



## **Cross-border Programme the Former Yugoslav Republic of Macedonia - Republic of Albania under the Instrument of Pre-accession Assistance (IPA II) allocations for 2016 & 2017**

**Project:** “Identification of the required construction activities for reconstruction of the office in old Municipality building”

**Location:** Village of Rostuse – North Macedonia

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THIS PROJECT IS FUNDED BY THE  
EUROPEAN UNION



MUNICIPALITY OF MAVROVO AND ROSTUSHE

THIS PROJECT IS IMPLEMENTED BY:

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# **1 BACKGROUND INFORMATION**

## **1.1 Partner country**

Republic of North Macedonia and Republic of Albania,

## **1.2 Contracting Authority**

Municipality of Mavrovo and Rostushe

## **1.3 Country background**

Mavrovo and Rostushe Municipality and Diber Municipality border together. Both Municipalities are blessed with exceptionally attractive mountain ranges, river valleys and traditional villages with a well-preserved natural heritage. There is plenty of room for tourists to “Go their Own Way” in Diber and Macedonia where the greatest assets have remained pristine and traditional which a growing number of tourists are looking for.

Both Mavrovo and Rostushe and Diber region are facing challenges such as unemployment and rural exodus. Both is massive and ongoing, especially with youth. Rural tourism being one of the most promising sectors in the area and with the biggest potential for job creation, but so far it has not yet been developed even close to its potential. In Albania and in the Diber region, there is a lack of appreciation for the economic development engine that tourism could be, particularly for employment in an area with otherwise few alternatives.

Tourism and especially adventure travel are one of the very few economic opportunities of the region. And while tourism can be a rather “ugly” and for sure unsustainable business, rural adventure tourism as proposed here can bring jobs, income and growth to a remote rural population. Applied in the cross-border regions with the sustainable concept of “soft”, ecological adventure tourism, the proposed project also will incentivize locals to better protect their nature, as this now became an asset necessary to sell this kind of tourism. Creating an offer where there is nothing yet and making locals want to protect their natural heritage.

Based on the national strategies for tourism development for both countries, despite the legacy of the past, which presents many shortcomings such as seasonal tourism, quality of service, low average spending and underqualified staff, Albania's and North Macedonian position in the international tourism market has grown and is steadily maintained. Specifically, during 2017, the number of non-resident visitors with foreign citizenship increased by about 13% compared to 2016.

## **1.4 Current situation in the sector**

As one of the most important sectors of economic development in Albania, the tourism sector accounts for 8.4% of Gross Domestic Product (GDP), while including indirect multiplier effects, its contribution is about 26% of GDP in 2016 and in 2017 it is expected to make a direct contribution of over 9% and indirect contribution of 27.4%, making this sector one of the key components of the economy and foreign trade. The same applies also in North Macedonia. The foreign exchange inflow in 2018 on the basis of tourism, has increased by 16.7% compared to 2017. The first two quarters of 2018 compared to the same period the previous year, there is an increase in the foreign exchange inflow of more than 20%, ie, for 26.49%, the foreign exchange inflow on the basis of tourism is higher in the first quarter of 2018 compared to the previous one the second quarter saw even greater growth - 27.45% for the same period. In the third quarter of 2018, it generated \$ 147.08 million or an increase in foreign exchange inflows by 8.8% from the previous year. The fourth and last quarter followed the upward trend and recorded a 14.2% higher foreign exchange inflow than the fourth quarter of 2017.

Diber Municipality and Mavrovo and Rostushe Municipality border together. Both Municipalities are blessed with exceptionally attractive mountain ranges, river valleys and traditional villages with a well-preserved natural heritage. There is plenty of room for tourists to “Go their Own Way” in Diber and Macedonia where the greatest assets have remained pristine and traditional which a growing number of tourists are looking for. The proposed project intends to enhance further the cooperation,

communication and exchange between the two municipalities, while creating and promoting the area as one region, creation of bike trails that connect both countries, visitors that enjoy similar experiences and good quality of tourism services.

Tourism and especially adventure travel are one of the very few economic opportunities of the region. And while tourism can be a rather “ugly” and for sure unsustainable business, rural adventure tourism as proposed here can bring jobs, income and growth to a remote rural population. Applied in the cross-border regions with the sustainable concept of “soft”, ecological adventure tourism, the proposed project also will incentivize locals to better protect their nature, as this now became an asset necessary to sell this kind of tourism. Creating an offer where there is nothing yet and making locals want to protect their natural heritage: this is why the action is highly relevant for the call.

