

PIUTD
Project of Integrated Urban and Tourism Development

TERMS OF REFERENCE

Site Management, Interpretive, Visitor Experience Plans, Design and Supervision for Kanina Castle, Borsh Castle and Spile Cave touristic sites. Structural Interventions to increase cliff stability of Borsh Castle

REF No. AL-ADF-245792-CS-CQS

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I. PROJECT DESCRIPTION

1. The Government of Albania has received a loan from International Bank for Reconstruction and Development (IBRD) which provides EUR 63.8 million to support the Project for Integrated Urban and Tourism Development (PIUTD). The main objectives of the project are to improve urban infrastructure, enhance tourism assets, and strengthen institutional capacity to support tourism-related local economic development in selected areas in the south of Albania. The project is located on four mayor urban centers of south of Albania: Saranda, Gjirokastra, Berat and Përmet.
2. The PIUTD has the following components:
 - Component 1.** Urban upgrading and infrastructure improvement (EURO 44.3 million). This component will finance design and implementation of urban upgrading and municipal infrastructure improvements in four urban centers: Saranda, Gjirokastra, Berat and Përmet. Investments in these selected municipalities would include the upgrading of public spaces (e.g. parks, city squares, pedestrian walkways); street networks, inter-modal nodes and associated infrastructure (e.g. sidewalks, street crossings, streetlights, bicycle paths, bus stations); restoration of selected heritage buildings and façade improvement of selected buildings and; touristic sites enhancement (e.g. access roads, visitors' centers, parking, and signage).
 - Component 2.** Touristic sites upgrading (EURO 8.4 million). This component will finance investments aimed at improving selected touristic sites along the south of Albania's touristic corridor. Investments would include (a) restoration of selected heritage and cultural assets and creating rest stops or viewpoints; (b) improving supporting infrastructure such as last mile access, pedestrian pathways, visitors' centers and signage in selected touristic sites; (c) preparation of required feasibility studies, site management plans, engineering designs, and, (d) conducting construction supervision.
 - Component 3.** Touristic market and product development (EURO 7.7 million). This component will finance investments aimed: (a) Strengthening the capacity of municipalities to deliver municipal services and, (b) Carrying out capacity building activities to strengthen the capacity of (i) the Selected Municipalities to promote sustainable tourism growth including: developing and implementing market research and product development strategies, and the establishment of pilot Destination Management Partnerships. (ii) Participating Central Government Agencies to promote sustainable tourism growth including the establishment of a system for tracking sustainable tourism indicators.
 - Component 4.** Implementation Support (EURO 3.2 million). This component will support overall project implementation and Monitoring and Evaluation System.
3. Under the PIUTD project, the Ministry of Culture (MoC) has requested support to investigate the existing safe conditions of Kanina Castle, Borsh Castle and Spille Cave, to preserve the architectural and structural values.
4. The Castle of Borsh is at high risk due to (a) the presence of cracks on the cliff's slope, causing its instability and likelihood of landslides to the Castle Hill, (b) deterioration of the masonry Castle walls, and (c) significant damage on the Hajji Bendo Mosque located at the entrance of the Castle. The conservation measures and interventions which will be identified and designed with reference to the observed deficiencies on the vulnerable structures within the Castle of Borsh will serve to (a) increase cliff stability, (b) repair the masonry Castle walls, and (c) preserve the Hajji Bendo Mosque. The proposed mitigation measures will be implemented within the project under technical supervision.
5. Further consultancies and works are also foreseen to be implemented in the Castle of Borsh

under the PIUTD project. They are focusing on the following areas: (i) to define the key elements to enhance the tourism experience in the selected touristic sites: Kanina Castle, Borsh Castle and Spille Cave; and (ii) to prepare site management and site maintenance plan (SMgP and SMtP) that improves visitor experience, site access, visitor safety and site interpretation as well as maintenance.

II. PROJECT AREAS

6. Project areas are located in 3 sites of a) Castle of Kanina; b) Castle of Borsh; c) Cave of Spille.

Castle of Kanina

7. Kanina is a settlement in the Vlorë County, southwestern Albania. At the 2015 local government reform it and became part of the municipality Vlorë and has about 2,000 inhabitants and 700 houses. The Castle of Kanine is located in the village of the same name, 3 km from the bay of Vlora, on a hill 379 metres high. The Castle was classified in 1948 as a Culture Monument, category 1, as a fortress.

Kanina is called "Vlora's Balcony" due to its wonderful view over the city and the bay of Vlora. The village of Kanina, with a history of hundreds of years, is a tourist attraction all to be discovered for its history, the wonderful tourist resources it offers and also the special cuisine rich with local fresh products.

Castle of Borsh

8. The Castle of Borsh also known as "Sopot" Castle from the hill it is located, is a ruined castle near the village of Borsh, a maritime village, in the Albanian Riviera, near the coast of the Ionian Sea.

At the entrance of the castle, the 17th-century Mosque from Ottoman times is distinguished by its stone construction and relatively large dome. The Castle is the 1st category monument declared in 1963. Today, the mosque is an important tourist spot in Borsh village.

9. The Ministry of Culture in 2020 raised concerns on the safe conditions of the Borsh Castle, and in particular on the stability of the Sopot hill, because of the evident damage and material destruction and spoilage to the cliff, which could potentially trigger landslides, posing the entire Castle site (e.g. Mosque, Castle walls, dwelling, towers and remaining ruins) at a high chance of a devastating loss. In view of proposing a restoration project for the Borsh Castle site to reduce the risk of damage and failure, specialists of the Regional Directorate of Cultural Heritage Vlora and National Institute of Cultural Heritage have inspected the Castle site and addressed that its structural conditions require emergency interventions and mitigation measures. Under this circumstance, the RDCH of Vlora has requested technical assistance to the Albanian Geological Service, who have drafted a study "*On the Geological – Engineering conditions on which the cultural heritage object is located, The Mosques, Borsh Village, Municipality of Himara*".

Based on the geological study compiled by the experts of the Albanian Geological Survey, it is considered necessary to take protective engineering measures as a necessity to stop the process of rock mass detachment. There is an urgent need for the fragmentation of the detached rock masses as well as the improvement of the stability conditions of the slopes on which the Borsh Castle lies, to prevent any disaster where the inhabitants are endangered as well as the stability of the cultural heritage site.

This project should include the study and analysis of the conditions of the Castle of Borsh

and its structures inside, to identify its conditions and provide engineering retrofitting recommendations for enhancing the slope and cliff's stability of the Castle of Borsh and Mosque. The project should also include engineering retrofitting recommendations for the restoration of the perimeter fortification walls of the Castle and the ruins within it, and reinforcement and restoration work for the Mosque. In addition to this, the phase of project implementation should also need to be designed and executed under technical supervision.

Cave of Spile

10. The oldest living space in the Himara region is the Spile cave, from the fourth century B.C, which is located on the eastern most side of the city's main avenue. The Cave has not served as a permanent residence because there have not been found remnants of sustainable structures, but instead it has been used as a shelter for short periods. According to the oral tradition of local residents, it is thought that the cave is related to the Odysseus and Polyphemus myth in Homer's Odyssey. Spile Cave is classified as a Culture Monument, category 1, as a prehistoric settlement.
11. A more detailed information for each selective site is extended in *Annex 1*, *Annex 2* and *Annex 3*.

III. CONSULTANCY OBJECTIVES

12. This assignment supports the activities outlined in Component 2 of the PIUTD.
13. **The overall objective** of this assignment is:

To protect and preserve the unique values of cultural heritage in order to promote their universal values, tourism development and sustainable economic development of the area. This will help to transform the sites into very important touristic destinations.

14. Specific objectives

- a. Conservation plan including: Assessment of significance; Condition assessment; Identification of all necessary conservation interventions; Identification of the location where these interventions will be applied; Methodology concerning intervention selection; Intervention prioritization and costing; Intervention scheduling.
- b. Design of structural interventions of Borsh Castle and the area around it, in order to reinforce their stability. This will be based on the existed analysis and condition assessment as well as the analysis carried out by the consultant.
- c. To define the vision for the development of Kanina Castle, Borsh Castle and Spile Cave as touristic sites and the key elements to enhance the tourism experience in the selected touristic sites.
- d. Develop project briefs for the interventions needed to complete the vision, prioritize and prepare detailed conservation / technical designs for the selected interventions identified to be financed and to be implemented within the investment package. Provide technical supervision of work packages for each selective touristic site.

To prepare a site management (SMgP¹) and maintenance plan (SMtP²) that improves: visitor experience, site access, visitor safety, site interpretation as well as maintenance and monitoring of the structures for Kanina Castle, Borshi Castle and Spile Cave touristic sites, proposes economic development opportunities at and around the touristic sites (*Background information on the selected touristic sites to be considered by the Consultant while developing this assignment as described in List of Annexes*).

15. A preliminary analysis should be done by the consultant in order to incorporate the existing organizational structures and their legislative mandates and responsibilities in relation to each touristic site in the scope of this consultancy. These structures must include but not be limited to central and local governmental authorities, cultural, as well as NGO's. Possible authorities with mandates and responsibilities in these selected touristic sites are the Ministry of Culture, the Municipality, etc. This analysis will provide a clear insight on priorities and restrictions since the scoping phase. The consultancy will also design tender-ready documents for site infrastructure elements to include, but not limited to, access roads, parking areas, viewing platforms/boardwalks, visitor contact stations/visitor centers, interpretive/informational signage and trails.

The timeframe for implementation is over a **25.25 months** (including 1-year defect liability) period. The preliminary allocation for infrastructure interventions in these sites under the PIUTD project is estimated € **Approx. 2.4 million** (VAT included).

16. The Consultant will focus the assignment on the core zones of the touristic sites. However, the Consultant may propose and discuss with the Client selected areas outside the core zone that would add to the quality of the tourism experience. (*See Annex 1, Annex 2, Annex 3: Project area boundaries for each touristic site: Castle of Kanina Area, Castle of Borsh Area, Cave of Spile Area*)
17. The Project Implementation Unit (PIU) of the Albanian Development Fund (ADF) has been appointed for the overall implementation of the Project for Integrated Urban and Tourism Development and the Project Coordination Unit (PCU) with the Ministry of Infrastructure and Energy (MoIE) has been appointed in a monitoring and supporting capacity. Henceforth, the Albanian Development Fund (ADF) shall be referred to as "The Client". The Consultancy Firm to be appointed under this ToR is henceforth referred to as "The Consultant".

IV. SCOPE OF CONSULTANCY, TIME FRAME AND DELIVERABLES

18. Under this assignment the consultant is expected to provide:

¹ Site Management Plan, covers among others, managing body, management structure, guidelines and policies for the integrated management of the site, business plan for the operation of the site, visitor experience, site access, visitor safety and site interpretation.

² Site Maintenance Plan will cover all the technical and associated administrative actions intended to retain/bring the touristic sites to a state in which it can perform its required functions in the SMgP. Using a consultative process that includes the participation of stakeholders in the targeted areas (including but not limited to the National Tourism Promotion Agency, Ministry of Tourism and Environment, Ministry of Culture, National Institute of Cultural Heritage, respective responsible municipalities and key project staff from the Albania Development Fund and the Project Coordination Unit), the consultancy will assess the selected sites and prepare the SMMPs, including but not limited to developing recommendations for improving site access, the visitor experience, site safety, delivery of interpretive elements, and management structure and functionality.

