



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 17, 2021
	REFERENCE: "Enhancing financial sustainability of Protected areas system in Albania"

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Maintenance of the unified outdoor hiking trails in Llogara NPs.**

Please be guided by the form attached hereto as Part 2, in preparing your Proposal. Proposals may be submitted on or before **Wednesday, June 30, 2021 at 14:00 hrs** via e-Tendering.

Allowable Manner of Submitting Proposals: e-Tendering only. Bids not sent in e-Tendering system will not be considered. Proposal Submission Address: <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by using the "Accept Invitation" function in e-Tendering system. This will enable you to receive amendments or updates to the RFP. Please find the link for all the procurement guides and videos:
<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

Electronic submission (e-Tendering) requirements:

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 35 MB
- UNDP reserves the rights to ask for originals during the evaluation.

Please name the submitted files following the structure of the solicitation document and consolidate the files into as few files as possible, using compression tools (zip etc.).

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of **120 (one hundred and twenty) days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Part 3. Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/cond uct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Nuno Queiros

Deputy Resident Representative

Annex 1

DESCRIPTION OF REQUIREMENTS

Context of the Requirement	<p>The Government of Albania (GoA) has recently approved a new Law on Protected Areas, which over the long-term should result in a significant improvement in the overall management effectiveness of the country's system of PAs, covering 460,060 ha of marine and terrestrial habitats; it is substantially contributing to planning, administration and use of PAs in Albania consolidating the legal context for the declaration, conservation, administration, management and use of the PAs and their natural and biological resources as well as facilitating conditions for the development of environmental tourism; public information and education and the generation of direct and indirect economic benefits by the local population as well as the public and private sectors.</p> <p>As for the current funding baseline for the PA system, and the capacities to administer and improve PA revenue streams, they are still well below the levels required to ensure that the PAs system can properly serve its function as an important tool to protect biodiversity. So, the Ministry of Tourism and Environment and its agencies will need to have the ability to: (i) secure sufficient, stable and long-term financial resources for protected areas; (ii) allocate these resources in a timely manner and appropriate form to cover the full costs of protected areas; and (iii) ensure that the protected areas are managed effectively and efficiently with respect to conservation and other complementary objectives.</p> <p>In that respect, the project seeks to assist the GoA in reducing existing funding gaps for the system of PAs, improving the management and cost-efficiencies of individual PAs and building the financial management capacities of PAs nationwide by increasing the capacity of the central and local staff, and focusing relevant activities at two levels of support: (i) building the financial management capacities of the agency responsible for administering the system of protected areas (NAPA/RAPAs); and (ii) demonstrating the efficacy of different financing strategies in a sub-set of individual PAs.</p> <p>The project will also test and develop mechanisms for increasing income from conventional financial sources for protected areas and developing innovative alternative means of revenue generation, identifying opportunities for potential financial mechanisms in 3 PAs, namely Dajti NP, Divjake – Karavasta NP and Llogara-Karaburun – Sazan Ecosystem. This will essentially involve three main instruments: (1) Sustainability of the protected areas system institutionalized; (2) Co-management models in demonstration sites; (3) Business planning and revenue generation.</p> <p>Consequently, the current assignment addresses and links the sustained tourism development, with, PAs (NPs) efforts to better manage and conserve their habitats, namely pinpointing the hiking and trekking activities in the PAs, as one of few touristic alternatives to be applied in such sensitive sites, while contributing in the long run to their sustainability. This work ensures that a balance is maintained between the core biodiversity and heritage conservation mandate for PAs and their sustainable use for tourism, recreation and natural resource harvesting purposes.</p>
Implementing Partner of UNDP	Ministry of Tourism and Environment /National Agency of Protected Areas