Based on the national strategies for tourism development for both countries, despite the legacy of the past, which presents many shortcomings such as seasonal tourism, quality of service, low average spending and underqualified staff, Albania's and North Macedonian position in the international tourism market has grown and is steadily maintained. Specifically, during 2017, the number of non-resident visitors with foreign citizenship increased by about 13% compared to 2016. The proposed project intends to address the increase the number of qualifies staff, mainly focusing on the adventure tour guides, family guest houses and especially in improving the adventure tourism infrastructure in bike trails and qualified staff and infrastructure of visitors' centres.

## **1.5 Related programmes and other donor activities**

For a period of three years in Diber Municipality is implemented the project D2T - Diber: Trails and Tradition. Beside the aim of this project on increasing of employment, particularly among youth and women; and to increasing of incomes of Diber families involved in the tourism supply chain, one of the result of this project has been mapping and marking of hiking trails in Diber. More information about tourism in Diber you can find in the website [www.visitdiber.com](http://www.visitdiber.com).

During the past period, the Municipality of Mavrovo and Rostushe have implemented the Project “Promotion of eco-products in the cross border area” financed by the European Union within the IPA Cross-border Programme 2007-2013 and in partnership with the National Park Mavrovo and the Association “Tjeter Vision” from Albania. The overall objectives of the Project was contribution to economic development of the areas with promotion of organic food production, increase of economic growth in the Municipality from sale of eco products, increased consumption of eco-products by domestic and foreign tourists. In order to achieve the objectives, there were established two eco-markets, one in Mavrovo and one in Rostushe and developed capacities for minimum 50 producers of eco- products. The attainment of this objective led to increased promotion of tourist regions as best places for procurement of specific organic food in both countries.

## **2 OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1 Overall objective**

In the framework of the project Cross border biking: Next level of adventure tourism whose overall objective is to further develop the economic sector of adventure tourism in Mavrovo-Rostushe and Diber cross border by creation of new active products and increasing the numbers of domestic and foreign visitors,

Municipality of Mavrovo and Rostushe and the project team is looking for one expert / engineer (s):

“To prepare technical designs for the Info Point, prepare bill of quantity including cost estimation for the re-construction and refurbishment of the visitor centre in Mavrovo-Rostuse”.

The goal of reconstruction of this office is improve the conditions of the existing building and to adopt them in the function of the offering services as info point for tourists.

This info point will coordinate with the others in the area and to give more information for the tourist who visits our municipality.

The office is located in the centre of the village of Rostushe – North Macedonia (41°36'37 and 20°35'56). .

For fulfilling of goal it is necessary to take into consideration the following items:

1. Creating facilities according to the standards of working conditions, for the capacity of spaces, technical and functional requirements to increase the quality of the environment in the function of offering the services for tourists.
2. Unification of architectural elements, finishes and details defined according to the functions of the premises
3. Improvement or adapting of the electrical network for the building.
4. Improvement of the sanitary network for the building.
5. Complete reconstruction of the existing or new designed hygienic-sanitary joints.
6. Solution of the heating-cooling system for office space / employee services.

## **2.2 Purpose**

The purpose of this contract is selection of one company to work for:

1. To identify and prepare the basic design,
2. Sketch for electricity and water supplying in the office,
3. Technical specification for construction activities and
4. Estimated costs for activities that will take place for reconstruction of office in the old Municipality building in village of Rostuse

One engineer from this company should provide basic design, sketch for electricity and water supplying in the office, technical specification and estimated costs for all interventions that will take place for reconstruction of office in the old Municipality building

## **2.3 Results to be achieved by the Contractor**

As per objectives of these ToR the results will be as below:

### **Result 1.**

- The basic designs are delivered;
- Sketches for electricity and water supplying in the office are delivered;
- Technical specification for construction activities is delivered;
- Provide list of equipment like (furniture, office equipment and etc.)
- Estimated costs for all activities that will take place for reconstruction of office in the old Municipality building in village of Rostuse are delivered.