Phase A: PRELIMINARY WORKS, SITE MANAGEMENT PLANS, DESIGN SERVICES AND SITE MAINTENANCE PLANS

19. The Consultant will carry out the following main activities:

- **Task 0:** Carry out an inception desk-review, including stocktaking and preparation of a Work-Plan and preparation of the *inception report*.
- **Task 1:** Development of Conservation Plans, Stakeholder Workshop for Kanina Castle, Borsh Castle, Spile Cave and identification of structural interventions to increase the cliff stability of Borsh Castle.
- **Task 2:** Develop one *Vision* for the Tourism Valorization of each touristic sites for a 10-year period. Prepare *Site Management Plans* for the site (for a 5-year period), which will provide sustained stewardship and management to the touristic sites. Also *identify investment* projects/activities in and around the site that fulfill the vision developed, *prioritize, and select* them to be financed under PIUTD.
- **Task 3:** *Preliminary Concept Design*, preliminary Estimates for selected investment projects/activities for the three touristic sites as well as structural interventions for the stability of Borsh Castle.
- **Task 4:** Prepare *detailed designs*, BoQs, technical specifications, technical reports, EIA reports, and works schedule for selected investment projects/activities and structural interventions to make them ready for bidding. Prepare Site Maintenance Plan³

Phase B: SUPERVISION OF WORK SERVICES

20. Supervision Services under this TOR are intended to include: supervision of the contracted civil works for the all identified investments/activities for the touristic sites including monitoring, inspection, and reporting supervision activities. The Consultant will carry out the following main activities for **Phase B:**

Activity 1: Inception Phase

Activity 2: Construction Phase

Activity 3: Defects Liability Period

Phase A: PRELIMINARY WORKS, SITE MANAGEMENT PLANS, DESIGN SERVICE AND SITE MAINTENANCE PLANS

Task 0: Inception Report and Working Plan

21. Prior to commencing Task 0 of the consultancy, the inception stage is expected to cover (without being limited to):

1. Review *overall consultancy objectives and strategies*: documents, existing planning, instruments, related guidelines and regulations that are applicable and necessary to be consulted under the scope of this consultancy;

³ A site maintenance plan lays down rules for maintenance of the infrastructure of a touristic site in a sustainable way in the long-term. It involves regular checking and servicing of critical resources and their supportive infrastructure to insure smooth functioning of the key components of the facility. The goal is to maintain the overall operative efficiency of the infrastructure of the touristic site in the long-run as well as to ensure user safety. Please find further details on the aspects of a site maintenance plan under the explanations for Phase A

2. *Familiarize itself with the PIUTD project activities and other government and non-government activities* in the touristic sites which could have synergies or overlap with the investments developed under this consultancy. Identify, if available, any existing proposals intervention in the sites that could interfere with the scope of work.
 3. *Identify the overall laws, regulations, local and international guidelines* operating and regulating the management of the sites (e.g. cultural monuments, historic protected areas etc.)
 4. Identify any *environmental and social safeguards guidelines, and land ownership regulations* with relevance to the PIUTD project and project area;(There will be a separate Consultancy for Environmental and Social issues, so if information will be needed, both consultancies will coordinate together).
 5. Identification of any *surveys maps and survey activities* that are required for the development of this consultancy (e.g. design) and plan for obtaining that information;
 6. Identify a list of *relevant stakeholders* (to be consulted and established in agreement with the Client), potential risks and outline of a strategy for engaging relevant stakeholders, questionnaires/checklists for information gathering, key respondents to be interviewed, consulted etc. (including communication and information dissemination) during design and implementation phases;
 7. Identify the existing site management and maintenance structure, incorporating the existing organizational networks and their legislative mandates and responsibilities
 8. A *Work Plan* outlining project sub-tasks, methodology, timeline, dedicated resources; with human resources from international and local experience to be specified separately.
22. **Deliverables:** *Inception Report* detailing the items provided in the list above, with a particular focus on the *Work Plan* and engagement strategy for stakeholders, tasks and allocation of staff /resources for this assignment.

Task 1: Development of Conservation Plans, Stakeholder Workshop for Kanina Castle, Borsh Castle, Spile Cave and identification of structural interventions to increase the cliff stability of Borsh Castle.

23. The consultant is expected to conduct the following activities including (but not limited to):
- i. On the site assessment and identification of the condition of elements including evidence of damage and all necessary conservation interventions;
 - ii. An inventory of protected archaeological settlements and heritage (tangible and intangible) for the cultural heritage sites and wider project sites;
 - iii. An environmental survey;
 - iv. Frescos restoration and consolidation of Borsh Castle;
 - v. A frescos survey and analysis (frescos restoration and consolidation in case of chance finds);
 - vi. As determined by the Consultant, perform surveys and technical assessments required to identify hazards affecting the site (for example, landslides, rock falls, conditions triggering progressive structural damage, etc.) and locations which may be most at risk. Required studies are likely to include: a topographic survey, geological survey, selected geotechnical investigations, a hydrological survey for the site, structural surveys, as well as selected modelling and analyses of structures and ground conditions; and
 - vii. Proposal for further selected archaeological surveys.

24. These studies are intended to: reconfirm the areas of highest priority for urgent intervention identified in previous studies as well as identify any new priority areas of concern for short, medium, or long-term interventions.
 25. Based on the results of the desktop study and on-field survey, the Consultant shall propose and agree with stakeholder's up-to-date conservation plan rolling out in short -term, mid-term and long-term scheme. The plans should be based on a common understanding with stakeholders of the Statement of Outstanding for the cultural heritage assets and related indicators for the surrounding environs and include provisions for disaster risk management (DRM). The plans should also consider existing plans for developing tourism for the region and site including the impact of future visitor levels on the cultural heritage assets.
 26. In carrying out the studies, the Consultant must take in consideration laws and regulations that safeguard and protect the cultural assets. Site investigations may include non-destructive tests and minimally invasive testing of material samples as required for the design of interventions, without causing additional harm or material losses to the cultural heritage sites. If destructive structural testing and/or ground investigations are deemed necessary, archaeological and heritage impacts must be assessed in advance for review by the Client and relevant stakeholders. Approvals must seek from the National Council of Cultural Heritage Material in the Ministry of Culture in advance of any destructive works.
 27. The conservation plan shall consist of assessment of value of the property cross-sectioned with planned interventions; list of all necessary interventions leading to full conservation of the asset; methodology for prioritization of interventions; scheduling of interventions and their individual costs. The Conservation Plan will be elaborated for each project area.
 28. A consultation workshop with public stakeholders and local actors is to be held at this stage. The purpose of the workshop is for the Consultant, based on the desktop review and feedback at the inception phase, to propose and agree with relevant stakeholders updated conservation plan for the castle and its site in accordance with the Albanian law on cultural heritage and DCM No. 1099, dated 24.12.2020. At this time, additional relevant documents and information can be shared by the stakeholders. These plans will form a framework to guide the subsequent interventions and monitoring that is implemented in later phases of the project.
 29. There shall be regular interactive consultations between the Consultant team and the Client (including representatives of the Ministry of Culture, the National Institute of Cultural Heritage, and Regional Directorate of Cultural Heritage in Vlora, the Municipality, and other relevant stakeholders).
 30. The deliverables shall be assessed by the Client; it is ADF's responsibility to obtain the comments and clearance ahead of proceeding to Task 2.
 31. **Deliverables:** The consultant is expected to submit the following deliverables under Task 1:
 - i. Stakeholder Workshop Presentations (in PPT format) including presentation material for proposed conservation plans & details; and
 - ii. Conservation Plan: list of all necessary interventions leading to full conservation of the asset; methodology for prioritization and risks of interventions; scheduling of interventions and their individual costs. All studies conducted recorded in written reports, etc.
- Report's presentation formats A4, A3, etc. using appropriate graphic presentation that illustrates the work conducted and to be conducted. If necessary, also power point presentations to be

prepared and presented to the Client and stakeholders for various consultations as deemed necessary to the process.

Task 2: The Vision for the Tourism Valorization of Kanina Castle, Borsh Castle and Spile Cave touristic sites. Site Management Plan and identification of investment projects.

32. In close collaboration with Ministry of Culture, Ministry of Tourism, Vlora and Himara Municipalities, Institute of Archeology, private sector actors in the area, relevant community stakeholders, NGOs working in the area, and Regional Authorities, and in compliance with, if any, existing Management Plan, the Consultant shall develop the visions for the sustainable development and tourism valorization of the Kanina Castle, Borsh Castle and Spile Cave for a 10 year lifespan, that will serve as a framework for future interventions, investments and activities in the touristic sites. Development vision of the future development of each site based in the Conservation Plan elaborated and confirmed for each site. The vision has to be validated with all the relevant stakeholders through proposed methodology by the consultant.
33. After the validation of the vision, the Consultant has to prepare the SMgPs (Site Management Plans) for each individual site based on improving existing structures and resources as appropriate. In order to complete this task, the consultant shall:

1. Define the management structure and core activities for each touristic site that includes:

- a. Identification of the stakeholders involved in the management of the site; Clear identification of beneficiary, administrative authorities of the site and respective legislative mandates and responsibilities.
- b. Define and recommend the form of site management, legal & financial implications, decision making body and roles and responsibilities of the stakeholder.
- c. Propose improvements in the management structure for the operation of the site and identify staffing requirements, qualifications and provide their job description. The staffing structure of the site needs to ensure delivery of key operational requirements
- d. Prepare a business plan for the operation of the core area of the site with focus on revenues and cost streams, and define the core activities needed for the daily management of the site;
- e. Propose economic development opportunities at and around the site (in its buffer zone) including tourism and leisure activities that enhance its Unique Selling Proposition (such as shopping area, events, etc.).

2. Develop a site interpretation plan for each touristic site that includes:

- a. Identification of the key interpretive themes in each of the touristic sites and their connection to the wider surrounding areas;
- b. Recommended design, placement, and content for interpretive signage within the site that delivers information on cultural heritage, ecosystem features, visitor activities (cultural events, etc.); and other interpretive/activity related elements as identified by the stakeholders, the existing management plans, and independent research. The recommendations must emphasize non-personal interpretation, support visitor dispersal, encourage exploration of the site in its entirety and improve visitor safety throughout the site.

- c. Recommended design and placement for way-finding signage to be installed in the surrounding area, in collaboration with the municipality;
 - d. Design and produce a print-ready site map and brochure that includes information on visitor activities, interpretive elements, visitor services, and other key information as identified by the consultants and stakeholders.
- 3. Develop a visitor access and use plan for each touristic site** to guide investments in required infrastructure to include but not limited to lightning, platforms, boardwalks, etc:
- a. Lightning proposal ⁴must take in consideration the possibility for the touristic sites to have public access also during late night hours.
 - b. Operation of the gates and safe and guaranteed access to the areas that are inaccessible to the public up to now.
 - c. Placement of the platforms must align with the site interpretation plan and follow best practices for design elements including interpretive information, safety, and accessibility (per applicable legal requirements).
 - d. The routing of new paths throughout the sites must enable improved visitor dispersal, increase access to recreational/cultural activities including sightseeing, landscape viewing, and improve connectivity to the natural/cultural features surrounding the touristic sites.
 - e. Recommendations for improving pedestrian access through all the area of the touristic sites.
34. The consultant shall propose a list of investments/activities that aim to enhance and complete the vision for each touristic site, highly considering the conservation plan. The identification of a vast diversity of investment projects or activities should be identified based in criteria based on strong significant cultural values, conservation plan, technical, financial, safeguard and sustainability elements, etc. and how they contribute to enhance the tourism offer and tourist/visitor experience also comply with the objectives and scope of the assignment. The Consultant shall apply a clear prioritizing methodology to select the list of the investments/activities to be supported by the project, and develop (without being limited to):
- Investment project briefs will include (as needed, and not limited to): (i) project name, description and location map emphasizing the relation to the vision; (ii) project rationale and justification; (iii) project location/boundaries (e.g. identify hosting object, route/path, etc.); (iv) structural conditions of the projects area and collections conditions (as by case); (v) spatial analysis, showing how the projects fits to the overall vision; (vi) cost benefit analysis and how it contributes to the tourism offer; (vii) identification of cultural/natural heritage assets; (i.e. which requires special interventions and approvals from related agencies); (viii) identification of social and environment safeguard issues that will enable the Client to conduct safeguard screening; (ix) preliminary cost estimates; (x) identify institutions or agencies that are directly involved for each project process; (xi) relevant similar design/architectural/thematic examples/references, and (xii) current and proposed operational and maintenance guidelines, current and projected financial status.
 - Activity briefs will include (as needed, and not limited to) : (i) activity name, concept/description and location map emphasizing the relation to the vision; (ii)

⁴ Lightning proposal shall include internal and external lightning system of the touristic sites.

activity rationale and justification; (iii) activity location or is a movable one; (iv) cost benefit analysis and how it contributes to the tourism offer; (v) identification of social and environment safeguard issues that will enable the Client to conduct safeguard screening; (vi) preliminary cost estimates; (vii) identify institutions or agencies that are directly involved for the activity process (if any); (viii) relevant similar thematic/activity examples/references.

