

Terms of Reference (ToRs)

1. Project Background

The Resource Environmental Center (REC) in Albania is implementing a project, titled “The Triad of Arbanon’s Heritage”, with Ref. No. ALB/EC/22644/CFP 05-2024 funded by EU4Culture’s program titled “Recraft the Past, Build up the Future III”, and facilitated by UNOPS’s Presence in Albania.

The project is mainly focused on promoting cultural and natural heritage sites in Albania, specifically the Monastery Church in Rubik, Kurçaj Bridge in Krujë, and St. Anthony's Church in Cape Rodon. Our aim is to develop a comprehensive journey compendium and create digital resources to enhance tourism and awareness of these sites.

2. Objective of the Position

General Description: The Cultural Expert will be responsible for conducting in-depth research and providing expert insights into the historical, archaeological, and cultural aspects of the selected sites. The expert will play a crucial role in ensuring the accuracy, depth, and richness of cultural documentation.

Specific Aim (please refer to Section 5., listing the specific deliverables): Expert insights shall then be incorporated into a document, titled “Timeless Arbanon” Journey Compendium – a 30-40-page catalogue elaborated with pictures and descriptions of each site – detailing the sites’ entangled cultural and natural values. The Cultural Expert shall be responsible only for the former (cultural values). In addition, the expert shall partake in expeditions with students to the sites, providing them with on-the-site lecturing.

More Information on the “Timeless Arbanon” Journey Compendium: In its final version, the compendium shall take the form of a document in both printed and digital version. While its final design shall take time and is subject to reviews and consultation also pertaining to the quality of the content developed, the objective is for the document to be delivered in a practical format and retain a balance of visual and informational elements (both cultural and natural, content-wise). Our aim is for the document to target the following audiences: tour operators, students of the “Tourism Guide” course (Faculty of History and Philology, University of Tirana) and other tourism entrepreneurs and enthusiasts, cultural and natural experts, visitors in general (foreign and local).

3. Key Responsibilities

3.1 Historical and Archaeological Research

- Conduct comprehensive research on the historical significance of:
 - Monastery Church in Rubik;
 - Kurçaj Bridge in Krujë;
 - St. Anthony's Church in Cape Rodon.
- Perform expeditions to the sites.
- Compile detailed historical and archaeological information for each site.
- Identify and document architectural properties and cultural contexts.

- Develop research reports that capture the unique cultural narratives of each location.

3.2 Contribution to Journey Compendium (one of the main products of our project)

- Draft detailed sections of the “Timeless Arbanon” Journey Compendium (hereinafter, referred to as the journey compendium), pertaining to the description of the historic and architectural composition and details of each site.
- Collaborate with the natural heritage expert to create a holistic documentation approach that ensures a cohesive and engaging narrative that highlights the interconnectedness of cultural and environmental contexts.

3.3 Expert Review and Validation

- Review and provide expert input on the draft-journey compendium;
- Validate the accuracy of cultural and historical information;
- Recommend refinements to enhance the depth and authenticity of the documentation;
- Participate in expert consultations to ensure comprehensive coverage of cultural aspects.

3.4 Educational and Promotional Support

- Contribute to on-site lecturing during the student expedition;
- Provide insights for multimedia content development;
- Support the creation of educational materials that highlight cultural significance;
- Assist in developing content for promotional materials and digital platforms.

4. Qualifications and Skills

- Advanced degree in Archaeology, History, Cultural Studies, or related field;
- Knowledge of the history and sites falling under areas of the “Principality of Arbanon” and its Cultural Heritage Sites (especially the sites listed in the ToRs);
- Overall expertise in Albanian cultural heritage;
- Excellent analytical and writing skills;
- Fluency in English and Albanian.

5. Deliverables and Tasks

- Detailed research reports for each site mentioned in Section 3.1, that should contain not fewer than 21 pages written content in A4 format, which shall then be edited and serve as:
 - Drafted sections of the journey compendium (mentioned in Sections 2 and 3.2);
- Contribution to multimedia and educational content, taking the form of:

- Providing input regarding angles to be photographed/filmed to the professional filming and photography service REC Albania shall select;
- Taking own photos of the location;
- Brief report with the photos shot, stating:
 - Date of the photo shot;
 - Angles (position of the photo taken);
 - If architectural details/ornaments/artifacts are photographed, a brief description of their value or history;
 - Suggestions/observations for the preparation of the journey compendium.
- Participation in project workshops and on-the-site lectures, as notified by the project team. Currently, the work plan foresees the experts participation and role in the following:
 - Experts' own visits to the sites (2-4 visits, counting as work days to be agreed with project staff as necessary, as well as reported to them);
 - Organization of an expedition with Archaeology and Biology students at the University of Tirana (1 day);
 - On-site lecturing at each of the three sites (1 day);
 - "Tour of the tour guides" activity to promote the marked trail and the products developed with tour operators that are interested in integrating it into their packages (1 day);
 - Final camping event, titled "Two Sides of Our Heritage: Nature and Culture" (2 days).

6. Duration

Period of Engagement: The Cultural Expert is expected to be engaged for the project duration of 11 months, with key activities concentrated in the first 6-9 months.

Number of Work Days: Nevertheless, the Cultural Expert has been assigned a total of 22 work days for the project, to be scattered throughout the designed period of engagement, upon request by the Project Team or the Cultural Expert themselves.

Note: Pursuant to Articles 3.2.1 and 3.2.2. of the Procurement and Grants of the European Union External Actions (PRAG), the daily fee paid to the Cultural Expert shall also cover their travel and per diem cost for activities involving travelling and relocation.

7. Reporting

- Consult with Project Team regarding any expeditions, being accompanied by the Project Team member, reporting regarding observations/information collected, and the progress in preparing his/her part of the compendium.
- Report directly to the Project Manager and/or Coordinator at REC Albania.

- Collaborate closely with the other project expert, students, and other important project stakeholders.

8. Selection Process

Candidates will be evaluated based on:

- Relevance of academic background.
- Depth of research experience.
- Quality of previous cultural documentation work.
- Ability to work in an interdisciplinary team.

9. Ethical Considerations

The Cultural Expert must adhere to REC Albania's ethical standards, including:

- Respect for local communities and cultural sensitivities.
- Commitment to gender equality and social inclusion.
- Adherence to Prevention of Sexual Exploitation and Abuse (PSEA) policies.