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1. BACKGROUND INFORMATION

1.1. Partner country

< Albania >

1.2. Contracting authority

< Municipality of Gjirokastrë >

1.3. Country background

The Municipality of Gjirokastrë, the largest municipality in the region of Southern Albania, serves as an important administrative, cultural and economic centre. Recognised as a UNESCO World Heritage city, Gjirokastrë attracts a growing number of visitors each year, while also functioning as a service hub for the surrounding rural areas. The municipality faces increasing mobility challenges related to urban accessibility, connectivity between urban and rural settlements, seasonal tourism flows, and the need to provide sustainable transport alternatives for residents and visitors alike.

Like many cities in the Adriatic-Ionian area, Gjirokastrë is experiencing growing pressure from private vehicle use, limited public transport options and insufficient infrastructure for active and sustainable mobility. These challenges affect accessibility, environmental quality, road safety and the overall quality of life of citizens. At the same time, the municipality's historic urban fabric and tourism-oriented economy require innovative mobility solutions that can balance accessibility, environmental protection and sustainable urban development.

The ADRIAMOVE project directly addresses these challenges by promoting sustainable and multimodal mobility solutions across the Adriatic-Ionian region. Through the exchange of knowledge and good practices, capacity-building activities, pilot actions and stakeholder engagement, the project supports local authorities in developing innovative approaches to sustainable transport and mobility planning. The project contributes to reducing transport-related emissions, improving accessibility and connectivity, encouraging the use of environmentally friendly transport modes, and strengthening cooperation among public authorities and relevant stakeholders.

For the Municipality of Gjirokastrë, ADRIAMOVE represents an important opportunity to enhance local mobility planning capacities, test innovative mobility solutions and raise awareness among citizens and visitors regarding sustainable transport options. The project's outputs, including mobility assessments, pilot actions, training activities, stakeholder networks and awareness-raising campaigns, will contribute to improving urban mobility conditions, supporting sustainable tourism development and strengthening the municipality's transition towards a greener and more climate-resilient future. Through its transnational dimension, ADRIAMOVE will facilitate the transfer of knowledge and experiences among partner regions, ensuring long-term benefits for local communities and contributing to the broader objectives of sustainable mobility in the Adriatic-Ionian area.

1.4. Current situation in the sector

The transport and mobility sector in Albania is undergoing a gradual transition towards more sustainable and environmentally friendly solutions, in line with EU policies, the Green Agenda for the Western Balkans and the country's European integration process. National transport and environmental policies promote sustainable urban development, climate resilience, improved accessibility and the reduction of transport-related emissions.



At local level, the Municipality of Gjirokastra is responsible for urban planning, local road infrastructure, traffic management, public services and the promotion of sustainable local development. As the largest municipality in Southern Albania and a UNESCO World Heritage Site, Gjirokastra serves as an important administrative, economic and tourism centre for the wider region. The municipality has experienced a continuous increase in tourism activity during recent years, generating additional mobility demands and increasing pressure on existing transport infrastructure.

The current mobility system remains largely dependent on private vehicles, while public transport services and infrastructure supporting active mobility, including pedestrian and cycling facilities, remain limited. The historic urban structure of the city, characterised by narrow streets and protected cultural heritage areas, creates additional challenges for traffic management, accessibility and parking. Furthermore, connectivity between the urban centre and surrounding rural communities remains a priority for local authorities.

Although the Municipality has strengthened its planning and development capacities through participation in European territorial cooperation initiatives, financial resources, technical expertise and specialised human resources remain limited in addressing increasingly complex mobility challenges. Decision-making processes involve municipal authorities, regional institutions, transport operators, businesses and civil society organisations; however, there is a need for improved stakeholder coordination, data collection systems and evidence-based mobility planning.

Against this background, sustainable and multimodal mobility has become a strategic priority for the Municipality of Gjirokastra. ADRIAMOVE responds to these needs by supporting the development and testing of innovative mobility solutions, strengthening institutional capacities, enhancing stakeholder cooperation and promoting sustainable transport practices. Through transnational cooperation and the exchange of good practices, the project contributes to improving accessibility, reducing environmental impacts and supporting the sustainable economic and tourism development of the region.

1.5. Related programmes and other donor activities

< N/A >

2. OBJECTIVES & EXPECTED OUTPUTS

2.1. Overall objective

The main objective of the ADRIAMOVE project is to enhance accessible, sustainable and multimodal mobility in the Adriatic-Ionian region through transnational cooperation, capacity building and the implementation of innovative pilot actions. The project seeks to improve mobility practices in the participating regions by fostering the exchange of good practices, strengthening stakeholder engagement and supporting the development and testing of sustainable transport solutions adapted to local needs.