The Consultant shall emphasize the role/contribution of the investments projects in generating activities and vice versa.

35. Prioritized list of proposed investments/activities with a phased action plan (short, medium and long term), which should take in consideration the available documentation and the need of further studies and surveys. Drawing on international best practices, the Consultant shall propose and apply a methodology for prioritization and categorization system for projects (such as: priority investments that can be financed under PIUTD, revenue generating investments that could be considered for PPP; investments amenable for private sector transactions, etc.);
36. There shall be regular interactive consultations between the Consultant team, the Client and the World Bank (including the beneficiary municipality and representatives of the MC and other relevant stakeholders) to exchange concepts and ideas, while packaging the investments projects, before carrying out at the Consultation Workshop.
37. **Validation of the investment package** will happen through a Consultation Workshop to be organized in coordination with MoIE and ADF, with participation of representatives from MC, MoTE and other relevant stakeholders of the concerned local and central authorities as well as local civic, social, environmental and business organizations.
38. The deliverables shall be evaluated by the Client and receive clearance by the World Bank, (it is ADF/MoIE's responsibility to obtain this clearance). After obtaining approval of the deliverables of Task 2, the Consultant may proceed in Task 3.
39. **Deliverables: A written report composed by:**
 - a. Detailed Vision forming and validation process. The report shall include maps, sketches, and any other visual input that comply in more complete understanding the various elements that define the Vision. Also list the short and long-term measures (e.g. regulations/laws, public initiatives, incentives, etc.) and actions (e.g. concrete interventions, events, managing tools, integrated marketing communication plan, etc.) that effect and contribute to the achievement of the vision;
 - b. Site Management Plans
 - c. The list of the investments/activities, including the methodology and criteria used for their identification and complete with appropriate investment/activities briefs.
 - d. The investment package and SWOT analysis that will build the rationale for the proposal, accompanied by a description.
 - e. Consultative Workshop: A PowerPoint Presentation, to present the (i) the current situation based on the assessment and analysis conducted; (ii) Vision Developed with its compounding elements; (iii) the list of the investments/activities briefs; (iv) the proposed investment package. The Consultant might consider the use of supportive materials that helps in understanding and visualizing better the concepts for the proposal;
 - f. Validation Report: In form of a written report, the Consultant shall record/reflect the discussion and results the visioning process, consultations and rationale for selection (vis a vis other options that were considered, but not selected). The participation of the

international key staff is necessary in the stakeholder workshop and is considered part of the deliverable.

The final deliverables shall consider the inputs by MoIE, ADF, the WB and relevant stakeholders (as valued necessary) identified during the Consultation Workshop, by producing the final version, before proceeding to the next phase.

Task 3: Preliminary Concept Design, preliminary Estimates for selected investment projects/activities for the three touristic sites as well as structural interventions for the stability of Borsh Castle.

40. Task 3 shall become effective upon approval of the results of Task 2 by the Client. The Consultant team shall develop the below tasks for the design services:
 - a. Based on the results of Tasks 0, Task 1 and Task 2, the Consultant shall prepare a priority list (long list) of interventions for conservation and to address safety concerns in the short, medium, and long-term for the Castle, the wider site (potential slope instability) and the hydrological risk.
 - b. Heritage Impact Assessments shall be prepared for the intervention options long list for review by the Client and the World Bank in consultation with other bodies such as the Ministry of Culture.
 - c. A prioritized list of proposed interventions shall be prepared along with a phased action plan (short, medium, and long term), which should take in consideration the available documentation and the need of further studies and surveys. The consultant shall apply the prioritization methodology which was submitted under Task 1 and 2 based on international best practice. Based on this prioritization, preliminary concept designs shall be developed for the prioritized interventions (short list) as part of an emergency action plan. This should include areas of high priority to implement a longer-term monitoring program.

41. In the development of intervention options, the following should be considered: retaining the material authenticity and the preservation of the cultural assets, favoring intervention measures that are reversible, and the direct and indirect impacts on cultural heritage for the proposed measures. In addition, reasons should be provided for each proposed intervention along with how the design considers the existing status, values and condition of the cultural heritage assets affected.

42. In preparing the preliminary concept designs for each selected prioritized intervention (short list), the Consultant shall consider the following items below (but not limited) to provide adequate technical presentation, such as:
 - i. Archaeological concept operation by a licensed expert (Archaeological License A1, A2, A3) according to the “Law no. 27/2018 on Cultural Heritage and Museums” and referring to “Criteria regulations of archaeology professional practice approved by Nacional Council of Cultural Heritage Material act no. 2 date 30.01.2009”.
 - ii. Preliminary architectural/engineering designs shall be presented with Sketches and conceptual 3D drawings/visualization, etc. for better visualizing proposals.
 - iii. Layout and relevant sections/elevations/views/details shall be presented at appropriate drawing scale (e.g. 1:50 – 1:500, etc.). For accurate details scales from 1:1- till 1:25, etc. should be used to assure readability and technical accuracy showing the spatial and functional characteristics of the interventions and its integration in the urban/natural context.
 - iv. Rehabilitation and conservation methodology used to include proposed mock-ups

- during the implementation phase.
- v. Preliminary Bill of Quantities.
 - vi. Preliminary Technical Specifications.
 - vii. Preliminary Technical Reports.
 - viii. Preliminary Heritage Impact Assessments⁵.
 - ix. Preliminary Cultural Heritage Management Plans.
 - x. Preliminary Environmental and Social Impact Assessment.
 - xi. Preliminary Maintenance plan.
 - xii. Preliminary Water Management plan.
 - xiii. Work Plan for works to be conducted to ensure safety on site.
 - xiv. Guidance for implementation of works and maintenance plans.
43. **Technical Surveys:** To produce sustainable preliminary architectural/engineering designs shall conduct (but not limited to): (i) additional field surveys, including topographic and architectural surveys of the selected areas of the castle and buildings, dimensioned drawings of buildings/facades/other elements effected by the interventions selected;
 44. The Consultant shall advise an implementation plan (in a written report) on a suitable packaging strategy, which will be subject of approval by the Client.
 45. The Consultant should also include a monitoring strategy for the cultural heritage sites for both the emergency works period to monitor the behavior of the most critical slope areas to capture the evolution or stabilization of movement and well as for longer-term monitoring in high priority areas. The monitoring strategy should include recommendations for data collection, data interpretation and data management.
 46. There shall be regular interactive discussions and reporting between the Consultant team and the Client, also relevant stakeholders (National Institute of Cultural Heritage, Regional Directorate of Cultural Heritage in Vlorë, community members) and make sure that the proposed interventions are feasible and in line with the scope of the consultancy and developed considering the guidelines and regulations operating by law in the project area. The participation of the international key staff is required during the consultation processes. After these consultations, the preliminary concept design documents and reporting shall be updated for final review and approvals.
 47. The revised submitted preliminary concept designs (short list) after community consultations shall be evaluated by the Client and the World Bank, including Ministry of Culture (representatives from technical entities of cultural heritage) through a consultation process and be acceptable for PIUTD financing. It is ADF's responsibility to obtain this clearance. Only then, the Consultant will be allowed to proceed to the preparation of Detailed Design (Task 4).
 48. After the approvals process has concluded, if selected urgent measures can be fast tracked for detailed design and implementation, the Consultant should make recommendations to the Client. If it is agreed with the Client and other relevant stakeholders that having two design and implementation streams is benefit to more rapidly addressing safety concerns and potential damage to heritage structures, the Client facilitate the approvals process for the two streams, with the most urgent interventions taking priority for approval and tendering.
 49. **Deliverables:** The Consultant is expected to submit the following deliverables under Task 3:
 - Preliminary Concept Designs and Reporting:** incorporating all aspects listed under paragraphs above.
 - Presentation (in PPT):** to present the Preliminary Concept Intervention Designs during the stakeholder consultation and approvals process. or whenever is deemed necessary to the assignment in consultation with the Client.

⁵ for Borsh and Kanina Castle

Task 4: Detailed Designs, Maintenance Plans and Final Communication Workshop

50. Based on the agreed-upon list of interventions (short list), **Preliminary Concept Designs** approved under **Task 3** by the Client, the Consultant shall develop, but not limited to:
51. **Surveys and Review of Preliminary Designs:** This may include activities such as (but not limited to): (i) reviewing the design and drawings from the Preliminary Concept Intervention Designs past consultations and reflect necessary modifications/comments to these drawings and specifications where necessary; (ii) detailed investigations/evaluations/field surveys as deemed necessary to produce the most accurate detailed design.
52. **Detailed Project Designs:** The Consultant shall prepare the following, but not limited to: (i) detailed design drawings (architectural, engineering, landscaping, drainage, etc. drawings plans/sections/3D views/technical details/specifications developed on accurate survey and presented using the best design standards and practices *presented at appropriate drawing scale* (e.g. 1:50 – 1:500, etc.). For accurate details should be used scales from 1:1- till 1:25, etc.to assure readability and technical accuracy;(ii) technical specifications covering all aspects of the detailed design; (iii) technical reports; (iv) bills of quantities – BoQs; (v) work plan (vi) Risk & Quality Assurance strategy and (vii) Final Heritage Impact Assessment, (viii) Final Cultural Heritage Management Plan, ix) final water management plans, (x) final conservation and management plans.

Develop a maintenance plan for sustainable long-term maintenance of each site, which includes, among others, the following aspects:

- a. Operational maintenance activities, such as:
 - General site maintenance (e.g. checking for unsafe conditions, trash pick-up, vandalism inspections of signage etc.)
 - Vegetation maintenance (e.g. mowing, overhead trimming, tree removal)
 - Drainage maintenance (e.g. standing water repair, erosion repair)
 - Maintenance of structures (e.g. bridges, boardwalk inspection, tunnels, parking etc.), non-engineering visual inspection and additional structural inspection
 - Maintenance of amenities (e.g. inspection of rest stops, benches, picnic tables)
 - Trail pavement management (e.g. repair of potholes, cracks etc.)
 - Routine maintenance vs. remedial maintenance (i.e. correcting of significant defects)
- b. Determination of responsible parties for maintenance
- c. Budget management for maintenance expenses/asset management (allocating trail expenditures over life time of the trail; please find an example of a budget management plan in Annex 5)
- d. Frequency of maintenance, e.g. daily, weekly, monthly, quarterly, annually, during specific seasons (e.g. winter), only after specific incidents (e.g. storm, other severe weather conditions)
- e. Development of a site maintenance schedule (please find two examples of a maintenance schedule in Annex 5)

Develop a risk management plan for the three touristic sites (identify problems and propose concrete detailed solutions - fire protection or other natural disasters).