**Deliverable(s):**

This company/ engineer will ensure the submission of the following materials by the deadlines given:

- a. General plan of the area in scale 1:500 – 1:2000 showing the info centre.
- b. Document in which basic design for the reconstruction of old municipality building will be visible and in same time in regulation with Macedonian legislation.
- c. Two separate documents with sketches for electricity and water supplying in the office are presented and in same time they will be in the regulation with Macedonian legislation;
- d. Detailed plans with dimensions scale 1: 100
- e. Detailed plans with furniture scale 1: 100
- f. Cross sections with technical notes (min 2) scale 1: 50
- g. Views (all) scale 1: 100
- h. Architectural details
- i. Electrical scheme of the info Centre
- j. Plan of the lighting system scale 1:100
- k. Heating and cooling schemes, scale 1: 100
- l. White and waste water discharge scheme, scale 1: 100
- m. Technical specification document for all construction activities in which we can see all activities described in details (what material to be use, what kind of job to be done, in which manner and etc)
- n. To provide document with list of all equipment which is necessary so this info point will be in function
- o. Document with estimated costs for all activities
- p. All the above-mentioned documents have to be delivered in soft version

### **3 ASSUMPTIONS & RISKS**

#### **3.1 Assumptions underlying the project**

The weather conditions would allow the reconstruction work

Covid-19 situation will not impact the work of the engineer

#### **3.2 Risks**

Willingness of stakeholders to actively participate in the implementation of activities.

Local election and stability in both countries.

## 4 SCOPE OF THE WORK

### 4.1 General

#### 4.1.1 Project description

This office in the old municipality building is located in the centre of v.Rostushe in Macedonia (41°36'37 and 20°35'56) and will serve all tourists/visitors who are coming to visit Duf waterfall and neighbouring villages, like: Trebiste, Bitushe, Velebrdo and Rostuse. Also this info point will serve all hikers, bikers who will come in this specific area, but also this info points will provide all necessary information about border crossing between Mk and Al, provide information about guides, accommodation places and all necessary information's that visitor/tourist will ask. This info point will work in network with two more info points on Macedonian side + with 5 touchscreen digital info points and one on Albanian side. Their function will be to promote entire cbc region as one destination for outdoor activities.

For reconstruction of this info point the following activities will take place and all of this need to be taken in the consideration from the company that will provide all this documents.

This office is located in the centre of village Rostushe on the ground floor in the old municipality building with surface of 70m2. This old municipality building is in good condition, but if we like this office to be in function we need to do some corrections.

**Inside:** we need to do some correction's on the walls, by using gypsum boards and whitewashing, we need to correct entire ceiling in this office, by using gypsum boards and whitewashing, we need to check entire water and electricity network and if we need to replace some part or put new network we will do that in the moment when we have some feedback from the engineer. Later in this office we need to reconstruct entire WC (tails, ceiling and all necessary equipment, like (mirror, shell, door, lights and all other elements for this toilet to be in function), for this office we also need elements for small kitchen, including: sink, tap, bin, hob with one or two places, small fridge and all other elements. For hitting and cooling of this office we need (air-condition and pellet stove) with all necessary plugs and openings for exhaust vents. For this office we also need chairs, working table's, printer/scanner, computers, fiscal case, terminal, shelves, decorations like pictures, posters and etc.

**Outside:** we need to do reconstruction on the façade with surface of 120m2, by using styrofoam boards, adhesives and façade coatings. We will also like to repair small part of 20m2 with terrazzo tails and we also like to place flashing advertisement and signs for guiding our visitors to our location.

#### 4.1.2 Geographical area to be covered

The project "Cross-border biking: Next level adventure tourism in Mavrovo-Rostushe & Dibra" is going to be implemented in Diber municipality of Albania and Mavrovo and Rostushe Municipality of North Macedonia.

Mavrovo and Rostushe is a municipality in North-West of North Macedonia. The municipal seat is located in the village of Rostushe. This municipality is part of the Polog Statistical Region. The municipality borders Gostivar Municipality to the north, Kičevo Municipality to the east, Debar Municipality to the south and Albania to the west.

This office in the old municipality building is going to be reconstructed and used as info point for the purpose of all tourists visitors who are coming in the region of lower river – village of Rostuse. Based on the requirements in this Terms of References and standards to be applied for them, the expert will identify and propose the reconstruction work and the need for equipment for the visitor centre. Based on prior approval by the Municipality of Mavrovo and Rostuse will elaborate the designs and cost estimate for them.