Brief Description of the Required Services ¹	<p>The scope of the assignment is to contribute to the improved tourisms facilities in some of the main parks, namely by establishing and maintaining, wherever necessary, outdoor hiking trails as per agreed standards and signage system in Albania, and respective guideline & regulatory framework developed recently.</p> <p>In close cooperation with the Regional Administration of Protected Areas of Vlora, the entity will have to:</p> <ul style="list-style-type: none"> - Review the situation of the existing and planned hiking & trekking trails in Llogara National Park based on the maintenance priorities and also on the need for setting up new connecting trails (elements to include are total number of trails and length, % of walking for pleasure, % of biking on paved trails, % of biking on unpaved trails, % of hiking , % of jogging or running) - Based on the findings and the situation review, organise and accomplish trails maintenance & opening new trail if needs. This phase will include maintenance & clear the existing trails: remove small trees, shrubs and limbs from large trees, rake debris from the trail, cut large trees, if any; remove stumps and boulders; move soil to level the tread.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> a. Selection of the corridor – as the most enjoyable step in trail design it explores the corridor to determine where to place the trail. Analyze the entire area, refining the trail location as you gather more information; the agreed design features must be considered (locating a new section of trail on a side slope; keeping the trail grade less than half of the grade of the hillside; building with a full bench cut to create a solid, durable tread; constructing plenty of grade reversals; out-sloping the tread; compacting the entire trail tread) b. On existing trails, placing a priority on: Correcting truly unsafe situations. As an example, repair impassable washouts along a cliff or reroute the trail. Correcting problems that cause significant trail damage, such as erosion. Restoring the trail to the planned design standard. c. Control points. Control points are physical or legal constraints on a trail's location. Ownership or management unit boundaries, a steep slope forcing a trail through a narrow section of hillside, a cliff that forces a trail around one end, a wetland forcing the trail along a narrow upland ridge or a stream that can be crossed easily in only a few places are examples of control points. A special point of interest may also serve as a control point. Run your trail past significant points of interest, e.g., unusual landforms, different forest types or ages; forest opening; grassland; farmland, especially if it attracts feeding wildlife; scenic vista; boulders; rock outcrop; river; creek; historic site; archeological site; wildlife habitats; and an old home- stead. Attract wildlife to the trail corridor with nesting boxes, breeding sites, food plots, feeding stations, roost poles, watering devices and other constructed habitats.

¹A detailed TOR may be attached if the information listed in this Part is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>d. Mark Trail Location. The trail must be designed/ maintained to lay comfortably on the land. To the greatest extent possible, environmentally benign trail locations must be sought. Unnecessarily steep, erodible, and/or dangerous slopes will be avoided whenever possible. Formed by a paint trail (es. white-red or red-white-red) placed at the start and along the path on stones or plants, used to confirm the route of the trail. Namely Horizontal signs must be referred to while choosing the best option of marking trails (ref. <i>“Guideline for trail network design and structures maintenance in Protected Areas” UNDP/NAPA</i>)</p> <p>e. Clear the Trail – Remove small trees, shrubs and limbs from large trees; Rake debris from the trail; Cut large trees; Remove stumps and boulders; Move soil to level the tread.</p> <p>f. Produce and install direction and informative lecterns¹ as per agreed standards (ref. <i>“Guideline for trail network design and structures maintenance in Protected Areas” UNDP/NAPA</i>- an excerpt is annexed herewith below, whereas a copy will be provided to all interested applicant upon request) The number of tables will be at least 5 informative tables² to be installed at the beginning of the following trails:</p> <ul style="list-style-type: none"> ○ Llogara Panorama point view. ○ Gjuheza cape. ○ Cezar trail. ○ Palasa delta trail ○ Orikum lagoon, Bristani and Dukgjoni cave trails <p>and direction tables³ for Llogara NP as per information indicated by park administration to be installed at 16 available trails in Llogara National Park</p> <p>g. Produce and install a big informative table⁴ at Llogara National Park/ Visitor Center of the protected area with all information of the paths of the Park. All technical elements will be adjusted in close communication and exchange with the park’s personnel (wooden signs, wooden / aluminum plate lecterns). The philosophy behind must be ‘do it right – do it once’, working closely with parks and local authorities.</p> <p>h. Opening and marking of the first part of Bicycle trail, which starts nearby the Visitor Center, using appropriate equipment to guarantee safety ride. The trail needs to be marked with direction and informative tables along it to facilitate the access from the main road and VC. All the technical elements will be implemented following international standards on bicycle trails and in close collaboration with park administration to avoid damages and irreversible impact on park habitats. Preparation of a one-page guide on trail usage.</p>
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² *“Guideline for trail network design and structures maintenance in Protected Areas” UNDP/NAPA, pages 58-59*