The consultant should consider all types of risks that affect the universal values of the touristic sites:

- Carrying out archeological excavations without anticipating the conservation of the ruins;
- Natural damage to building materials (time effect);
- Structural damage;
- Fire hazard;
- High vegetation;
- Earthquakes;
- Human activity;
- Incorrect conservation interventions;
- Presence of visitors;
- Fire hazard;
- Agricultural activity;
- Environmental pollution;
- Presence of visitors.

53. **Specific Approvals and Permits:** The Consultant shall prepare necessary documents including the Heritage Impact Assessment and detailed drawings for Local Authority approvals and any other approvals required in the process (i.e. approvals from institutions such as National Council of Cultural Heritage Material). The required approvals shall be identified and executed by the Consultant, to obtain approvals and complete the set of bidding documents.

54. **Preparation of Bidding Documents:** The bidding documents shall be finalized based on the Client's comments on the detailed designs, by incorporating all the comments, revisions, and packaging strategies. The Consultant shall advise on suitable packaging for all identified contracts. Bidding documents and drawings shall be prepared in a way which is sufficient to invite bids.

55. **Packaging and Contract Documentations (for bidding):** The Consultant is expected to provide support to the Client, **only upon its request** for: (i) contract packaging and management based in the implementation plan; (ii) preparation of bidding and contract documents (in accordance with the current version of the World Bank's Standard Bidding Documents for the Procurement of Works, and including abbreviated specifications of the work to be performed, forms, invitations to pre-qualify and draft advertisements).

56. **Environmental and Social Impact Assessment, Environmental and Social Management Plans:** The Consultant must prepare the draft Environmental and Social Impact Assessment Reports and Environmental and Social Management Plan for each design, which will be in line with national legislative requirements for receiving an environmental permit/authorization. The reports must comply also with World Bank Group Environmental, Health and Safety guidelines and must be prepared by a licensed expert on Environmental Impact Assessment (including NLC license and NRC extract). The draft reports shall be consulted by ADF Environmental and Social Unit for clearance. *An integral part of the Environmental and Social Impact Assessment Reports (ESIA) will be the Environmental and Social Management Plans (ESMP), which must be prepared in line with the Environmental and Social Safeguards Framework cleared by the World Bank, as well as the Project*

Operational Manual. The draft ESIA and ESMPs for each design will be disclosed and consulted by the stakeholders, after receiving clearance from the World Bank Group.

57. **Land expropriation plans and property evaluation:**

Land expropriation and impact on private properties is to be avoided, if possible, for this project. If deemed necessary, the consultant is obliged to prepare the Expropriation Plans, in line with the WB Safeguard Policies and the Safeguard instruments of the Project (please refer to the Environmental and Social Safeguards document found on the ADF website: http://www.albaniandf.org/english/publikime/Pages/Publikime_te_tjera.html)

Land expropriation plans must include:

- A list of affected properties and a plan design of location of properties impacted by the project, issued officially by the local cadaster and property registration offices, including identification of land, and building ownership. This information must include also:
 - area of land owned,
 - area of land to be expropriated,
 - existing structures and their legal status,
 - current use of properties to be expropriated,
- A list of the informal structures and any encroachment of public land in or along the project area.
- A list of the locations of all businesses and residents which might be affected by this intervention.
- Report(s) on evaluation of property prepared by a licensed property evaluation expert for properties affected by the project. Based on this report, the ADF will prepare a Resettlement Action Plan (RAP) to be cleared by the World Bank, if needed. The Consultant should assist the Citizen Engagement Specialist in preparing arguments and materials for public communications and communications with Persons Affected by the Project.

58. At the end of Task 4, a final communication workshop will be held to present to relevant stakeholders the detailed designs along with updated conservation and management plans. There is also an opportunity to include training and/or other capacity building activities at this stage.

59. **Deliverables:** The Consultant will deliver the works packages based on the scheduled implementation plan approved by the Client, and each works package will include for each investment project: (i) detailed design documentation including drawings plans/sections/3D views/technical details/specifications developed based on accurate surveys and presented using the best design standards and practices; (ii) final technical specifications; (iii) final technical reports; (iv) final management and conservation plans; (v) final methodology for prioritization of interventions, final prioritized intervention list and action plan; (vi) final Bill of Quantities and (vii) final environmental and social impact assessments (viii) final heritage impact assessments, (ix) final cultural heritage management plans. Refer to the table of deliverables for further details.

Presentations (in PP): As deemed necessary to all the consultations process that will be developed under this task till its finalization.

OTHER RESPONSIBILITIES

60. It will be the Consultant's responsibility, to define the project activities and structural

interventions that will be implemented based on the typology, needs and situation assessment of each site, carried out by the consultant.

61. The Consultant shall conscientiously fulfill, to the highest professional standards, the role that they have been assigned to play. It will be the Consultant's responsibility to ensure that all intended outputs are delivered in the most efficient and effective manner ensuring value for money at all times. The Consultant will ensure that all outputs are delivered on time, within the budget and to the highest standards.
62. The Consultant shall develop all projects detailed designs dossier based in the domestic and international design guidelines in order to achieve the highest design standards, taking in account (and not limited to) to: provide detailed accessibility designs for the elderly and wheelchairs; provide *signage and orientation system, that provides fluid orientation and adequate information*; improve visitor safety and protection; provide urban fixtures, lighting design, greenery and other measures due to natural context of the project placement.
63. The Consultant shall perform *all engineering, architectural works; quantity surveying, environmental, cultural, social, economic analysis and related works* described so far in the TOR, to support the achievement of the defined project objectives and deliverables, and taking into account the requirements of the Client.
64. The engineering and architecture design shall take into account the need for "smart" and effective (technical and esthetic) solutions and use of construction materials that can be implemented, operated and maintained. The final choice for proposed construction/rehabilitation shall be based on technical and financial analyses of alternative designs, and on the opinions of the district engineers, and in consultation with the Client.
65. Consultants are encouraged, where appropriate, to support the wider economic development of the country by using locally available materials and human resources. Propose *designs and constructions methods/technics that have low impact in the environment (especially in restricted/protected areas), encourage use of local materials that are durable and easily maintained over time.*

The Consultant shall clearly define the project boundaries and areas of interventions for each project intervention. The engineering and architecture design shall take into account the use of materials and restoration methodologies/technics of interventions in compliance with DCM No. 1099, dated 24.12.2020 "*On the approval of treatment methods, technical norms, criteria and models of interventions in the field of conservation of cultural assets*", road safety measures, accessibility standards (e.g. for elderly and disable people, emergency accessibility, solid waste collections, etc.), etc. in order to complete the project without limitation in international best practices and standards, which aim to reach and achieve the best technical solution. The final choice for proposed construction/rehabilitation shall be based on technical and financial analyses of alternative designs, in consultation and agreement with the Client.

66. The Consultant shall consider, where appropriate, to support and introduce "smart" and effective (technical and esthetic) solutions in line with the HUL (Historic Urban Landscape) approach in historic centers and assure their integrated value to the urban design study consultancy. The use of best practice data collection and data management systems including [urban informatics](#) and technology ([information and communication technology](#) (ICT) and [Internet of things](#) (IoT)) with the aim to improve the efficiency of services and their work on site and after it completment serves as an added tourism experience. Construction works in cultural heritage sites serve as a unique and unusual experience for visitors and tourists. The Consultant shall consider evaluating possibilities

for opening the working site (e.g. signage, orientation tables, safety measures, etc.) and promote it to the visitors, assuring safety and experience. The Consultant in coordination with the Client shall undertake the initiative to record and make a documentary film and promotional literature.

67. The Consultant will be responsible for implementing the integrality of the tasks defined in the scope of the assignment. To respect this aim, the Consultant will bear all the costs related to the employment and mobilization of its team of international and local experts. This includes travel expenditures and subsistence costs.
68. It is the responsibility of the Consultant firm to familiarize themselves with the planning and regulatory documents that apply in the project area as well as any restriction for interventions related to cultural sites and protected natural areas.
69. No facilities will be provided by ADF. The consultant will be expected to arrange office facilities, as deemed by the project.
70. Finally, the Consultant will be responsible for the costs of producing, translating, printing, and distributing all the information material, documents and reports required to carry out its assignment.
71. The Consultant will be solely responsible for the timely and qualitative fulfilment of all matters cited above under this assignment.
72. The Consultant shall review all available documentation on the project and shall be solely responsible for the analysis and interpretation of all data received, for the conclusions they reach and the recommendations they make.

IMPLEMENTATION TIMEFRAME AND DELIVERABLES

73. The following list of key deliverables and milestones serves as a guide for the consultancy. The Consultant is expected to propose a work plan outlining project sub-tasks (e.g. additional internal review/consultation sessions) and refine the timeline to meet the objectives of the assignment effectively, for the Client's agreement:

Task	Format	Duration of Task	Payment Schedule/ Timeline
Site Management, Interpretive, Visitor Experience Plans, Design and Supervision for touristic sites. Structural Interventions to increase cliff stability of Borsh Castle.			
Task 0: Inception Report and Working Plan			7th week
Inception Report	<ul style="list-style-type: none"> • 2 printed reports in A4 and/or A3 size, plans in A1, A0 etc. • An electronic copy of all reports / docs / presentations plans and related CAD, Excel, Word, PDF etc. files. 	<p><i>4 weeks after the contract has become effective.</i></p> <p><i>The Consultant will proceed to Task 1, after receiving the endorsement of the Client for Task 0.</i></p>	10 % upon approval of the deliverables of Task 0.
<i>Time calculated for Comments and Approval of Task 0</i>			3 weeks
Task 1: Development of Conservation Plans, Stakeholder Workshop for			18th week

Task	Format	Duration of Task	Payment Schedule/ Timeline
Kanina Castle, Borsh Castle, Spile Cave and identification of structural interventions to increase the cliff stability of Borsh Castle.			
Report documenting the development of plans PP slides from stakeholder workshop Conservation plans	<ul style="list-style-type: none"> • 2 printed reports in A4 and/or A3 size, plans in A1, A0 etc. • An electronic copy of all reports / docs / presentations plans and related CAD, Excel, Word, PDF etc. files. 	<p><i>6 weeks after approval of Task 0.</i></p> <p><i>The Consultant will proceed to Task 2, after receiving the endorsement of the Client for Task 1.</i></p>	15 % upon approval of the deliverables of Task 1.
Tak 2: The Vision for the Tourism Valorization of Kanina Castle, Borsh Castle and Spile Cave touristic sites. Site Management Plan and identification of investment projects.			
SMgP and SMtP for the three touristic Sites (one per each site)	<ul style="list-style-type: none"> • 4 printed copies of the document in A4 size. (Or A3 size, plans in A1, A0 etc.) • An electronic copy of the document. 	<p><i>6 weeks after the approval of the Inception report</i></p> <p><i>*The Consultant should conduct at least 2 consultation processes with the Client.</i></p>	15 % upon approval of the final version of the deliverables of Task 2
Time calculated for Comments and Approval of Task 2			3 weeks
Task 3: Preliminary Concept Design, preliminary Estimates for selected investment projects/activities for the three touristic sites as well as structural interventions for the stability of Borsh Castle.			25th week
Preliminary Concept Design Documents and Reporting PP slides from stakeholder workshop Presentation materials (e.g. posters, etc.) if necessary, for the consultation processes. Updated Preliminary Concept Design Documents	<ul style="list-style-type: none"> • 2 printed reports in A4 and/or A3 size, plans in A1, A0 etc. • An electronic copy of all reports / docs / presentations plans and related CAD, Excel, Word, PDF etc. files. 	<p><i>6 weeks after the approval of Task 2.</i></p> <p><i>The Consultant should previously conduct at least 1 consultation processes with the Client before heading to the citizen consultation and consultation process with the relevant stakeholders for the prioritized concept designs (short list).</i></p> <p><i>The Consultant will proceed to Task 3, after receiving the endorsement of the Client for Task 2.</i></p>	20 % upon approval of the deliverables of Task 3.

