

20 September, 2018

## **INTERREG IPA CBC ITALY-ALBANIA-MONTENEGRO**

### **CALL FOR EXPRESSION OF INTEREST**

Albanian Civil Aviation Authority in the framework of the Project “Connecting Close and Unexplored Destinations with New Inter-Adriatic transport Services”/ ACRONYM: **ON CLOUD NINE**”, co –financed by Interreg IPA CBC Italy-Albania-Montenegro issues this call of expression of interest in order to create a list of potential consultants and experts that will be invited to provide support in financial management, project monitoring, administrative issues, communication and transport studies under the following contracts:

#### **“EXTERNAL EXPERTISE FOR FINANCIAL MANAGEMENT, MONITORING AND REPORTING”**

##### Scope of work:

The Contractor will provide technical assistance to the Project Team in financial management of the whole project, financial reporting, administrative rules and project monitoring that aims to ensure high quality of the project results. All activities performed must comply with the Programme rules and regulations, being governed by the specific EU regulations, Guidelines and Manuals.

##### ➤ **Key Expert 1 (Financial Manager)**

##### *Qualifications and skills:*

- University degree in economics or a relevant, directly related discipline, or equivalent relevant professional experience.
- Excellent command of English language;

##### *General professional experience*

- Minimum 7 years of professional experience in project financial management.

### *Specific professional experience*

- Minimum 3 years of experience in managing & reporting EU funded projects;

### Specific tasks:

- Advice and support in the preparation of procurement documents, based on inputs from Contracting Authority in compliance with EU regulations and Interreg IPA CBC Italy-Albania-Montenegro Programme Manual;
- Cooperate with Lead Partner, Project Coordinator and Project Working Group on implementation of project activities issues;
- Cooperate with Lead Partner and National First Level Control Office on financial project implementation issues;
- Prepare and submit interim and final financial reports and/or information related to project;
- Enter into the Programme database information related to the project (financial information, reports, supporting documentation, etc.);
- Prepare budget reallocation requests if required;

### ➤ **Non Key Expert (Financial and operational monitor)**

### *Qualifications and skills:*

- University degree in economics or a relevant related discipline, or 5 years of equivalent relevant professional experience.
- Excellent command of English language;

### *General professional experience*

- Minimum 5 years of professional experience in project monitoring.

### *Specific professional experience*

- Minimum 3 years of experience in evaluation/assessment/monitoring of projects funded by the European Union.

### Specific tasks:

- Assist in preparation of technical and financial supervision system for the ongoing monitoring of progress of the activities, considering timing, achieved and to be reached objectives and all results and outputs indicators of the project;
- Assist in the evaluation of quality, relevance and timeliness about the implementation of project activities;
- Analyze the answers gathered through questionnaires to ensure that key responses are integrated into project's lessons and developments;

- Prepare assessment report (in English) for approval and further submission by Project Working Group;
- Actively cooperate and share information with designated Project Coordinator and Lead Partner;
- Comply with the Communication and Visibility Manual/Guidelines.

➤ **Key Expert 2 (Administrative rules and reporting)**

*Qualifications and skills:*

- University degree in economics or a relevant related discipline, or 5 years of equivalent relevant professional experience.
- Excellent command of English language;

*General professional experience*

- Minimum 3 years of professional experience in administrative rules and reporting.

*Specific professional experience*

- Minimum 3 years of experience in evaluation/assessment/monitoring of projects funded by the European Union.

Only short listed candidate will be invited to submit the tender form.

**“EXTERNAL EXPERTISE IN PROJECT COMMUNICATION”**

Scope of work:

The Contractor will provide support to ACAA to effectively disseminate project results to wider public, institutions and operators of the involved sectors considering that the ability to communicate strongly affect project impact in the Programme area.

Specific tasks:

- creation and updating of communication plan, visual identity and website
- edit press review
- draft newsletter and manage the social media channels

➤ **Key Expert 1 (Communication expert)**

*Qualifications and skills:*

- University degree in social science, arts, design or a relevant related discipline, or 5 years of equivalent relevant professional experience.

- Excellent command of English language;

*General professional experience*

- Minimum 3 years of professional experience in design/public relation/communication;

*Specific professional experience*

- Minimum 3 years of experience in project communication and dissemination.

**“EXTERNAL EXPERTISE FOR MARKET STUDIES AND CBA ANALYSIS”**

Scope of work:

The Contractor will provide support to ACAA through evaluation of the state of the art of the airport, air market and services necessary for the implementation of actions aimed at increasing accessibility and transport integration, as well as promoting multimodality.

Specific tasks:

- Conduct a market analysis of demand and offer of transportation services, referred to type of flows, passengers, flights, companies, destinations, as well as current and potential traffic data for each airport of project territory, in order to understand the airline market in the Adriatic area;
- Perform a report about TIA airport, underling the services offered, the current and future strategies for improvement, the legal status, as well as regulations related to passenger traffic (safety, security, etc.);
- Support the CBA analysis for Brindisi-Tirana route.

Required expertise:

Previous experience in market analysis, transport studies and cost benefit analysis.

**1. Required documentation**

- *Natural persons (individual consultants, experts)*

A cover letter outlining the contract you are applying for;

The curriculum vitae specifying: Study, Professional Qualifications and work experience;

- *Legal persons (companies, NGOs, consortium)*

A cover letter outlining the contract you are applying for;

Profile of organization and curriculum vitae of key experts that specify study and Professional Qualifications and work experience;

## **APPLICATION PROCESS**

The interested candidates should provide the required documentation no later than **October 29, 2018 16.30**, by registered post or hand delivered to:

**ON CLOUD NINE PROJECT**  
**Albanian Civil Aviation Authority**  
**Str. “Sulejman Delvina”, No.1**  
**P.O. Box 205**  
**Tirane, Albania**

**KRISLEN KERI**

**EXECUTIVE DIRECTOR**