³ *“Guideline for trail network design and structures maintenance in Protected Areas” UNDP/NAPA, pages 52-55*

⁴ *“Guideline for trail network design and structures maintenance in Protected Areas” UNDP/NAPA, page 57*

List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • A preliminary plan with trail intervention priorities split according to most demanding actions (respective terms inc. standardized signage, defined responsibilities and authority for maintenance of the trails, indications of trail networks and a national track record /inventory – at the end of 1st month of assignment • Report on the number of trails maintained and those newly established with respective details – at the end of 5th month of assignment • Setting of signs, tables, and information along the paths - at the end of 6th month of assignment • Final report
Person to Supervise the work/Performance of the Service Provider	Project team
Frequency of Reporting	As per due time described above.
Progress Reporting Requirements	Narrative and financial reporting as linked to deliverables
Location of work	<input type="checkbox"/> Exact Address/es Llogara National Park <input type="checkbox"/> At Contractor's Location
Expected duration of work	As per ToRs in Annex 3
Target start date	July 10, 2021
Latest completion date	December 10, 2021
Travels Expected	In the site- Llogara National park
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<p><input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required</p> <p>Please submit the time schedule table. duration of the assignment will be 6 months. The indicative allocation will be the following:</p> <ul style="list-style-type: none"> • At the end of 1st month - A preliminary plan with trail intervention priorities split according to most demanding actions (respective terms inc. standardized signage, defined responsibilities and authority for maintenance of the trails, indications of trail networks and a national track record /inventory.

	<ul style="list-style-type: none"> • At the end of 4th month – Report on the number of trails maintained and those newly established with respective details • At the end of 5th month - Setting of signs, tables, and information along the paths • At the end of the assignment - Final report for all the work done.
Names and curriculum vitae of individuals who will be involved in completing the services	<p><input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required</p> <p>The entity shall have:</p> <ul style="list-style-type: none"> a) A solid background on forestry with long standing experiences b) At least 10 years' experience in provision of similar services, preferably in ecotourism managements, nature and PA management, or any related field. c) A track record of at least enrolment with program running similar sector issue (e.g. NATUARA 2000 or with relevant NGOs) d) The necessary skills and capacity to organize the missions and the works on sit e) Knowledge of the area and good cooperation with the NAPA and RAPA <p>The Bidders shall propose a team of at least 2 experts, composed by:</p> <ul style="list-style-type: none"> • One Team leader/Leading environment expert – at least 7 years of experience • One senior expert – environment guide expert with good knowledge of the area
Currency of Proposal	<p><input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Albanian Lek)</p>
Value Added Tax on Price Proposal ⁵	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p>
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<p><input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in Lots, etc.)</i>]</p>

⁵VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Required. Please submit the time schedule table.																							
Payment Terms ⁶	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td></td><td>20%</td><td>At the end of month 1</td><td> <ul style="list-style-type: none"> A preliminary plan with trail intervention priorities split according to most demanding actions (respective terms and budgets inc. standardized signage, defined responsibilities and authority for maintenance of the trails, indications of trail networks and a national track record /inventory. </td></tr> <tr> <td></td><td>40%</td><td>At the end of month 4</td><td>Report on the number of trails maintained and those newly established with respective details</td></tr> <tr> <td></td><td>30%</td><td>At the end of month 5</td><td>Setting of signs, tables, and information along the paths</td></tr> <tr> <td></td><td>10%</td><td>At the end of month 6</td><td>Final report for all the work done</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release		20%	At the end of month 1	<ul style="list-style-type: none"> A preliminary plan with trail intervention priorities split according to most demanding actions (respective terms and budgets inc. standardized signage, defined responsibilities and authority for maintenance of the trails, indications of trail networks and a national track record /inventory. 		40%	At the end of month 4	Report on the number of trails maintained and those newly established with respective details		30%	At the end of month 5	Setting of signs, tables, and information along the paths		10%	At the end of month 6	Final report for all the work done
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Person(s) to review/inspect/ approve outputs/completed	Program staff																							