Task	Format	Duration of Task	Payment Schedule/ Timeline
Citizen Consultation PP slides from stakeholder workshop Reporting after the consultation process.		<i>A citizen consultation, facilitated by ADF, should be conducted within 1 week after the Consultant delivers the Preliminary Concept Design Documents.</i>	
Time calculated for Comments and Approval of Task 3			3 weeks
Task 4: Detailed Designs, Maintenance Plans and Final Communication Workshop			38th week
Detailed Design Documents and Reporting PP slides from final communication workshop	<ul style="list-style-type: none"> • 2 printed reports in A4 and/or A3 size, plans in A1, A0 etc. • An electronic copy of all reports / docs / presentations plans and related CAD, Excel, Word, PDF etc. files. 	<i>Detailed Documents and Reporting for approvals 8 weeks after the approval of Task 3.</i> <i>The Consultant will proceed to obtain Specific Approvals after receiving the endorsement of the Client for Task 4.</i> <i>After the final consultations, Final Detailed Design Documents and Reporting are to be issued within 4 weeks for final approval.</i>	30 % upon approval of the deliverables of Task 4.
Time calculated for Comments and Approval of Task 4			3 weeks

Task	Format	Duration of Task	Payment Schedule/ Timeline
Specific Approvals			45th week
Detailed Design Projects Dossier shall include all the documentations (e.g., approvals etc.) ready for bidding procedures.	No. of copies in electronic and printed for the bidding producers to be indicated by the Client case by case.	<p>The Consultant firm must obtain all the required special approvals⁶ within 4 weeks for the investment project under this assignment.</p> <p>The Consultant shall follow the process and prepare the required documents and project dossier as requested by law to obtain approvals necessary for implementation of the projects under this assignment.</p>	10 % after completing the Detailed Project Dossiers ready for bidding.
Environmental and Social Impact Assessment Reports	<p>- 2 printed copies for each selected project, signed and sealed, including necessary certificates/licenses, upon clearance, subject to changes required by permitting authority.</p> <p>- An electronic copy of all reports in Word, PDF etc. files.</p>	<p><i>*The Consultant shall obtain the approval of the report from ADF (Environmental Unit) and the World Bank; maximum 2 weeks after submission of the draft reports, submitting the final reports that will be used to obtain the environmental permit/authorization. The consultant will remain available to review the reports to any objections by the authorizing authority (Ministry of Tourism and Environment and/or National Environmental Agency)</i></p>	
Final submission after considering comments from all the permits institutions	<ul style="list-style-type: none"> 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc. <p>An electronic copy of all reports / docs / presentations plans</p>		

Task	Format	Duration of Task	Payment Schedule/ Timeline
	and related CAD, Excel, Word, PDF etc. files.		
Documentation of the coordination process under this Consultancy:			
	Each communication process held between the Client and the Consultant while developing this consultancy should be recorded in: Consultation/Comments Report. Report of Validation	<ul style="list-style-type: none"> • 4 Printed copies for each consultation report. • 4 Printed copies of Validation Reports. • An electronic copy of the reports (Word, PDF, etc.) • Albanian/English language. 	<i>*Reports shall be delivered upon the final deliverables of each Task.</i>
* The deliverables of report/documents etc. should be in Albanian and copy in English language			

74. The above documentation/deliverables shall be provided in English and Albanian languages and submitted to the Client appointed contract manager as requested per each task in the table of deliverables (Albanian/English). All submitted deliverables will be evaluated by the key technical staff of MoIE (PCU), ADF and MC, also will obtain comments/feedbacks on the deliverables by the World Bank.
75. The Consultant will submit all reports and deliverables requested under this assignment to ADF (where the PMT is located) for review and approval. ADF will be responsible for sharing the documentation with the MoIE, (PCU), World Bank, and with the Local Authorities (Municipalities identified as beneficiaries and administrative units of the projects developed under this ToR and invested by the PIUTD), and any other interested central and local government authority as deemed necessary.
76. Phase-B (supervision phase) shall commence or become effective upon successful completion of Phase A (design phase) and when the contract for civil works has been awarded. Duration of the services/contract under supervision phase will be closely dependent on the time allowed for completion of the works contracts as may be brought out by the Phase-A. Author's supervision required during the construction will be merged with the construction supervision by the consultants.

PHASE B: SUPERVISION OF WORKS SERVICES

77. Contract for accomplishment of the tasks under Phase B will be signed, upon successful completion of Phase A and after employment of the Contractor for the works.

The activities for **supervision services** are expected to be carried out through the following phases. The Consultant is expected to be proactive in identifying optimal solutions to reach the objectives and to identify any additional tasks and activities, which are desirable or necessary for the successful implementation of these services. *It is the responsibility of the Consultant to make sure that there is continuity between Phase A and Phase B. For this reason, the architect from the phase A will be the team leader of phase B.*

Activity 1: Inception Phase

78. During the Inception Period the Consultant Supervision Team shall be fully familiar with all aspects of the project, works contract and project's environment, review the present Terms of Reference and all volumes of the Works contracts.
79. The Consultant shall be aware with all relevant information available for the project and the stakeholders involved in the project. The Consultant shall visit all relevant institutions in order to ensure that the requirements of all parties to the project are addressed.
80. **Deliverables:** Inception Report:
 - Project synopsis (summary);
 - Analysis of the project;
 - Start situation, review of the available documents, project progress with mobilization;
 - Project planning;
 - Co-ordination with other projects;
 - Project goals and objectives;
 - Project approach;
 - Initial findings and description of any unexpected problems encountered; contractual difficulties faced;
 - Intended results;
 - Updated methodology, work plan, time and manning schedules (based on the Contractors' programs);
 - Quality assurance system by the Consultant;
 - Quantity checking and measurements records;
 - Constraints, risks, assumptions; and
 - Planning for the next reporting period.
81. In the same report the Consultant shall describe any adjustment or addition the designs may need to improve the quality of works without increase of cost or any prejudice to the Contracting Authority in respect to the Contractor.
82. The Consultant shall also include as an annex to the inception report a complete Quality Assurance and Quality Control Manual (QAQC) concerning the supervision activities. The QAQC Manual shall specify the requirements, procedures and guidelines for all main activities necessary for the Works to run smoothly and shall cover at least following:
 - practical information and introduction;
 - project organization charts, for works and supervision contracts, including names of key personnel, definition of key interactions and information flow. Also, responsibilities and key functions shall be described;
 - time and cost management procedures;
 - reporting procedures;
 - record keeping of correspondence, expenditure, minutes of meeting, site records, instructions;

- issued to works contractors and instructions received from the Contracting Authority;
- design modification and design approval procedures;
- document control procedures (including Contractor's insurances, reports etc.);
- all standard forms needed during the supervision activities (e.g. site instructions, completion certificates, variation orders, formats of reports, hidden works record sheets, form for field inspections and testing, measurement sheets, interim payment certificates and related invoices);
- review and approval of detailed construction drawings prepared by the Contractor;
- selection of borrow pits and quarries;
- procedure for approval and testing of construction materials, and supplies;
- procedures for testing the works by the Contractor;
- safety protocols;
- procedures of measurement of the works executed;
- procedures for Performance Certificate and the Taking-over Certificate;
- Snag list and Defects Liability inspection reports; and
- Draft Final and Final Statement of the Account.
- The Inception period shall commence immediately upon commencement of the present Service contract, whichever is latest, see section 5.2 "Commencement date & Period of execution". The Consultant shall submit the Inception Report within 4 weeks from commencement of the Inception period.

Activity 2: Construction Phase

83. The Consultant shall administer the contract and supervise the construction works, i.e. carry out duties of the Supervisor in accordance with the Special and General Conditions for Works Contract of the projects funded under WB.

84. The Consultant will carry out, but not necessarily be limited to, the activities mentioned below:

2.1 Contract administration and management, Site Procedures:

85. The Consultant's team shall carry out contract administration and management duties throughout the duration of the assignment to secure smooth and timely implementation, proper supervision and control of the Project. For this purpose, the Consultant shall establish clear lines of responsibility and procedures for each activity in the construction process.

86. The Consultant shall analyze and monitor contractual programs submitted by the Contractor and give instructions to the Contractor to take appropriate measures to fulfill Contractor's tasks. The Consultant shall review Contractor's programs on a regular basis throughout the project.

87. The Consultant shall ensure that all required approvals, construction permits, environmental and related utilities permit for digging and for closing of roads (traffic management) have been obtained in time specifically for each site, before commencement of respective works. These include but are not limited to:

1. Quarry license

2. Gravel license
 3. Sand license
 4. Approved final waste deposit document released by the respective municipality.
88. The Consultant in coordination with Safeguard Consultant shall make sure that safeguards criteria according to World Bank operational guidelines are being correctly implemented, including criteria listed in the Environmental and Social Management Plans and the environmental permit, including clearance from ADF Environmental Unit.
 89. The Consultant must not commence any works prior to receiving clearance from ADF on the complete implementation of Resettlement Action Plan (if applicable), in line with World Bank guidelines.
 90. The Consultant shall ensure that the conditions of contract are strictly adhered to and Contractors and any sub-contractors fulfill their contractual obligations.
 91. The Consultant shall maintain up-to-date records of all contractual administration, correspondence, measurements, payments, variations etc. All instructions to the Contractor shall be clearly documented by the Consultant.
 92. The Consultant shall ensure that all operational health and safety risks during construction and commissioning of the works have been assessed in advance and risk mitigation measures have been established and appropriately costed prior to commencing the respective activities.
 93. The Consultant must make sure that prior to start of works the construction contractor must also possess appropriate protective equipment in accordance with IFC Environmental, Health and Safety Guidelines and that the workers are trained for health and safety at work.
 94. The Consultant's team shall also include a Health and Safety Auditor who shall visit the construction site on a regular (monthly to bi-monthly) basis to conduct safety audits to validate the OHS supervision of the resident engineer and independently confirm compliance with the Contractor's OHS plan. Audit reports of the findings will be provided at the end of each visit.
 95. The Consultant in coordination with Safeguard Consultant shall supervise daily the contractor's implementation of the works in accordance with the contract requirements and the ESMP; update the ESMP to reflect changes to the project, area of influence or activities, with Borrower to re-disclose; inspect and approve contractor's work; perform regular pollution control analysis as required in the ESMP for environmental parameters; check compliance with the Contractor ESHS Code of Conduct; ensure Contractor submits ESHS reporting timely and in accordance with WBG guidelines and national legislation. The approval of continuation of works must be done upon clearance by the borrower safeguards team on compliance with the ESMP by the contractor.
 96. The Consultant shall be in continuous contact with the Contractor to identify and resolve any potential problems in an active manner. The Consultant shall hold weekly site meetings and monthly progress meetings with the Contractor and other stakeholders. All potential delays and other problems shall be identified and corresponding actions discussed and agreed in order to assist the Contractor in avoiding or mitigating overall delay. The Contracting Authority shall be kept informed of the progress of works by providing properly prepared reports, briefings and minutes of meetings.
 97. The Consultant shall check and comment on the adequacy and authenticity of all certificates, insurance, securities, indemnities, ownership of plant etc. for which the Contractor is liable under the conditions of contract. The Consultant shall issue all requisite

certificates in compliance with the Conditions of Contract.