#### 4.1.3 Target groups

- Municipality staff
- Visitor's centre staff
- Project team members

## **4.2 Specific work**

For fulfilling of the required services the expert has to take into consideration carrying of the following tasks:

He needs to provide basic design for reconstruction, sketches for electricity and water supplying in the office, technical specification for construction activities, provide list of equipment like (furniture, office equipment and etc.) and estimated costs for all activities that will take place for reconstruction of office in the old Municipality building in village of Rostuse are delivered.

## **4.3 Project management**

### **4.3.1 Responsible body**

Municipality of Mavrovo and Rostushe

### **4.3.2 Management structure**

The project is implemented by following partners: Albanian Local Capacity Development Foundation (ALCDF) as Coordinator, Explorer 2018 Ohrid as Co-Beneficiary 1, Diber Regional Council and Municipality of Mavrovo and Rostuse as Co-Beneficiary 2.

Based on partnership agreement Municipality of Mavrovo and Rostushe will be responsible for procurement and implementation of A2.3 as stated in this ToR-s.

### **4.3.3 Facilities to be provided by the Municipality of Mavrovo and Rostuse and/or other parties**

The Municipality of Mavrovo and Rostushe or/and project partners shall supply the Contractor promptly with any useful information and/or documentation which may be relevant to the performance of the contract

## **5 LOGISTICS AND TIMING**

### **5.1 Location**

In Mavrove-Rostushe Municipality, village of Rostuse in North Macedonia

### **5.2 Start date & period of implementation**

The intended start date is 04 January 2021 and the period of implementation of the contract will be 2 weeks from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

## **6 REQUIREMENTS**

### **6.1 Staff**

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 approved to work 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 as proof that the expert is seconded or on personal leave.

#### **6.1.1 Key experts**

These terms of reference contain the required experts' profiles. The selected company should ensure that capacities required are made available for the realization of the expected deliverables as described in these Terms of Reference.



The tenderer shall submit CV and proof for the qualifications.

Organizations/expert(s) that are interested to apply for this assignment and expert(s) included in their proposals should meet the following requirements. Applicants should:

- Have at least five years activity in the field civil engineering, or other relevant field;
- Have successfully implemented similar assignments in the past.

The contractor should propose its experts for the assignment. Municipality of Mavrovo and Rostuse requirements about experts' profile are presented in the table below.

1. Min N° of years' experience	5 years on relevant field of expertise
2. Area of Expertise	a) Construction technical design preparation b) Effective writing skills.
3 Other projects	List and references of previous assignments/ experiences
3. Language skills – written / spoken	Macedonian (knowledge of English language preferable)

Organization's profile and experts' CVs should be attached to the proposal.

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

The expert(s) have to prove through their CV-s or documents fulfilling of the above-mentioned requirements.

#### **6.1.2 Non-key experts**

NA

#### **6.1.3 Support staff & backstopping**

The Contractor will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Backstopping and support staff costs must be included in the fee rates.

#### **6.2 Office accommodation**

The expert will be supported with office accommodation from the project partners accordingly.

#### **6.3 Facilities to be provided by the Contractor**

The Contractor must 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 that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

## **6.5 Incidental expenditure**

Not Applicable

## **6.6 Lump sums**

Fee based contract.

No lump sums are foreseen in this contract

## **6.7 Expenditure verification**

Not applicable

# **7 REPORTS**

## **7.1 Reporting requirements**

The Contractor may request any additional report if required from the Contracting Authority during the implementation of the assignment. The expert should submit the technical design, description of work and bill of quantity for the construction works to be done at the Multi-Function Visitor centre.

## **7.2 Submission & approval of reports**

See point 7.1

# **8 MONITORING AND EVALUATION**

## **8.1 Definition of indicators**

## **8.2 Special requirements**

Not applicable

# **9 SUBMITTING THE APPLICATION**

All applications must be in English. The interested applicants are required to submit a hard copy of the technical application and financial offer in closed envelop.

The proposal should be mailed in a closed envelope in the following address:

Municipality of Mavrovo and Rostushe

S. Rostushe 1254, Municipality of Mavrovo and Rostushe

+389 (0) 42 478 815

The Deadline for the submission of application is 25<sup>th</sup> of December 2020 the latest at 16:00 hours.

For any questions you might have related the application, please contact: rizaferabazi@gmail.com and/or ilber.imerovski@gmail.com

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