⁶UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Goods and/or Services <input type="checkbox"/> Long-Term Agreement ⁷ (if LTA will be signed, specify the document hat will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>1.1 Preliminary Examination and eligibility criteria and fulfillment of minimum qualification requirements</p> <p>Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements. Eligibility criteria and minimum requirement will be evaluated on a Pass/Fail basis. If the proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria unless otherwise specified in the criterion.</p> <p>1.2 Technical Proposal Evaluation</p> <p>The evaluation team shall review and evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and other RFP documents.</p> <p>A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of 70%.</p> <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30%</p> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>

⁷ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁸	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁹	<input checked="" type="checkbox"/> Form for Submission of Proposal [Annex 2] <input checked="" type="checkbox"/> Detailed ToRs [Annex 3] <input checked="" type="checkbox"/> <input type="checkbox"/> Others[pls. specify]
Contact Person for Inquiries (Written inquiries only) ¹⁰	UNDP Albania Procurement Unit procurement.al@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	Submission of Proposals Bidder's proposals will consist of Two Parts. Part 1 <u>Bidder's qualification, capacity and experience & Management Structure and Key Personnel</u> Bidders must all the related documents, such as legal documents, similar experience, annual turnover, financial statements etc. The applicant also must submit the CVs of Key Personnel in this part of the submission. Part 2 <u>Proposed Plan, Methodology, its appropriateness to the condition and timeliness of the implementation plan and Financial Proposal</u>

⁸Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

2.1 Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of the business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheets to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating the description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List.*

2.2 Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a

¹¹This serves as a guide to the Service Provider in preparing the Proposal.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

detailed description of the essential performance characteristics, reporting conditions, and quality assurance mechanisms that will be put in place while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

2.3 Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

2.4 Cost Breakdown per Deliverable* (*This shall be the basis of the payment tranches)

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Component 1		
2	Component 2		
	Total	100%	

2.5 Cost Breakdown Cost of Component 1(the table is an example)

	Proposed Input	Monthly Rate	Total Cost
	Month		
Key staff			
Non-Key Staff			
Other Services¹³			

¹³Bidders must include the Institute of Construction and Environmental Impact Assessment approval fees within their design financial offer.

Total Cost of Component 1			

2.6 Cost Breakdown Cost of Component 2

	Proposed Input	Monthly Rate	Total Cost
	Month		
Key staff			
Non-Key Staff			
Other Services			
Total Cost of Component 2			

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Terms of Reference

Maintenance of the unified outdoor hiking trails in Llogara NP

1. Project background:

The Government of Albania (GoA) has done significant improvement in the overall management of the country's system of Protected Areas, which cover about 18% of the Albanian territory. The National Agency of Protected Areas is substantially contributing to planning, administration and use of PAs in Albania consolidating the legal context for the declaration, conservation, administration, management and use of the PAs and their natural and biological resources as well as facilitating conditions for the development of environmental tourism; public information and education and the generation of direct and indirect economic benefits by the local population as well as the public and private sectors.

As for the current funding baseline for the PA system, and the capacities to administer and improve PA revenue streams, they are still well below the levels required to ensure that the PAs system can properly serve its function as an important tool to protect biodiversity. So, the Ministry of Tourism and Environment and its agencies will need to have the ability to: (i) secure sufficient, stable and long-term financial resources for protected areas; (ii) allocate these resources in a timely manner and appropriate form to cover the full costs of protected areas; and (iii) ensure that the protected areas are managed effectively and efficiently with respect to conservation and other complementary objectives.

In that respect, the project seeks to assist the GoA in reducing existing funding gaps for the system of PAs, improving the management and cost-efficiencies of individual PAs and building the financial management capacities of PAs nationwide by increasing the capacity of the central and local staff, and focusing relevant activities at two levels of support: (i) building the financial management capacities of the agency responsible for administering the system of protected areas (NAPA/RAPAs); and (ii) demonstrating the efficacy of different financing strategies in a sub-set of individual PAs.

The project will also test and develop mechanisms for increasing income from conventional financial sources for protected areas and developing innovative alternative means of revenue generation, identifying opportunities for potential financial mechanisms in 3 PAs, namely Dajti NP, Divjake – Karavasta NP and Llogara-Karaburun – Sazan Ecosystem. This will essentially involve three main instruments: (1) Sustainability of the protected areas system institutionalized; (2) Co-management models in demonstration sites; (3) Business planning and revenue generation.