98. The Consultant shall prepare all supervision reports in accordance with the requirements laid down in the present TOR.
99. The Consultant shall assist the Contracting Authority in administrative duties, including financial planning and preparation of cash flow forecasts for all contracts on monthly basis.
100. The Consultant shall advise the Contracting Authority on any appropriate measures that may be taken to avoid and rectify any deficiencies and improve the cost effectiveness of the project. The Consultant shall also consider possible cost savings to the Contracting Authority.
101. The PMU's safeguards officers will provide independent oversight and inputs to the Consultant with regard to all aspects of environmental and social compliance, for the Consultant to have addressed on the project through their role as the Engineer. The PMU will undertake at least monthly inspections of the construction sites, accompanied by the Consultant's safeguard specialist and the Resident Engineer.

2.2 Design Review and approval

102. The Consultant shall review and approve the Contractor's working drawings and possible modifications to the detailed design and the affiliated Environmental and Social Management Plan. In case of any design modification needed he should inform the Contracting Authority and liaise with the designer.

2.3 Site supervision

103. The Consultant shall carry out day-to-day supervision of construction works in accordance with the Works Contracts, Site Procedures Manual and Supervisor's Quality Assurance Manual.
104. The main objective of the supervision is to facilitate achievement of the highest possible standard of construction works within the contract time. In addition to good quality workmanship the Consultant shall also consider possible cost savings to the Contracting Authority. The Consultant shall advise the Contracting Authority on any appropriate measures that may be taken to avoid and rectify any deficiencies and improve the cost effectiveness of the project.
105. The Consultant shall ensure that the quality of materials and the end product is in line with the related works contract technical specifications standard and quality. All testing shall be carried out in accordance with the works technical specifications specified procedures and at the specified intervals.
106. The Consultant may propose amendments to the design and specifications for the Contracting Authority's approval, if such alterations are sought to be benefit to the quality and economy of the Project and are in line with provisions of works contract conditions.
107. The Consultant shall order the Contractor to substitute and make good any part of the works, if levels, dimensions, materials or workmanship do not conform to the requirements and specifications or are otherwise insufficient;
108. *The Consultant shall monitor the correct implementation of the Environmental and Social Management Plans for each site and monitor environmental parameters (air, water and soil quality) as required in the environmental monitoring plan.*

109. The Consultant shall conduct regular site inspections to check the quality of the workmanship and materials in accordance with the Contract and good engineering practice, as well as the Contractor implementation of the environmental and social mitigations measures as agreed in the site specific Environmental and Social Management Plan.
110. The Consultant must provide quarterly data on environmental parameters during the implementation of civil works, as specified in the ESMP. These include noise levels, Air pollution parameters of dust, particulate matter, water and soil quality (suspended solids, oil and grease. These data must be issued by a licensed/authorized public or private entity.

2.4 Measurements and Payments:

111. The Consultant shall verify and keep accurate technical records of permanent works executed by the Contractor. The works shall be measured on site by the Consultant supervisor in the presence of the contractor.
112. The Consultant shall ensure that the Contractor's payment applications for work executed are accurate, fair and reasonable representations of the value of the work. The Consultant shall prepare subsequent certificates and present these to the Contracting Authority for approval and further processing. The Consultant shall ensure that the Contracting Authority is at all times informed of all matters relating to payments, cash flow or any other impacts on budgetary provisions.
113. The Consultant is required to consider time required for all requisite endorsements and/or approvals by authorities before actual payment of the Contractor's invoices can be made. To avoid any delays in payments the Consultant shall ensure high quality of all payment documents.
114. The Consultant shall carefully monitor all levels, lines and other parameters affecting the work, so as to ensure the works are constructed to fulfill requirements of the detailed design and of the Contracting Authority, in a timely manner.
115. Accurate records shall be taken throughout the duration of the contract in order to reach agreement on the Contractor's final account.
116. The Consultant shall monitor Environmental, Health and Safety guidelines for construction and decommission at all times throughout the site including safety of the public/communities, visitors, consultant's staff, contractor/subcontractors' staff, report to the borrower and take action upon clearance from the borrower.
117. The Consultant shall appraise traffic management proposals in line with the Traffic Management Plan prepared by Contractor and compliance to requirements of the works contract.

2.5 Other activities

118. The Consultant shall carry out all other activities needed for the smooth implementation of the Project. These activities include inter alia the following:
- a. Administration of the contract in accordance with the works contract documents;
 - b. The Consultant shall take particular note of the requirement to obtain the specific approval of the Contracting Authority before taking any of the actions as detailed in the Special Conditions of Works Contract;
 - c. The Consultant shall give the order of commencement

- d. The Consultant shall organize monthly progress meetings with each contractor, keep records and distribute the minutes of the meetings.
- e. Checking and confirming that the Contractor mobilizes and supplies to the contract all materials identified in the contract, to be committed to the project and ensure that all works performed remain on site until release has been authorized;
- f. Approval of Contractor's details of temporary works and operations;
- g. Approval and surveillance of the traffic management proposals prepared by the Contractor to ensure, that the Contractor carries out the work to minimize interference with adjacent traffic by providing necessary lights, guards, fencing and watchmen etc. and provide access to local buildings and properties at all times;
- h. Approval and surveillance of environmental measures identified by the Contractor in order to carry out the work in an environmentally safe way, taking appropriate mitigating action to meet the relevant requirements of the contract and those of the local and state authorities, with the clearance of the borrower safeguards specialists Follow up and report weekly on the implementation of the ESMP.
- i. If applicable, provide data to the Contracting Authority for determination of the value of any variations to the contract;
- j. Assist the Contracting Authority (CA) in processing of Variations, approve the setting-out of the works and give instructions to the Contractor in this regard;
- k. Review any changes in drawings and/or specifications, which may prove necessary or desirable before or during execution of the construction works, and consult this with the Contracting Authority;
- l. Negotiate and recommend to the Contracting Authority any Variations initiated by the Contractor or to be initiated by the Contracting Authority;
- m. Verify and approve "as-built drawings" and deliver to the Contracting Authority all reports, records, quality certificates, measurement sheets, etc. prepared or supplied by the Contractor;
- n. The Consultant shall instruct the Contractor to carry out any on-site tests required under the Works Contracts technical Specifications, including load tests, as may be considered necessary to confirm the adequacy of the Works. The Consultant shall supervise such tests, record the test measurements and verify the adequacy or otherwise of the results;
- o. Issue list of defects ("snag list") and other documentation as required before the Certificate of Provisional Acceptance will be issued, the list must include compliance with the ESMP and environmental permit.
- p. Carry out inspection upon the completion of works and prepare Provisional Acceptance Certificate, list of defects and other documents as required by the works conditions of contract;
- q. Organize the Inspection in the presence of a representative from the Contractor, Contracting Authority and the Beneficiary and issue the Provisional Acceptance Certificate.
- r. Ensure that taking over procedures are carried out in line with local regulations and requirements, as appropriate;
- s. Advice on any claims or contractual disputes and problems arising during the works, and prevent claims and delays whenever feasible.

119. **Deliverables:**

- a. **Progress Monthly Reports:** The Monthly Reports should be based on the physical and financial progress, as well as dealing with contractual and technical matters, for each of the Civil Works Contracts included in the reports. They will make use of graphics and include statements covering (but not limited to) the following:
- Physical progress related to programme and time;
 - Explanations for variances to the above;
 - Expenditure related to cash flow forecast and budget;
 - Explanations for variances to the above;
 - Claims or disputes;
 - Human resources, mechanical equipment and materials;
 - Testing and quality control;
 - The Project Monitoring Indicators for Project Activities Table issued by the Contracts Manager;
 - Local issues;
 - An updated maintenance works programme; and
 - A revised Cash Flow forecast.
- b. **Draft Completion Report:** The report will include, but not be limited to, the following inputs:
- Physical progress related to the original programme;
 - Explanations for variances to the above;
 - Expenditure related to original budgets;
 - Explanations for variances to the above;
 - Overall review of the project objectives and whether achieved successfully or not.
 - Other information to be included in the Completion Report shall be addressed following the review by WB and ADF.

Activity 3: Defects Liability Period

120. During and after the Defects Liability Period the Consultant shall carry out the following duties:

1.1. Provide quarterly inspections reports during the 12 months of Defects Liability Period.

121. The consultant shall supervise, inspect and record completion of any outstanding work and remedy of defects after Provisional Acceptance has been issued.

122. The Consultant shall undertake three intermediate inspections at approximately three-monthly intervals during the Defects Liability Period. In the event that the Employer calls the Consultant to the Works to deal with a particular defect at another time this shall be deemed to be one of the intermediate inspections.

123. In addition to dealing with any particular defect all intermediate inspections shall cover the entire Works. The Consultant shall:

- Notify and instruct the Contractor accordingly of all defects found.

Report on the status of the Works and on the operation and maintenance of the Works to date.

1.2. Undertake the Final inspection at the end of DLP and issue the Final Acceptance Certificate

124. On the expiry of the Defects Liability Period, the Consultant shall make the final inspection of the Works and issue the Final Acceptance Certificate in accordance with the Works Conditions of Contract.

125. The final inspection shall be carried out in the presence of a representative from the Contractor, Contracting Authority and the Beneficiary/ies.

1.3. Deliver of the SMgP and SMtP to the Municipalities

126. During the Defects Liability Period, the Consultant shall revise the SMMP (if deemed necessary) reflecting possible changes that might occur to the project during the implementation phase.

127. The final SMgP and SMtP must be passed to the respective municipalities through a training process. The training process will be organized by the Consultant, in coordination with the Client.

128. Deliverables:

- a. Final completion:** The Final Report will be based on the Draft Completion Report, but will incorporate any comments/suggestions made by the reviewing parties (WB and ADF).

IMPLEMENTATION TIMEFRAME AND DELIVERABLES

129. The supervision consulting activities (1-3), will be carried out in accordance with the implementation schedule of packages of works. These activities will start as soon as the first package of works contract for the selected list of investment is signed. (Detailed design for this investment is prepared in Task 4 of the design services);

130. It is expected that all the detailed projects will be implemented under 1(one) *package of work* contract, and the sub-projects composing this package will be implemented following **works implementation schedule**. The Consultant will carry out its overall assignment in **12.25 months**. *Following up defect Liability period for each contract is 12 Months.*

131. The Contracting Authority will give notice to the Contractor of the start date of contract works for which supervision is required, and the supervisor will mobilize the required staff accordingly. An estimation of the starting date of construction works will be calculated upon the availability of the detailed designs prepared in **Task 4** of the phase A and the procurement time. *It is expected that the works package will be implemented within 13 months' time frame.*

Report	Time due	Number of copies
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Inception report	One month after the start of the contract	<i>1 paper copy in English and 1 paper copy in Albanian + electronic copy on CD or DVD, in each language</i>
Progress Monthly reports	1 week after last day of each month.	<i>1 paper copy in English and 1 paper copy in Albanian + electronic copy on CD or DVD, in each language</i>
Draft Completion report	4 weeks prior to completion of the contract period	<i>Electronic copy on CD or DVD, in each language</i>
Final Completion report	2 weeks after completion of contract period or after comments on the draft completion report are provided by ADF, whichever comes later	<i>2 paper copies in English and 2 paper copies in Albanian + electronic copy on CD or DVD, in each language</i>

TEAM PROFILE AND KEY PERSONNEL

Team Profile and Key Personnel for the Phase A “Design Services”

132. The consultant firm should have experience with similar assignments. As a minimum criterion the firm should have performed at least one similar assignment in the last past 5 years.
133. *A multi-disciplinary team of 12 key experts and technical personnel* will be required for the execution of the project. The Consultant Team should be led for the full term of the project by a Principal Team Leader with international experience in structural engineering developing and experienced in project management in similar projects. The Consultant shall also propose the time allocation for each of the key staff to conduct their respective tasks/expertise upon needs of assignments and breakdown to be performed on site or remotely, to be reflected (reported) in the work plan and be subject of evaluation process. The Structural Engineer will be the default Team Leader unless an alternative Team Leader is indicated among the international key experts in the proposal. The presence of the staff/team is considered obligatory as part of the consultation’s workshops.
134. The proposed team composition for the contract shall be:

