



FONDI SHQIPTAR I ZHVILLIMIT
ALBANIAN DEVELOPMENT FUND

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES)**

Albania

Albanian Development Fund (ADF)

Project for Integrated Urban and Tourism Development (PIUTD)

IBRD Loan No: 8656- ALB.

Project ID Number: P15562

Issuing date: May 15, 2018

Assignment Title: **“Primary Data Collection, Development of Mid-Term and End Follow up Surveys, Assessment of PDO findings achievement in the framework of PIUTD”**

Reference No. **REF No: AL-ADF-62578-CS-CQS**

The Government of Albania has received financing from the World Bank toward the cost of the **Project for Integrated Urban and Tourism Development (PIUTD)**, and intends to apply part of the proceeds for consulting services. The consulting services (“the Services”) include: **“Primary Data Collection, Development of Mid-Term and End Follow up Surveys, Assessment of PDO findings achievement in the framework of PIUTD”**.

The purpose of this assignment is to carries out midterm and follow up Result Assessment of the Project for Integrated Urban and Tourism Development in line with the project’s objectives. The Assessment should provide information regarding project implementation and achievement of Project Development Objectives at mid project and at the end of it. The assessment shall provide reliable and useful information, which would allow identifying project achievements in line with the project’s objectives and lessons learned.

This assessment comprises three key data collection tasks to be carried out:

- (i) a survey of tourists in a pre-selected number of touristic sites as well as tourist counts
- (ii) a representative household survey in each of the 4 selected urban centres, namely in Berat, Gjirokaster, Permet and Sarande;
- (ii) a representative survey of (formal and informal) tourism-related businesses in each of the 4 selected urban centres as well as firm counts;

Albanian Development Fund (ADF) now invites eligible consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the

Services. Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

The Assignment will be carried out through the following Tasks and activities:

Task 1 - Preparatory work to conduct Survey 1, 2 & 3;

Task 2 - Survey 1: Tourist Survey;

Task 3 - Survey 2: Household Survey;

Task 4 - Survey 3: Tourism-related Business Survey;

Task 5 - Focus groups;

Task 6 - Preparation of evaluation reports;

Task 7 - Preparation of a user friendly publication and Organization of a public event in order to present main findings of the final evaluation study;

Qualifications

The assignment will be carried out by a qualified research firm with demonstrated field experience, abilities to demonstrate experience in conducting tourist, household and business surveys in Albania. The Consultant is expected to have experience in organization and implementation of surveys in Albania, elaboration of the data analysis, preparation of evaluation reports. The Consultant (company) should possess the following qualifications:

- No less than eight (8) years of experience in surveying is required, with special reference to nationwide household surveys as well as demonstrated experience in conducting exit interviews with citizens.
- At least 2 similar contracts successfully carried out within the last three years with certificates of satisfaction issued by the employers.

The entire proposed team may include several of the profile of experts as listed below, 7 key staff with necessary qualifications and experience to run and manage and the assigned project but not limited to:

- Team Leader, who plans, supervises and manages the surveys with the assistance of the field and data managers. S/he is responsible for the reporting to the beneficiary. Requirements comprise more than ten years of experience in managing and conducting related development baseline surveys, evaluations, and field research, including significant experience conducting large-scale, complex, mixed-method studies, and producing high quality written deliverables; degree in management, or other relevant field, and specific training in survey management.
- Field Managers responsible (at least 3), for training of field staff, which plan, supervise and manage the field work. The Field Managers must have minimum 3 years of experience in managing field work; have degree in management, or other relevant field, and specific training in survey management.
- Data Manager, who plans, supervises and manages data entry, error checking, processing and consolidation of data; has solid skills in both quantitative and qualitative analysis including professional and frequent application of quantitative analysis software such as SPSS, STATA, or equivalent applications. The data

manager must have minimum 5 years of experience in managing data entry for surveys; degree in statistics or other relevant discipline; specific training in data entry for household survey management.

- Social and communication expert, who assists the preparation of user friendly publication and final evaluation report. The expert must have minimum 3 years of experience in preparation in reports, and other publications including user friendly publications, booklets, leaflets etc.
- Data analyst / economist. He/she will be the main person in charge of conducting the data analysis and providing summary statistics as well as supporting the team in writing reports and final findings. A minimum of 5 years of experience in data analysis is required.

The short listing criteria are:

No.	Evaluation Criterion	Points
1.	Overall experience of the firm (number of years) in the field of assignment	25 points
2.	Number of similar assignments completed during last 8 (eight) years	15 points
3.	Assignment-relevant experience and qualification of key personnel	50 points
4.	Number of years of the key personnel in the firm	10 points
TOTAL		100 points

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (January 2011, revised July 2014), setting forth the World Bank's policy on conflict of interest.

The consultant should be a Firm. The selection method to be applied for this services through Consultant Qualifications selection procurement procedure (CQs), in accordance with the procedures set out the World Bank's Guidelines Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers" (January 2011, revised July 2014).

The assignment is expected to be completed **within 4.5 years**, from the date of signing the contract and the level of inputs required are 34 man/months. The firm will be contracted under a lump sum contract. The expected time of commencement of services is July 2018. The contract is expected to be completed on December 2022.

Further information can be obtained at the address below during office hours 08:00 to 16:30 (Monday to Thursday) and 08:00 to 14:00 on Friday.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **May 30, 2018**.

Albanian Development Fund (ADF)

Project for Integrated Urban and Tourism Development (PIUTD)

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