Consequently, the current assignment addresses and links the sustained tourism development, with, PAs (NPs) efforts to better manage and conserve their habitats, namely pinpointing the hiking and trekking activities in the PAs, as one of few touristic alternatives to be applied in such sensitive sites, while contributing in the long run to their sustainability. This work ensures that a balance is maintained between the core biodiversity and heritage conservation mandate for PAs and their sustainable use for tourism, recreation and natural resource harvesting purposes.

2. Scope of work, responsibilities and duties

The scope of the assignment is to contribute to the improved tourism facilities in some of the main parks, namely by establishing and maintaining, wherever necessary, outdoor hiking trails as per agreed standards and signage system in Albania, and respective guideline & regulatory framework developed recently.

In close cooperation with the Regional Administration of Protected Areas of Vlora, the entity will have to:

- Review the situation of the existing and planned hiking & trekking trails in Llogara National Park based on the maintenance priorities and also on the need for setting up new connecting trails (elements to include are total number of trails and length, % of walking for pleasure, % of biking on paved trails, % of biking on unpaved trails, % of hiking, % of jogging or running)
- Based on the findings and the situation review, organise and accomplish trails maintenance & opening new trail if needs. This phase will include maintenance & clear the existing trails: remove small trees, shrubs and limbs from large trees, rake debris from the trail, cut large trees, if any; remove stumps and boulders; move soil to level the tread.

the normal process has to go through the below tasks:

- a. **Selection of the corridor** – as the most enjoyable step in trail design it explores the corridor to determine where to place the trail. Analyze the entire area, refining the trail location as you gather more information; the agreed design features must be considered (locating a new section of trail on a side slope; keeping the trail grade less than half of the grade of the hillside; building with a full bench cut to create a solid, durable tread; constructing plenty of grade reversals; out-sloping the tread; compacting the entire trail tread)
- b. On existing trails, **placing a priority on:** Correcting truly unsafe situations. As an example, repair impassable washouts along a cliff or reroute the trail. Correcting problems that cause significant trail damage, such as erosion. Restoring the trail to the planned design standard.
- c. **Control points.** Control points are physical or legal constraints on a trail's location. Ownership or management unit boundaries, a steep slope forcing a trail through a narrow section of hillside, a cliff that forces a trail around one end, a wetland forcing the trail along a narrow upland ridge or a stream that can be crossed easily in only a few places are examples of control points. A special point of interest may also serve as a control point. Run your trail past significant points of interest, e.g., unusual landforms, different forest types or ages; forest opening; grassland; farmland, especially if it attracts feeding wildlife; scenic vista; boulders; rock outcrop; river; creek; historic site; archeological site; wildlife habitats; and an old home- stead. Attract wildlife to the trail corridor with nesting boxes, breeding sites, food plots, feeding stations, roost poles, watering devices and other constructed habitats.
- d. **Mark Trail Location.** The trail must be designed/ maintained to lay comfortably on the land. To the greatest extent possible, environmentally benign trail locations must be sought. Unnecessarily steep, erodible, and/or dangerous slopes will be avoided whenever possible. Formed by a paint trail (es. white-red or red-white-red) placed at the start and along the path on stones or plants, used to confirm the route of the trail. Namely

Horizontal signs must be referred to while choosing the best option of marking trails (*ref. "Guideline for trail network design and structures maintenance in Protected Areas" UNDP/NAPA*)

- e. **Clear the Trail** – Remove small trees, shrubs and limbs from large trees; Rake debris from the trail; Cut large trees; Remove stumps and boulders; Move soil to level the tread.
- f. **Produce and install direction and informative lecternsⁱⁱ** as per agreed standards (*ref. "Guideline for trail network design and structures maintenance in Protected Areas" UNDP/NAPA*- an excerpt is annexed herewith below, whereas a copy will be provided to all interested applicant upon request) The number of tables will be at least 5 informative tables¹⁴ to be installed at the beginning of the following trails:
 - Llogara Panorama point view.
 - Gjuheza cape.
 - Cezar trail.
 - Palasa delta trail
 - Orikum lagoon, Bristani and Dukgjoni cave trails

and direction tables¹⁵ for Llogara NP as per information indicated by park administration to be installed at 16 available trails in Llogara National Park

