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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:**

Wp 5.1 : Durres Municipality coordinates the Permanent Observatory for the development of the governance model on the thematic issue of multiethnic local economy. It is responsible for the guidelines draft elaboration, the animation on this focus of the reserved web community with area, the translation and printing of the document in 4 project languages.

Wp 5.3 Durres Municipality is responsible for the organization and implementation of the Multiethnic Economic Development Agency in Durres, with the operational support of the CDI, that provides its expertise in local development. Both Beneficiaries are in charge with the Agency promotion activities, job scouting and local and regional networking. The MULTIETHNIC ECONOMIC DEVELOPMENT AGENCY test a public service model aiming at promoting the ethnic minorities inclusion into the labour market: A) Diffusion of multilingual leaflets on local public job services, rights and duties (social security, taxes, etc.); B) Information for self-employment initiatives; C) Promotion of the Business Charter for Diversity and of a CSR network of representatives of employers, trade unions and companies; D) Supporting people for elaborating informal CVs to document not officially acquired skills; E) Supported employment service (vocational guidance, matching with the Agency job opportunities database; personnel assistance and supervision by a job mentor in the job start up)

Wp 2.2 Country mainstreaming: wide national sensitization campaigns are realized on local/regional/national media (newspaper, TV), to increase people awareness on the value of diversity in the Adriatic multiethnic society.

## **Purpose**

The purpose of this contract is as follows:

- Durres Municipality according to WP 5.1 is responsible for the design and printing of the guidelines document in 4 project languages.
- Durres Municipality according to WP 5.3 is responsible for the promotion campaign and publications.
- Durres Municipality according to WP 2.2 will support CDI with Media publications: Provide proactive stories related to implementation of the Roma Strategy in Albania and the use of funds in addressing the priorities of the community;

## **Results to be achieved by the Consultant/service provider**

1. Public services managers and decision makers with increased awareness on the governance model for a multiethnic development of local/regional/national economies.
2. Public services professionals of involved Countries with specific competences to replicate the governance model for the enhancement of minority involvement as economic value.
3. Minority associations and social organizations with specific competences to promote the governance model for the local multiethnic economic development
4. People belonging to minorities with increased awareness on their rights and knowledge on existing services.
5. Stakeholders (services professionals and managers, minority and social organisations, business association) with increased awareness on diversity value for innovative business.
6. Increased level of effective application of minority rights recognized by law in involved Albanian Regions

## **3.SCOPE OF THE WORK**

### **3.1 General**

#### **Description of the assignment**

The scope of this contract is designing and printing of the document in 4 project languages, printing promotion materials for sensitization campaign leaflets , posters ,banner, etc . Printed materials:

#### 1. Graphic elaboration, editing and printing of a multilingual Guideline.

**Technical details:**A4 pattern ,100 pages, glossy paper, 170 gr ,printing on both sides with colour (500 copies)

#### 2.Graphic elaboration, editing and printing of folders.

**Technical details:** Laminate personalized with pocket(200 copies)

#### 3.Graphic elaboration, editing and printing of posters

**Technical details:** A3 format with colours (600 copies)

#### 4.Graphic elaboration, editing and printing of leaflets A4 format printed on both sides with colour.

**Technical details:** Format 297 x 210 mm, glossy paper, 170 gr, with three leaflets, 4 colour, glossy and plasticized, digital printing quantity 600 copies.

#### 5.Graphic elaboration, editing and printing of a tarpaulin banner .

**Technical details:** Indoor banner, gummy, Blackout, CTP, 450 gr per m2; dimensions 2.5 m x 1.5 m printing one side, with rings every 30 cm, 1 piece .

### **3.2 Project management**

#### **Responsible body /Management structure**

< Municipality of Durres / Department of Development Policies , Albania >

< SIMPLE 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 < 7 January 2014> and the period of implementation of the contract will be < 14 > days from this date.

## **5.REQUIREMENTS**

1. Registration certificate at National Registration Center.
2. Expertise in graphic design and printing.

## **6.REPORTS**

### **6.1 Reporting requirements(not applicable)**

The service provider will deliver the requested materials, and must obtain the consent and approval of the project manager for the quality and quantity of requested materials .The final approval together with a receipt record 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.

Date 05/12/2013