A further objective is to strengthen the capacities of public authorities and relevant stakeholders through training, knowledge exchange and cooperation mechanisms that support the long-term promotion of sustainable and intermodal mobility across the Adriatic-Ionian area.

2.2. Specific objective(s)

The specific objectives (Outcomes) of this contract are as follows:

√ Strengthen the knowledge and capacities of local stakeholders through training activities, public



events and exchange of good practices related to sustainable and multimodal mobility;

- ✓ Support the implementation, monitoring and evaluation of the local pilot action testing sustainable mobility solutions in the Municipality of Gjirokastrë;
- ✓ Increase awareness and engagement of citizens, local stakeholders and target groups regarding sustainable and intermodal mobility through communication and awareness-raising activities.

2.3. Expected outputs to be achieved by the contractor

1. Technical support for project management, financial management, quality assurance, reporting and coordination activities throughout the implementation period.
2. Organisation and implementation of local training sessions on sustainable and multimodal mobility for relevant stakeholders.
3. Technical support for the development, implementation, monitoring and evaluation of the pilot action and the Multimodal Service Development Plan in Gjirokastrë.
4. Organisation and implementation of Living Lab and awareness-raising activities involving citizens, schools, stakeholders and other target groups.
5. Preparation and implementation of communication, dissemination and visibility activities, including media packages, press releases, social media campaigns and promotional materials.
6. Preparation of reports, assessments and supporting documentation contributing to stakeholder engagement, project implementation and the achievement of project objectives.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The main assumptions underlying the project are the following:

- Sufficient interest, engagement and participation of local stakeholders, public authorities, transport operators, educational institutions and citizens in project activities, training sessions, pilot actions and awareness-raising events.
- Relevant information, data and good practices related to sustainable and multimodal mobility will be available and accessible for the implementation of mapping, analysis and planning activities.
- The pilot action implemented in the Municipality of Gjirokastrë will receive the necessary institutional support and stakeholder cooperation to allow its testing, monitoring and evaluation.
- Local and regional authorities will maintain their commitment to sustainable mobility objectives and support the integration of project results into future planning and decision-making processes.
- Effective cooperation among project partners will facilitate the exchange of knowledge, transfer of good practices and successful implementation of transnational activities.
- No major regulatory, administrative or external factors will significantly affect the implementation of project activities, stakeholder participation or the achievement of the expected project results.

3.2. Risks

Risk	Weight	Probability	Mitigation measure



Inability to deliver the required communication, awareness-raising and dissemination activities in accordance with the Contract requirements.	High	of occurrence	The contractor shall demonstrate previous experience in EU-funded projects, communication activities and stakeholder engagement actions.
Delays in the implementation of the pilot action or difficulties in testing the selected mobility solution.	High	Medium	Continuous coordination with the Municipality, stakeholders and project partners will be ensured. Corrective measures and adjustments to the implementation timetable will be introduced when necessary.
Limited availability of data and information required for mobility mapping, assessment and planning activities.	Medium	Low	Existing studies, local information sources and stakeholder consultations will be used to complement missing information and support evidence-based decision-making.
Low stakeholder commitment to the adoption of sustainable mobility practices and recommendations.	Medium	Medium	Stakeholders will be actively involved throughout the project through consultation meetings, training activities, Living Labs and awareness-raising campaigns.
Possible delays in project implementation due to administrative, procurement or coordination issues.	Medium	Medium	Regular monitoring of the work plan will be carried out and corrective actions will be agreed among project partners when required.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The scope of the assignment is to provide integrated consulting support to the Contracting Authority for the implementation of the project deliverables listed in section 4.2.

4.1.2. Geographical area to be covered

Albania, Municipality of Gjirokastrë

4.1.3. Target groups

-Local and regional authorities;



- Policymakers responsible for mobility and urban development;
- Transport operators and mobility service providers;
- Educational institutions and students;
- Civil society organisations, NGOs and community groups;
- Local stakeholders and businesses;
- Children and young people;
- Citizens and the general public

4.2. Specific work

The contractor will provide technical, managerial, communication and analytical support to the Municipality of Gjirokastrë for the effective implementation of ADRIAMOVE under the Interreg IPA ADRION Programme. The contractor shall support the Municipality in the implementation of activities related to sustainable mobility mapping, stakeholder engagement, pilot action implementation, awareness-raising campaigns, communication activities and project management.