- g. **Produce and install a big informative table¹⁶** at Llogara National Park/ Visitor Center of the protected area with all information of the paths of the Park. All technical elements will be adjusted in close communication and exchange with the park's personnel (wooden signs, wooden / aluminum plate lecterns). The philosophy behind must be 'do it right – do it once', working closely with parks and local authorities.
- h. **Opening and marking of the first part of Bicycle trail**, which starts nearby the Visitor Center, using appropriate equipment to guarantee safety ride. The trail needs to be marked with direction and informative tables along it to facilitate the access from the main road and VC. All the technical elements will be implemented following international standards on bicycle trails and in close collaboration with park administration to avoid damages and irreversible impact on park habitats. Preparation of a one-page guide on trail usage.

Deliverables and Time Frame

The duration of the assignment will be 6 months. The indicative allocation will be the following:

- 20 % of the payment - at the end of 1st month - A preliminary plan with trail intervention priorities split according to most demanding actions (respective terms and budgets inc. standardized signage, defined responsibilities and authority for maintenance of the trails, indications of trail networks and a national track record /inventory.
- 40 % of the payment - at the end of 4th month – report on the number of trails maintained and those

¹⁴ "Guideline for trail network design and structures maintenance in Protected Areas" UNDP/NAPA, pages 58-59

¹⁵ "Guideline for trail network design and structures maintenance in Protected Areas" UNDP/NAPA, pages 52-55

¹⁶ "Guideline for trail network design and structures maintenance in Protected Areas" UNDP/NAPA, page 57

newly established with respective details

- 30% of the payment - at the end of 5th month - Setting of signs, tables, and information along the paths
- 10 % of the payment - at the end of the assignment - Final report for all the work done.

Entity requirements

The entity shall have:

- f) A solid background on forestry with long standing experiences
- g) At least 10 years' experience in provision of similar services, preferably in ecotourism managements, nature and PA management, or any related field.
- h) A track record of at least enrolment with program running similar sector issue (e.g. NATURA 2000 or with relevant NGOs)
- i) The necessary skills and capacity to organize the missions and the works on sit
- j) Knowledge of the area and good cooperation with the NAPA and RAPA

The trails are located at the most important intersections of a path (stairs, branches, villages, reference places) that usually appear in cartography; include the location name and corresponding altitude. It should be placed on the same pillar with the auxiliary signs, with 5cm space. The rectangular area tables are made of Forex or Aluminum with the following dimensions:

- length: 25 cm
- height: 15 cm
- width: 2 cm (Forex®), 5 mm (Alumin)

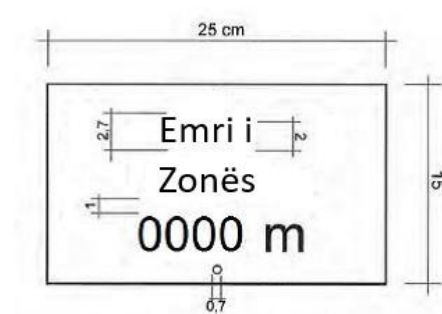


Table showing the name of the place

No commas should be added to the label to round the figures. Place names should be written in the center, and black Arial writing, approximately 20mm (lowercase) and 27mm (upper case and numbers).

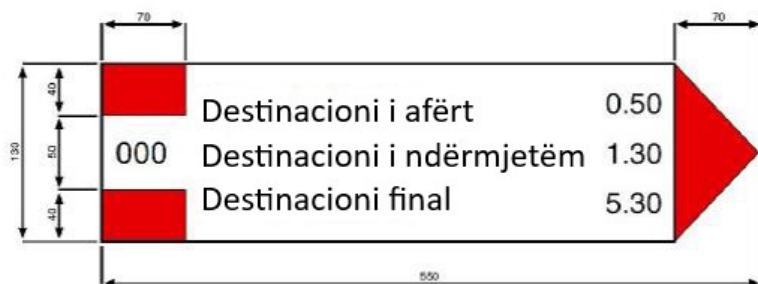
Informative table

It usually consists of signposts placed at the beginning of the path and at major intersections, with information on designated areas and distance to the destination (near, intermediate and distant) with travel time and path number (direction signs); other types of boards are planned for thematic trails or to invite hiking (sites tablesles/ boards, information panels).

