 10	60	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	Up to 3 missions / 2 days per mission (6 days)	6 key experts	36	The budget shall cover international travel to Albania for field visits, stakeholder consultations, Steering Committee meetings and workshops. Under the BMF travel expense regulations

Overnight allowance in country of assignment	Up to 3 missions / 2 days per mission (6 overnights)	3 international experts	18	<p>Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p>
Transport	Quantity	Number per expert	Total	Comments
International flights <i>To Albania</i>	Up to 3 mission	3	9	Travel to the place of service delivery Albania
CO₂ compensation for air travel <i>working aid and table for determining the budget</i> <i>Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions</i>	1	1	1.500,00	A fixed budget of EUR 1500,00 is earmarked for settling carbon offsets against evidence.
Transfers	Up to 3 missions per each expert	3	9	From and to airport
Other Travel expenses (car) Km reimbursement (international & national experts traveling within Albania)	5000 km	All experts involved	Up to 5000 km	Travel within the country of assignment
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	5000,00	5000,00	A budget of EUR 5.000,00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.

				Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	2	Please calculate a budget for workshops taking the following cost items into account: <i>costs venues, catering, facilitation, interpretation, workshop materials and documentation. (details are given below)</i>		
Other costs	1	Please calculate as a budget. The budget contains the following costs: Presentations; printing materials, translation costs technical working sessions etc		

Workshops, events and training

The contractor implements the following workshops/study trips/training courses:

Inception and Diagnostic Workshop

Objective: To present the assignment methodology, validate the scope of work, and discuss the findings of the governance assessment, destination baseline and international benchmarking phase.

Participants: Up to 30 participants, including representatives from:

- Ministry of Environment
- Ministry of Tourism, Culture and Sport
- National Agency of Protected Areas (NAPA)
- National Vjosa Agency
- Municipalities within the Vjosa Valley
- Tourism associations and private sector representatives
- Civil society organizations
- Development partners

Location: Vjosa Valley (workshop preparation will be coordinated with GIZ).

Contractor responsibilities:

- Preparation of agenda and facilitation materials;
- Moderation and documentation;
- Venue rental;
- Catering (coffee breaks and lunch);
- Technical equipment;
- Workshop report.

Travel costs of the Contractor's experts shall be covered under the travel budget.

Validation Workshop on the Vjosa DMO Model

Objective: To present and validate the proposed Destination Management Organization (DMO) model, institutional transformation roadmap, legal recommendations and sustainable financing framework.

Participants: Up to 30 participants from the institutions and stakeholder groups listed above.

Location: Vjosa Valley.

Contractor responsibilities:

- Preparation of workshop materials;
- Moderation and facilitation;
- Venue rental;
- Catering (coffee breaks and lunch);
- Technical equipment;
- Documentation of comments and recommendations;
- Workshop report.

Travel costs of participants shall be covered by their respective institutions. Travel costs of the Contractor's experts shall be covered under the travel budget.

Presentations to decision making bodies

The Contractor shall participate in and present progress and results at up to three meetings during the implementation period:

- Kick-off / inception presentation;
- Mid-term presentation of findings and preliminary recommendations;
- Final presentation of the proposed DMO model and implementation roadmap.

The decision-making meetings will be organized by GIZ and the Ministry of Environment.

The Contractor shall ensure that all events are implemented in accordance with GIZ's sustainability standards. The Contractor shall describe in its technical proposal how sustainable event management principles will be applied, including:

- environmentally responsible procurement,
- waste reduction measures,
- use of local and sustainable service providers.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- *If needed* workstations on GIZ premises of Vjosa Administration Office premises

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English language.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English language.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

Following completion of the core assignment, selected recommendations and implementation measures resulting from the approved Vjosa DMO Model may require further technical assistance to support their operationalization.

The Contractor may therefore be requested to provide additional advisory and implementation support related to the practical establishment and operationalization of the Destination Management Organization (DMO) functions within the National Vjosa Agency.

The Contractor is responsible for providing the following optional services:

- Support the implementation of approved legal and institutional reforms required for the establishment of DMO functions within the National Vjosa Agency, including drafting of legal acts, regulations, operational procedures, governance documents and institutional agreements.
- Support the operationalization of the approved sustainable financing framework, including the development of financial instruments, visitor fee systems, concession and licensing models, revenue management procedures, and business planning tools.
- Support the implementation of the institutional transformation roadmap, including organizational restructuring, development of operational manuals, stakeholder coordination mechanisms, staff training, and implementation of pilot destination management measures.

Requirements

Exercising the option will depend on:

- Approval and acceptance of the final DMO Model, Institutional Transformation Roadmap, Legal and Institutional Framework, and Sustainable Financing Framework by GIZ and the project partners;
- Positive assessment of the Contractor's performance during the implementation of the main assignment;
- Agreement of the Ministry of Environment, National Agency of Protected Areas (NAPA), and National Vjosa Agency on the implementation priorities to be supported;
- Availability of project funds and approval by GIZ.

The decision on continuation is expected to be made within six months following the approval of the final deliverables of the main assignment.

If the option is exercised, it is anticipated that the contract term will be extended by up to twelve (12) additional months.

The option will be exercised by means of a contract extension on the basis of the individual approaches and fee rates already offered by the Contractor.

Quantitative requirements for the optional services

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader International Tourism Destination expert	1	14	14	
International Protected Area and Nature Based tourism expert	1	12	12	
National Tourism Development Expert	1	15	15	
National Environment Expert	1	15	15	
National Legal & Institutional Expert	1	15	15	
Finance & Investment Expert	1	15	15	
Short-term expert pool	Up to 4	5	20	

Travel expenses	Quantity	Number of days per expert	Total	Comments
Per-diem allowance in country of assignment	4	3	12 per diem allowance in total	Proof of performance
Overnight allowance in country of assignment	Up to 2 missions / 2 days per mission	3 international experts	12	<p>Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p>
Transport	Quantity	Number of days per expert	Total	Comments
International flights	2	3	Up to 6 flights	Travel to the place of service delivery Albania
CO₂ compensation for air travel working aid and table for determining the budget Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions	1	1		A fixed budget of EUR 1000 is earmarked for settling carbon offsets against evidence.
transfer expenses	4	3	12	From and to airport
Other Travel expenses km reimbursement (car)	2000 km		2000 km	Travel within the country of assignment

Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.