No	Position	Qualifications	Experience
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1	Team Leader Conservation Architect (International) Key Staff 1	M.Sc. in Architectural Conservation	15 (fifteen) yrs. international experience. Postgraduate exp. In conservation / preservation of historic buildings. <i>10 (ten) yrs. as Team Leader/Project Manager in multidisciplinary projects on an international scale similar to the scope of this consultancy, specifically related to architectural conservation interventions in historic buildings and sites.</i> <i>International expert supported by local staff.</i>
2	Structural Engineer (International) Key Staff 2	M.Sc. in Structural engineering in historic structures	10 (ten) yrs. international postgraduate exp. Structural engineering of similar conservation consultancy. <i>International expert supported by local staff.</i>
3	Senior Geologist/ Senior Geotechnical (International) Key Staff 3	M.Sc. in geological matter concerning structural consolidations within heritage context	10 (ten) yrs. international postgraduate exp. in geo surveys and geo risks analysis on cultural heritage sites and project like the scope of this consultancy.
4	Archaeologist/ (International or Local) Key Staff 4	M.Sc. in Archaeology or Architecture/postgrad uate qualifications Archeology	10 (ten) yrs. postgraduate exp. related to archeology and - <i>A minimum of 5 (five) yrs. in planning, designing projects of conservation / restoration / requalification in archeological conservation.</i> - <i>At least 5 archeology projects such as experience in drafting masterplans, archaeological conservation, archaeological infrastructure, archeological survey and excavations.</i> - <i>With License in Archaeology issued by the Albanian Ministry of Culture with categories: A1, A2, A3</i>
5	Cultural Heritage Expert (International or Local) Key Staff 5	M.Sc. in Architecture or Civil Engineering with postgraduate qualifications in Conservation/Restorat	10 (ten) yrs. postgraduate exp. related to management and designing interventions for conservation/restoration in built heritage. - <i>A minimum of 5 (five) yrs. in planning,</i>

		ion in Build Heritage.	<i>designing projects of conservation / restoration / requalification in build heritage. In case it is an international expert must be supported by local staff.</i>
6	Art Restorer (An expert in frescos) (International or Local) Key Staff 6	M. Sc. in Architecture, History or relevant.	10 (ten) yrs. postgraduate experience <i>- A minimum of 10 (ten) yrs. experience in frescos consolidation, conservation and restoration in build heritage.</i>
7	Hydrological Expert (International or Local) Key Staff 7	M.Sc. in Hydrology or hydrologic engineering. With post qualifications or experiences in cultural heritage sites.	15 (fifteen) yrs. postgraduate exp. in hydrological assessments and drainage solutions in cultural heritage buildings and sites. <i>A minimum of 10 (ten) yrs. of experience in the hydrologic study and project development of similar project areas.</i>
8	Tourism Expert (International) Key Staff 8	M. Sc. in Tourism or equivalent with postgraduate qualifications in Tourism Planning.	<i>He/she should have at least 15 (fifteen) yrs. of working experience in tourism planning, site management. especially in natural protected areas, preferably with experience in similar contexts, good understanding of interpretation techniques and demonstrated success with participatory planning.</i>
9	Architect (Local) Key Staff 9	M.Sc. in Architecture or equivalent with postgraduate qualifications in Cultural heritage management and interventions. (Restoration, requalification).	<i>10 (ten) yrs. in design / supervision / construction of infrastructure projects with previous experience in interventions in cultural heritage sites / build heritage.</i>
10	Business Plan Expert (Local) Key Staff 10	Graduated in Tourism or M.Sc.	<i>He/she should have at least 5 (five) yrs. of professional experience, particularly in ecotourism/adventure tourism.</i>
11	Civil Engineer (International or Local) Key Staff 11	M.Sc. in Civil Engineering.	<i>5 (five) yrs. postgraduate experience in different construction projects design in urban infrastructure, civil works, etc.</i>

12	Topographic Engineer (International or Local) Key Staff 12	M.Sc. in Topographic Engineering.	<i>10 (ten) yrs. postgraduate experience in topographic surveys in cultural heritage buildings of similar projects. GIS Expertise.</i>
13	Environmental and Occupational Health and Safety Specialist (International or Local) (Key staff 13)	University Degree in Environmental Engineering or equivalent. Environmental Science, Natural Resource Management or equivalent. Extra qualifications in social aspect.	<i>8 (eight) yrs. on environmental engineering. He/she should have worked preferably 5 (five) yrs. (on relevant environmental management plans and monitoring of such plans) responsible for monitoring the Works Contractors' compliance with the environmental, health and safety requirements of the ESMPs and also monitoring of social requirements, in line with the Code of Conduct Environmental, Social, Health and Safety Guidelines. He/she should demonstrate capacity to manage environmental issues including issues pertaining to the community health and safety.</i>

135. Most of the experts listed in the table are expected to be international experts, but also local staff could be part of the team, if they fulfill the requirements.

136. In addition to the above, the following qualifications are expected to be needed as supporting staff for the development of the assignment: historian, botany, property evaluation expert, seismic engineer, advanced computer modelling engineer/expert, topographic surveyor, environmental experts (license EIA); procurement specialist, quantity surveyor, mechanical engineer, electrical/lighting engineer, designer, data management expert and a Local cultural heritage expert with relevant license issued by the Ministry of Culture. *The Consultant may with justification propose additional key-staff/experts and supporting staff to develop this assignment, as necessary.*

137. No changes in the composition of the team and the team members will be allowed during the implementation of the assignment unless authorized by the ADF.

Team Profile and Key Personnel for the Phase B “Supervision of Works”

138. The Consultant shall provide an experienced construction supervision and contract administration team of *6 key staff as the supervision team* with proven technical and managerial competence and experience in the supervision of construction works under World Bank Conditions of Contractor, Albanian Legislation and internationally recognized contract conditions used by IFI's.

139. The working language of the project is English and Albanian language. The key staff

team assigned by the Consultant must possess proficiency in English language. Day-to-day communication language with the employees of municipalities, water, electrical, telecom and other utilities and local authorities will be either English or Albanian language. An adequate number of Albanian speakers shall be assigned at the field level to ensure smooth communication among all participants, direct and indirect, of the Project.

140. For the supervision assignment, all experts should work in the beneficiary country 100% of the contracted working days, unless specifically requested and approved by the Contracting Authority, as following:

Key Staff	Approximate Working MM input
Team Leader (Key staff 1)	3
Site Supervision Engineer - (Key staff 2)	13
Material Engineer - (Key staff 3)	2
Environmental and Occupational Health and Safety Specialist (Key staff 4)	1
Quantity Surveyor/Engineer (Key staff 5)	1
Exhibition Designer / Curator (Key staff 6)	2
Short - term expert international ⁷	3

141. The construction and contract administration team of 6 *key specialists* shall have the following qualification and experience. All the other Key staff will cover all works contracts:

	Position	Qualifications	Experience
1	Team Leader Architect (Key staff 1)	M.Sc. in Architecture or equivalent with postgraduate qualifications in Cultural heritage management and interventions. (Restoration, requalification).	<i>10 (ten) years in design/supervision/construction of infrastructure projects with previous experience in interventions in cultural heritage sites/build heritage.</i>
2	Site Supervision Engineer – (Key staff 2)	He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering.	<i>8 (eight) years in design/supervision/construction of infrastructure projects (roads, urban infrastructure, buildings, etc.).</i> He/she should have worked minimum 5 (five) years in the position of site supervision

⁷ Short – term expert will be engaged to support the team to cover specific tasks of the assignment when expertise is needed and requested by the Client, upon instruction and approval by the Client. (for a provisional equivalent of 1 man-months). Expert’s CVs will be reviewed by ADF at the time of requirement.

			engineer in service contracts as part of supervision consultant team, in charge of supervision of works for construction of infrastructure projects (roads, urban infrastructure, buildings, etc).
3	Material Engineer – (Key staff 3)	He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering.	<i>10 (ten) years of material engineer experience in design/supervision/construction projects.</i> He/she should have worked minimum 5 (five) years in the position of material engineer in service contracts as part of supervision consultant team, in charge of supervision of works for construction of infrastructure projects (roads, urban infrastructure, buildings, etc).
4	Environmental and Occupational Health and Safety Specialist (Key staff 4)	University Degree in Environmental Engineering or equivalent. Environmental Science, Natural Resource Management or equivalent. Extra qualifications in social aspects are a plus.	<i>8 (eight) years on environmental engineering.</i> He/she should have worked preferably 5 (five) years (on relevant environmental management plans and monitoring of such plans) responsible for monitoring the Works Contractors' compliance with the environmental, health and safety requirements of the ESMPs and also monitoring of social requirements, in line with the Code of Conduct Environmental, Social, Health and Safety Guidelines. He/she should demonstrate capacity to manage environmental issues including issues pertaining to the community health and safety.
5	Quantity Surveyor/Engineer (Key staff 5)	He/she shall have at least a University Degree in Civil Engineering or equivalent.	<i>8 (eight) years of topo-surveying experience in design/supervision/ construction of large infrastructure projects</i> He/she should have worked preferably 5 (five) years in the position of quantity surveyor in service contracts as part of supervision consultant team, in charge of supervision of works for construction of large infrastructure projects.
6	Exhibition Designer / Curator (Key staff 6)	MA in Visual Arts and Curatorial Studies or similar post graduations and qualifications in Visual and Performing Arts, Arts Management.	10 (ten) yrs. of postgraduate exp. as a curator. of museums, exhibitions and similar to the scope of this consultancies. Experience in reinterpreting museum in relevant themes concerning history, cultural heritage, tradition, writer's house, etc.

7	Short - term expert international *	Senior experts shall have, university diploma relevant to the proposed field, be good in English language.	A <i>minimum of ten (10) years</i> professional experience relevant to the scope of the work to be undertaken.
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142. It is under the responsibility of the Consultant, to ensure that it already has all the necessary licenses for the design and supervision phase, in order to be qualified for obtaining all the permits and approvals according to the Albanian law in force.

V. TIMEFRAME FOR THE ASSIGNMENT

143. The consultant should be a Firm. The selection method to be applied is **Consultant Qualifications (CQ)**, 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).

144. Design Phase, should be performed within *12.25 months* period, and the level of inputs required is *40.5 man/months*. **The firm will be contracted for phase A under a lump sum contract.**

145. Supervision Services should be performed within *13 months* period, and the level of inputs required is *25 man/months*. **The firm will be contracted for the phase B under a time base contract.**

146. The terms and **conditions of payment** mirror the implementation schedule of the assignment for *the supervision services, are time basis*. **A 5 % of the total amount of the contract for supervision assignment will be paid in the end the defect liability of the last contract.**

VI. RESPONSIBILITIES AND PENALTIES OF CONSULTANT

147. The Consultant will be responsible for implementing the entirety of the tasks defined in the scope of the assignment. To this end, the Consultant will bear all the costs related to the employment and mobilization of its team of international and local experts. This includes travel expenditures and subsistence costs.

No facilities will be provided by ADF. The consultant will be expected to arrange office facilities, as deemed by the project.

148. Finally, the Consultant will be responsible for the costs of producing, translating, printing and distributing all the information material, documents and reports required to carry out its assignment.

149. The consultant will be solely responsible for the timely and qualitative fulfillment of all matters cited above under this assignment. Towards the Consultant will be applied penalties and other forms of remuneration of damage in case of non-fulfillment of these obligations/services undertaken which include but are not limited to such elements as quality of service, time of service delivery and work contracted, reporting to the responsible structures.

