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1. BACKGROUND INFORMATION

1.1 Beneficiary country

< ALBANIA >

1.2 Contracting Authority

<MUNICIPALITY OF DURRES >

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

Overall objective:

INTEGRATED SUSTAINABLE TRANSPORT STRATEGIES

The ADRIMOB project (financed by the European Union through the IPA Adriatic Cross-border Cooperation Programme) aims at enhancing maritime passenger transport between and along the Adriatic coasts, strengthening and integrating the existing infrastructure networks in order to implement the necessary connections on shore, so to guarantee easy transfers around the territory to passengers after disembarking.

For this purpose, the project envisages both strategic planning actions and concrete projects, such as the completion and connection of cross-border multimodal circuits, implementing the lacking bus services from passenger terminals to the town centre or to other intermodal connection points, or bike sharing points, and tourism information tools about integrated services, both on-line and at the passenger terminal.

Purpose

The purpose of this contract is as follows:

The aim is to improve the connection within and among the different countries involved in the project. Specific marketing actions are envisaged to promote the new intermodal opportunities of the Adriatic area implemented by the Adrimob project. Durres Municipality has the duty to produce its share of promotional materials, in English and Albanian, as specified in the Terms of Reference.

Results to be achieved:

- Promotional Materials of “AdriMOB” Project

3. SCOPE OF THE WORK

3.1 General

Description of the assignment

Graphic preparation and printing of promotional materials regarding WP2, act 2.2 and WP5, act 5.1 of the “AdriMOB” Project.

The specifications of the promotion materials are as follows:

- a. Folding 1: 5000 copies (the specifications are: closed format = 14.8x14.8 cm; open format = 44.3x14.8 cm)
- b. Folding 2: 1000 copies (the specifications are: closed format = 10x21 cm; open format = A4 with 2 vertical folds. Print in 4 colours on coated paper 170 grams)
- c. Posters: 100 copies (the specifications are: format = 70x100 cm; Print in 4 colours on bill posting paper or coated paper)

- d. Display: 2 - aluminium frame with vertical rod. Printing on plastic banner; print size: 75x200 cm; complete transport bag.
- e. Brochure: 10,000 copies (the specifications are: format A5, consisting of 40 sides including the cover; Print in 4 colours on coated paper 135 grams; Binding with two staples.

3.2 Project management

Responsible body

< Municipality of Durres, ALBANIA >

Management structure

<AdriMOB> Project Management staff

4. LOGISTICS AND TIMING

4.1 Location

Durres, (ALBANIA)

4.2 Commencement date & Period of implementation of tasks

The intended commencement date is <27.11.2013> and the period of implementation of the contract will be < 1 > month from this date.

5. REQUIREMENTS

5.1 Personnel

Experts will be subject to approval by the Contracting Authority before the start of the implementation. This Terms of Reference contains expert profiles and the tenderer will have to demonstrate in the offer that they have access to experts with the required profiles.

Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

Qualifications and skills

Degree and experience in graphic preparation and printing of promotional materials

General professional experience

Minimum 2 years of working experience in the field

6. REPORTS

6.1 Reporting requirements

The consultant will submit the following reports in Albanian or English in one original copy:

The final report - no later than one month before the end of the period of implementation of tasks.

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.