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1. BACKGROUND INFORMATION

1.1. Partner country

Albania

1.2. Contracting Authority

UET Centre, Tirana, Albania

1.3. Country background

Republic of Albania is situated in South Eastern Europe, in the Balkan Peninsula. Albania has a total area of 28,748 km², bordering Montenegro in north, Kosovo in north-east, FYROM in east and Greece in south. Albania's coastline are the Adriatic Sea and the Ionian Sea. Albania has a Mediterranean climate, with a number of climatic regions for such a small area. Based on the INSTAT data, in 01.01.2016 Albania has a population of 2,886,026 inhabitants. Albania is an attractive tourist destination, not only due to its varied landscapes, but also thanks to its rich cultural and historical treasures. UNESCO has also honored Albania by adding three sites to the culturally prestigious World Heritage List. Tourists have the opportunity to touch the ruins of some of these mighty civilizations, at its archaeological parks.

1.4. Current situation in the sector

Both the areas that are included in the project have same problems. In both parts there is a discrepancy between the local-self-government units in the area of social development a high inequality between the rural and the urban development. Both cross border regions have high potentials for the development of agriculture because of the fertile land and Mediterranean climate suitable for fruit and vegetable production, abundant with honey-bearing, aromatic and medicinal herbs and so on. Agriculture used to be far more developed during the time of social enterprises.

The main problems are the low level of production for the market, lack of rural households' motivation especially women in using their agricultural potential. Most of these products are placed only on the farmers market (green market) whereas imported products sometimes even of lower level as far as the quality is concerned are used by most of the hotels, restaurants and supermarkets. With this type of production, the financial incomes are poor.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of this project is to promote cross border cooperation on enhancement of employability through the empowerment of women as wage earners and job creators.

Specific objectives:

1. To promote better linkage of vocational training with labour market demands so as to increase the skills of labour force and enhance employment opportunities;
2. To promote women's work and products by providing conditions for their placement on the market;
3. To involve all relevant actors in facilitating women's access in the labour market.

2.2. Purpose

The purposes of this contract are as follows:

- Lunch for the trainings in AL.
- Coffee break for the trainings in AL.

2.3. Results to be achieved by the Contractor

- Organization of the lunch for the 12 training sessions, for at least 300 people in Mirdita area.
- Organization of the coffee breaks for the 12 training sessions, for at least 300 people in Mirdita area.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The project is financed under Montenegro-Albania IPA CBC programme, so it's directly affected from its cross-border nature and the work coordination between partners in both countries. Any delays in implementation from one partner might affect the completion of the work from other partners. So, the tenderer should be aware to propose risk assessment.

3.2. Risks

Cross border cooperation, risks from the partnerships, delays and changes in the project plan. One major risk that should be considered is if the reports and deliverables are not submitted on time and/or there is no fruitful cooperation and coordination of work between the Montenegro and Albanian partners. So the tenderer should be aware to propose risk assessment.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

This contract is part of the contractual obligations of the UET Centre, Tirana, as they arise from the contract No: CFCU/MNE/048. This contract is for the subset of the project THE "FEMININE SIDE" OF QUALITY.

Specifically, this contract will cover part of the contractual obligations of the UET Centre, Tirana to:

➤ Budget line - 5. Other costs, services

5.7.2 Educational and Training Programm

- 5.7.2.12 Lunch for the trainings in AL
- 5.7.2.13 Coffee break for the trainings in AL

In the context of budget line 5.7.2, Educational and Training Programm, objective of this contract is offering lunch and coffee break for the 12 training sessions, for 300 people in Mirdita area.

General requirement

The contractor should base its offer on the following criteria:

- Efficiency and efficacy of work in terms of time span and best value for money
- Sustainability of work conducted

4.1.2. Geographical area to be covered

Albania, Region of Lezha, Mirdite

4.1.3. Target groups

- Unemployed women;
- Rural community;
- Relevant businesses (hotels, restaurants, markets);
- Local authorities;

4.2. Specific work

Activity 1 - Organization of the Lunch for the trainings in AL

Participants in each lunch:

- 20-25 women in Mirdita area,
- 2-3 trainers and UET Centre representatives
- 2 Municipality of Mirdita representatives

- Lunch for the participants of the trainings (4 times a month for 3 months, 12 trainings in total)

Each lunch for the trainings in AL includes:

1. Appetizers and salads

2. Entrees (popular options)

3. Desserts (popular options)

4. Beverages

- Assorted soft drinks (diet and regular)
- Bottled water

Activity 2 - Organization of the coffee break in AL

Participants in each coffee break:

- 20-25 women in Mirdita area,
- 2-3 trainers and UET Centre representatives
- 2 Municipality of Mirdita representatives

- Coffee break for the participants of the trainings (4 times a month for 3 months, 12 trainings in total)

Each coffee break for the trainings in AL includes:

1. Tea & coffee
2. Water and soft drinks
3. Salted cookies
4. Mini cakes

The programme of each lunch and coffee break is the responsibility of UET Centre, in cooperation with the contractor.

4.3. Project management

4.3.1. Responsible body

The Managing structure in UET Centre, for the purposes of this project, is as follows:

- Project Development and Partnership Office

Responsible person, Mrs. Ketrina Çabiri Mijo

4.3.2. Management structure

The Contracting Authority, UET Centre, and in that capacity it is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation.

The day-to-day operational project implementation will be also performed by UET Centre, which is responsible for implementation of project THE “FEMININE SIDE” OF QUALITY financed under the IPA Cross-border Cooperation Programme “Montenegro-Albania 2014-2020”.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

UET Centre will provide the facilities of Project Development and Partnership Office for meetings with the contractor.

5. LOGISTICS AND TIMING

5.1. Location

The operational base for the project will be set up in the offices of the Contracting Authority and in the offices of the Contractor.

5.2. Start date & Period of implementation of tasks

The intended start date is 30/11/2018 and the period of implementation of the contract will be 4 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.

6. REQUIREMENTS

6.1. Facilities to be provided by the Contractor

The Contractor shall ensure that the service is adequately supported and equipped. In particular it must ensure that there is sufficient administrative, provision to enable the appropriate service on their primary responsibilities.

7. REPORTS

NA

8. MONITORING AND EVALUATION

8.1. Definition of indicators

- Lunch for the trainings in Rreshen (Mirdita), AL – 12
- Coffee break for the trainings in Rreshen (Mirdita), AL - 12

8.2. Special requirements

Any information and publicity actions should follow the recommendation of the “Information & Publicity Project Partners Guidebook” available in the website of the Managing Authority (see <http://www.greece-albania.eu>)