Signs of direction

Used to indicate the direction and location of the route destination and the time needed for a simple visitor to arrive. These should be placed at the beginning and end of the path, at intersections with paths and other roads. The tables have the shape of an arrow; they are made of Forex® or aluminum with the following dimensions:

- length: 55 cm
- height: 15 cm
- width: 2 cm (Forex®), 5 mm (Alumin)



Sign/direction sign

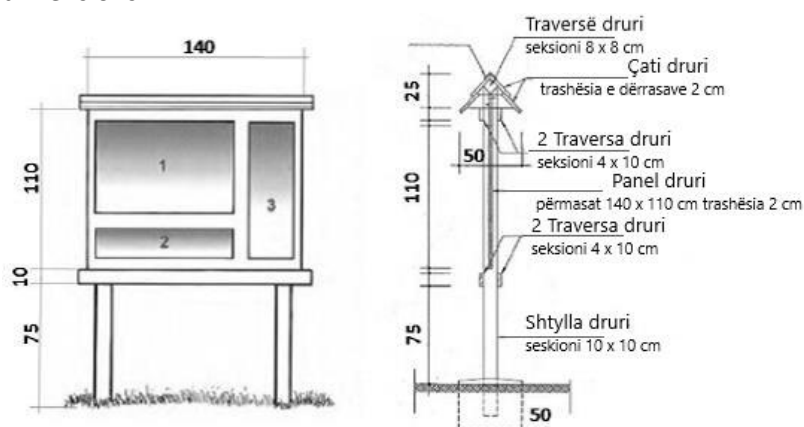
Information panel

They are large format panels of Forex® or Dibond®, located in villages or important access points for the network of trails. Contains the group of area trails, also providing geographical, environmental and historical information.

The panel includes three smaller sections that refer to:

1. A schematic map of the network of paths and connecting roads, and the existing infrastructure; (size 90x60cm);
2. List of paths accessible from the area, number of paths, walking time (size 90x20cm);
3. Descriptions of the historical and environmental characteristics of the area and any other additional information. (size 90x30cm)

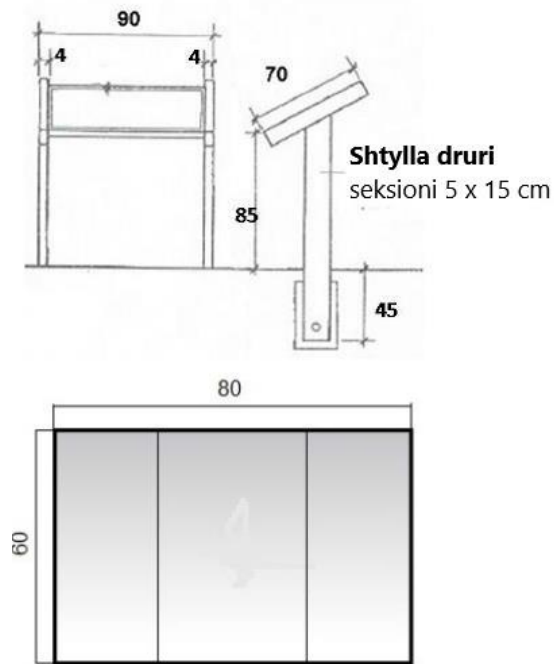
The main structure is made of processed wood (pine or fir) with the following construction scheme and dimensions



Information Panels - Small format panels

It is a small format Forex or Dibond panel, located close to the main areas of interest along the network of trails (natural, historical, geological monuments and information on natural features). The panel includes graphic diagrams, descriptions of historical or environmental aspects of the territory and any other additional information about the protected area.

The main structure is made of processed wood with the following construction scheme and dimensions



The main structure of the small format information panel

ⁱ a tall stand with a sloping top to hold a book or notes, from which someone, typically a preacher or lecturer, can read while standing up.

ⁱⁱ a tall stand with a sloping top to hold a book or notes, from which someone, typically a preacher or lecturer, can read while standing up.