Del. Nun	Deliverable Title	Description	Delivery date	Budget (€)	Lot(s)
M1	Project Management & Quality Assurance	The contractor will provide technical and administrative support to the Municipality of Gjirokastrë for project coordination, monitoring, quality assurance, reporting, communication with project partners, financial management support and compliance with programme requirements throughout the implementation period.	Up to 8/2027	22,000	LOT1
D.2.2.2	Multimodal Service Development Plan on tuktuk implementation	The contractor will provide technical expertise and support for the development and implementation of the Multimodal Service Development Plan in Gjirokastrë. The contractor shall contribute to the description of the transport system applied in the area, support the implementation and testing of the selected mobility solution and assist in documenting the strategies, actions and results related to the improvement of sustainable urban mobility within the project area.	Up to 2/2027	5,000	LOT3
D.2.3.1	Local assessment report on the pilot action	The contractor will support the monitoring and evaluation of the pilot action and prepare the related assessment report.	Up to 8/2027	5,000	LOT3



D.2.2.4	Media Package	The contractor will prepare and implement a media package supporting the pilot action in Gjirokaster, including press releases, social media campaigns, promotional content and other dissemination activities aimed at increasing awareness and visibility of the project results among stakeholders and citizens.	Up to 2/2027	8,000	LOT2
D.1.4.3	Local Training Sessions about Sustainable Mobility	The contractor will organise local training sessions on sustainable mobility and prepare the related documentation and reporting. 2 sessions will be conducted in the municipality of Gjirokaster in which training will be delivered to a minimum of 8 stakeholders from the mobility or environmental sector.	Up to 12/2022	7,000	LOT2
D.3.2.1	Living Lab sessions	The contractor will organise and support 1 Living Lab session in Gjirokaster involving local stakeholders and target groups and prepare the related report which will summarize the challenges, opinions and experiences gained.	Up to 2/2027	4,000	LOT2
D.3.2.2	Awareness Campaign Promotional Materials	The contractor will create awareness-raising and promotional materials supporting project dissemination and stakeholder engagement activities.	Up to 2/2027	10,000	LOT2
Total				61,000 €	

4.3. Project management

4.3.1. Responsible body

< Municipality of Gjirokaster >

4.3.2. Management structure

The Municipality of Gjirokaster, as a local public authority, is committed to promoting sustainable economic and social development within its territory. Sustainable mobility, environmental sustainability and the improvement of accessibility and quality of life for citizens are among the Municipality's development priorities. Through its participation in European Territorial Cooperation programmes, the Municipality actively supports the design and implementation of initiatives contributing to sustainable urban development and enhanced regional cooperation.

Regarding EU-funded project management, the Mayor of Gjirokaster is vested by law with the authority to sign contracts, initiate procurement procedures, cooperate with third parties and take key decisions in the best interest of the Municipality. The Mayor may delegate specific management and implementation responsibilities to Deputy Mayors, Heads of Departments or other authorised staff members, in



accordance with the applicable legal and administrative framework.

The Project Management Unit is composed of the Project Manager, who has the overall operational responsibility for the implementation of the project and ensures the timely execution of activities and deliverables. The Financial Manager is responsible for the financial administration of the project, including budget monitoring, expenditure verification and financial reporting. The Communication Manager is responsible for communication, dissemination and stakeholder engagement activities, ensuring compliance with the project communication strategy and EU visibility requirements. The Project Management Team is composed of experienced staff members of the Municipality and reports periodically to the Mayor regarding the implementation progress, risks, financial performance and achievement of project objectives. Day-to-day operational decisions related to project implementation may be taken by the Project Manager, while decisions related to contractual commitments, procurement procedures, budget modifications and other strategic matters require the approval of the Mayor or other authorised municipal bodies, in accordance with the applicable regulations. The Department "EU Projects and Programmes" will be responsible for the coordination, preparation, implementation and monitoring of project activities and for ensuring effective cooperation with project partners and stakeholders throughout the implementation period.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

< N/A >

5. LOGISTICS AND TIMING

5.1. Location

< Municipality of Gjirokastrë, Albania >

5.2. Start date & period of implementation of tasks

The intended start date is <14/09/2026> and the period of implementation of the contract will be 12 months from this date (project end is 31/8/2027). Please see point 3 of the main conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Personnel

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be able to provide input as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well on any potential interference or conflict of interest of the proposed expert in his/her function as expert and his/her present or previous functions working as civil servant. Moreover proof should be submitted that the expert is seconded or on personal leave.

The selection procedures used by the contractor to select the experts who provide input to the contract must be transparent, must guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground. The findings of the selection panel must be recorded.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.



6.1.1. Key experts

Key experts are not required

6.1.2. Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

6.2. Office accommodation

Office accommodation for each expert providing input to the contract is to be provided by the contractor

6.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in <English> in one original copy:

- Inception Report of maximum 12 pages to be produced after one month from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- Draft final report of maximum <20> pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.
- Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is <15> days



after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on sustainable urban mobility. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

7.2. Submission and 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.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

< Specific performance measures chosen because they provide valid, useful, practical and comparable measures of progress towards achieving expected results. Can be quantitative: measures of quantity, including statistical statements; or qualitative: judgements and perception derived from subjective analysis. >

8.2. Special requirements

< No special requirements are envisaged.>
