

ANNEX II: TERMS OF REFERENCE

Project: “Building the path for European Entrepreneurs and SMEs”

IT Expert for building an online portal

1.	BACKGROUND INFORMATION	3
2.	OBJECTIVE, PURPOSE & EXPECTED RESULTS	3
2.1.	Overall objective	3
2.2.	Purpose	3
2.3.	Results to be achieved by the Contractor	Error! Bookmark not defined.
3.	SCOPE OF THE WORK	3
4.1.	General	3
4.2.	Specific work.....	4
4.3.	Project management	4
4.	LOGISTICS AND TIMING	4
5.1.	Location	4
5.2.	Start date & period of implementation	4
5.	REQUIREMENTS	4
6.1.	Staff	4
6.2.	Office accommodation	5
6.3.	Facilities to be provided by the Contractor	5
6.4.	Equipment.....	5
6.	REPORTS	5
7.1.	Reporting requirements	5
7.2.	Submission & approval of reports	6
7.	MONITORING AND EVALUATION	6
8.1.	Definition of indicators	6

1. BACKGROUND INFORMATION

Studies and Development Center (SDC), is a non-profit organization engaged in research, development and social-economic studies, which does not follow economic benefit purposes and has not political, nor religious views. SDC aims to become an organization of expertise in areas related to the processes of economic, scientific, technological, social and cultural development of the country, as well as a forum where representatives of environmental protection, business, civil society and policy-makers discuss, create and develop policies in the interest of the society. SDC aims to offer the possibility for the formation and deepening of knowledge to all who seek to develop their personal and professional abilities. The mission of Studies and Development Center is to create all the necessary infrastructure to promote and support activities within and outside the organization, through the engagement of a highly qualified staff and professionals, and also establishing a network of cooperation with other donors and institutions within and outside the country.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of this contract is to facilitate target groups for EU policies, procedures and standards by having online portal for grants and funds built on each web site of the respective municipalities. The online portal will continuously publish information on possible calls proposals

2.2. Purpose

The purposes of this contract are as follows:

- Raising public awareness including the private sector entities, the entrepreneurs, schools, universities, academic institutions;

3. SCOPE OF THE WORK

3.1. General

3.1.1. Project description

The purpose of this contract is to design and built an online portal for grants and funds in the municipalities of Gjirokastra, Pogradec and Pustec and include data and information from project activities.

3.1.2. Geographical area to be covered

Gjirokastra, Pogradec, Pustec/ Albania

3.1.3. Target groups

- Public institutions and local NGOs of each municipality (Gjirokastra, Pogradec, Pustec);
- Youth groups and women (Gjirokastra, Pogradec, Pustec),
- Local SME's (Gjirokastra, Pogradec, Pustec)

3.2. Specific work

Specific tasks to be performed in the frame of this contract are as follows:

- Building an online portal for grants and funds on each web site of the respective municipalities.
- Include data and information from project activities.

3.3. Project management

3.3.1. Responsible body

The Studies and Development Center (SDC) will be responsible for the management of this Contract. The contractor will report to the Project Manager, Ms. Vjollca Backa.

3.3.2. Management structure

The Contractor will be responsible for implementation of the contract under the overall direction of the Project Coordinator.

In every case the Contractor shall obtain approval, in writing by the Project Coordinator or his representative, before exercising any authority for which he is required to obtain prior authorization. Furthermore, he will not be entitled to make decisions on extensions of time stages and time required under the contract.

3.3.3. Facilities to be provided by the contracting authority and/or other parties

The Contractor will need to provide for his own facilities during the term provided by the Contract.

The Studies and Development Center (SDC) as the Contracting Authority will make available to the appointed contractor the necessary information regarding the project documents as well other reports related to this aspect.

4. LOGISTICS AND TIMING

4.1. Location

Gjirokastra, Pogradec, Pustec

4.2. Start date & period of implementation

The intended start date is May 2019 and the period of implementation of the contract will be 12 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

5. REQUIREMENTS

5.1. Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include

information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

5.1.1. Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability:

The invited Key Expert should have the following qualifications:

Qualifications and skills

- University degree on computer sciences;
- Excellent command of English language;

General professional experience

- Minimum 2 years of professional experience in IT and software development;

Specific professional experience

- Demonstrates professional experience in building an online portal;

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

5.1.2. Support staff & backstopping

Not applicable

5.2. Office accommodation

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided the contracting authority.

5.3. Facilities to be provided by the contractor

The contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

5.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

6. REPORTS

6.1. Reporting requirements

The contractor will submit the following reports in English in one original and two copies;

Draft final report of maximum 5 pages (main text, excluding annexes. This report shall be submitted no later than one month before the end of the period of implementation of tasks.

Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 15 days after receipt of comments on the draft final report. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. 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.

7. MONITORING AND EVALUATION

7.1. Definition of indicators

- Reports timely submitted and approved by the Project Coordinator;
- Timely implementation of the Project and submission of all deliverables in compliance with the ToRs;
- Works completed and handed over in time;
- Timely submission and approval of all reports;
- Availability of the Expert as indicated in the tender proposal and concluded in the Contract.

* * *