VII. COORDINATION WITH CENTRAL AND LOCAL AUTHORITIES

150. The Consultant will work in strict coordination with ADF which is responsible for managing the project implementation, the technical aspects of specific investment projects as well as the overall investment program and ADF which is responsible for managing its

implementation.

151. At central level, the Consultant will interact with MoIE, which is the government agency responsible for finalizing the overall investment program and monitoring its implementation. Also, need to interact with the Ministry of Economic Development, Tourism, Trade and Entrepreneurship, Ministry of Culture, NICH/ASA and NAPA for the investment projects, if any, pertaining to their areas of interest. The MoIE will facilitate this interaction by introducing the Consultant to the competent officials and participating to key meetings.
152. At local level, the Consultant will work in strict coordination with the concerned municipalities' authorities. The MoIE (through PCU) will introduce the Consultant to these authorities.
153. The Consultant shall maintain good coordination and interaction with The Client during all stages of the assignment and provide assistance if changes are required from the Client for specifications.

VIII. REPORTING

154. **Reporting and all deliverables documents** must be submitted to the Client in English and Albanian. Also, the Consultant must possess high-level English Language skills to ensure effective communication with the Client and stakeholders. The Consultant should provide translators if required to have good communication with the Client and the Stakeholders during field visits or meetings organized as part of the assignment process.
155. All reports and deliverables developed during this assignment will require World Bank clearance. ADF will be responsible to deliver and make available to the World Bank the deliverables, step by step as defined along the ToR.

ANNEX 1: Map 01 – Map of Kanina Castle Area



Figure 1: Map of Kanina Castle

1.1 Background on the Castle of Kanina

Kanina is a settlement in the Vlorë County, southwestern Albania. At the 2015 local government reform it became part of the municipality Vlorë. It is home to the Kaninë Castle and has about 2,000 inhabitants and 700 houses. The Castle of Kanine is located in the village of the same name, 3 km from the bay of Vlora, on a hill 379 metres high. Kanina in the antiquity period is founded as a fortified coastal centre of the Amantes tribal community, which played a strategic role in controlling the Bay of Vlora.

Kanina Village is declared as a historic protected area with the VKM Nr. 581, date 13.10.2017 which defines the boundary and administrative regulation of the areas. The regulation sets out the obligations and ways of protection, integrated conservation and the administration of historical and cultural values of the historic center of Kaninë village and the surround protected area. Kanine Castle itself was classified in 1948 as a Culture Monument, category 1, as a fortress. The historic center of Kanine Village and the Castle are under the administration of the Ministry of Culture. The activities and maintenance of the fortress territory are managed by the Regional Directorate of Cultural Heritage of Vlora which is subordinated to Ministry of Culture. There are four employees which are engaged with the routine maintenance of the Castle. Also, in the castle there are some military constructions and equipment's as well a local water reservoir administered by Vlora Water Company for Kanine village.

Kanina is called "Vlora's Balcony" due to its wonderful view over the city and the bay of Vlora. The village of Kanina, with a history of hundreds of years, is a tourist attraction all to be discovered for its history, the wonderful tourist resources it offers and also the special cuisine rich with local fresh products.

Whoever has climbed the Kanina Castle, has enjoyed the rare beauty from this truly strategic point from where it can be seen the Karaburun peninsula, Sazan island, the bay and the city of Vlora. This castle is associated with the history of the whole country. The story starts from the Illyrian-Roman wars until the Second World War.

1.2 Cultural Monument Passport – Kanina Castle

PASSPORT FOR THE IMMOVABLE CULTURAL HERITAGE				
ADMINISTRATIVE DATA				
NO. OF FILE	2			
DESIGNATION	KANINA CASTLE			
FIELD	ARCHAEOLOGY			
CATEGORY	CASTLE/ FORTIFICATION			
TPOLOGY	FORTIFIED SETTLEMENT			
ARCHIVE CODE	1854 (NICH)			
ADDRESS	KANINË			
LOCATION	DISTRICT	MUNICIPALITY	ADM IN. UNI T	VILLAGE
	VLORË	VLORË	VLO RË	KANINË
STATUS OF PROTECTION (1ST, 2ND CATEGORY)	1 ST CATEGORY			
DECISION NO, DATE OF THE DECISION	1.No. 586/ dt.17.03.1948 2.No. 6/ dt. 15.01.1963 3.No.1886/ dt.10.06.1973			
THE INSTITUTION RESPONSIBLE	1.INSTITUTE OF SCIENCES 2. RECTORATE OF PUBLIC UNIVERSITY 3. MINISTRY OF EDUCATION AND CULTURE			
DATED (YEAR / CENTURY)	4 TH CENTURY BC			
MANAGEMENT INSTITUTION / RDNC	RDNC Vlorë			
INITIAL FUNCTION	STONE WALLS FORTIFICATION/ FORTIFIED SETTLEMENT			
PRESENT FUNCTION	ARCHAEOLOGICAL SITE			
DOES THE OBJECT HAVE A SURROUNDING WALL? / ITS STATE OF CONSERVATION	NO			
BUFFER ZONE	Buffer zone approved by decision No.254 dt.25.09.2014			

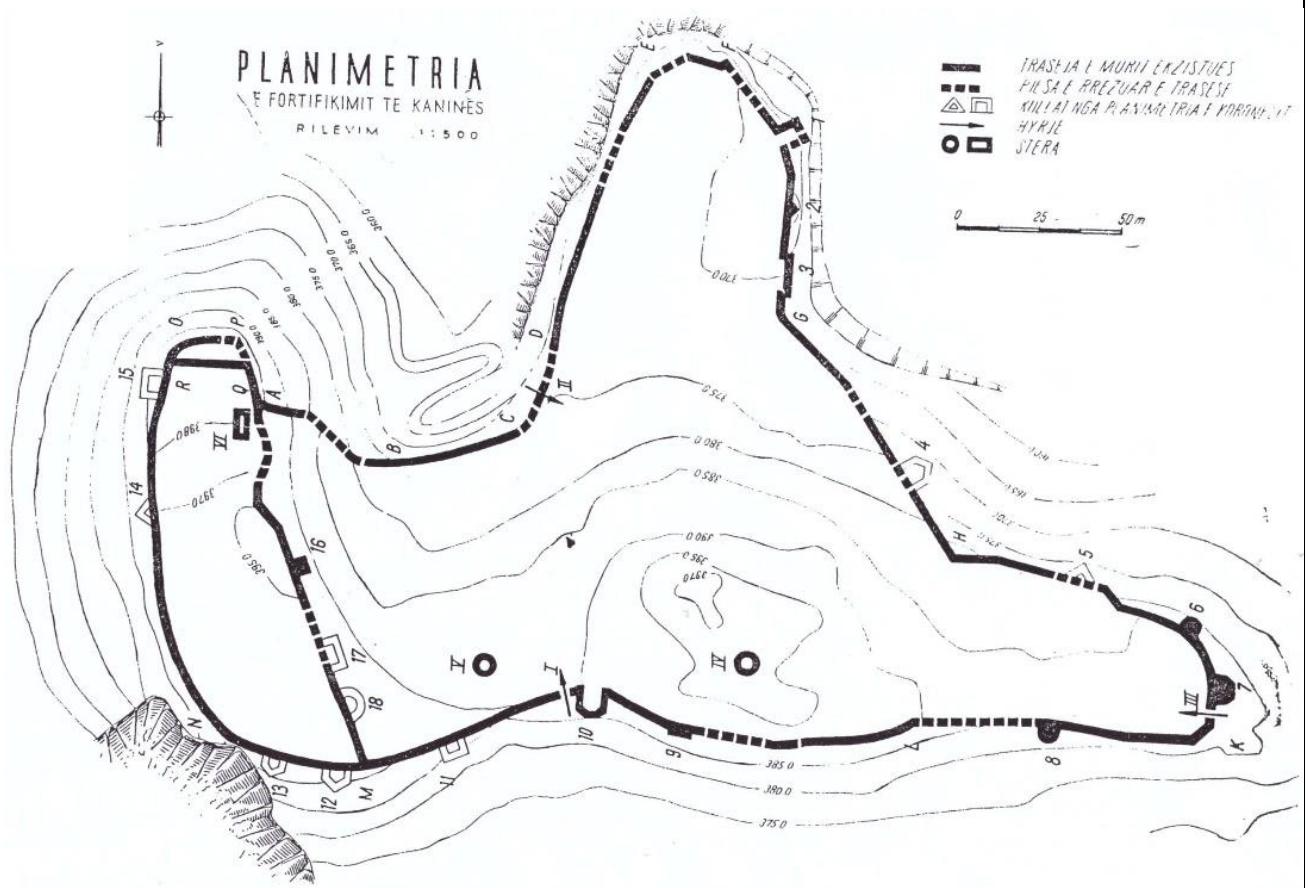
GEOGRAPHICAL COORDINATES OF THE MONUMENT	40°26'38.40"N 19°31'17.40"E
GEOGRAPHICAL COORDINATES OF THE BUFFER ZONE	1) 40°26'35.2"N 19°31'09.2"E; 2) 40°26'33.9"N 19°31'15.2"E; 3) 40°26'35.1"N 19°31'18.2"E; 4) 40°26'36.2"N 19°31'19.2"E; 5) 40°26'36.3"N 19°31'22.6"E; 6) 40°26'38.1"N 19°31'25.3"E; 7) 40°26'37.1"N 19°31'31.1"E; 8) 40°26'39"N 19°31'33.1"E; 9) 40°26'41.6"N 19°31'30.3"E; 10) 40°26'46.4"N 19°31'33"E; 11) 40°26'43.9"N 19°31'24.5"E; 12) 40°26'46.3"N 19°31'19.5"E; 13) 40°26'45.9"N 19°31'14.6"E; 14) 40°26'45.3"N 19°31'08.8"E; 15) 40°26'43.7"N 19°31'04.4"E; 16) 40°26'40.9"N 19°31'06.7"E ; 17) 40°26'38.8"N 19°31'06.8"E; 18) 40°26'37.3"N 19°31'08.3"E.
PROPERTY	PUBLIC PROPERTY
NAME OF THE OWNER/S	COUNTRY
No. OF PROPERTY	NO INFORMATION
CADASTRAL AREA	2074
SURFACE OF THE BUILDING / HEIGHT OF THE OBJECT	3.38 Ha/ L _{max} 13m; L _{min} 0.7m
SURFACE OF THE SURROUNDING WALL	No surrounding wall
SURFACE OF THE BUFFER ZONE	20.7 Ha
IS THERE ANY MOTORWAY TO THE MONUMENT? / IT'S CONDITION	YES / GOOD CONDITION
TECHNICAL DATA	
ARCHITECTURAL DESCRIPTION	<p>The castle was built in the 15th century IV BC. The surface of the castle is 3.6 ha and the height is about 380 m above sea level.</p> <p>Several construction phases are observed in the fortification wall of the castle.</p> <p>The first stage is represented by remains of the wall, dating from Hellenistic era, traces of which were discovered in the castle, which indicates the existence in ancient times of a complete surrounding wall.</p> <p>In late antiquity, the surrounding walls of the castle were rebuilt. Here we are dealing with a wall built by "Opus mixtum" technique.</p> <p>In the early Middle Ages era (X-XII centuries), the reconstructions and repairs of the surrounding walls continue. The walls of this phase, not always, are based on earlier constructions.</p> <p>Later, it is represented by the surrounding wall (XIII-XIV centuries). Also, in this period we have the reinforcement of the surrounding wall with towers.</p>

	<p>Inside the castle there are traces of settlements, as well as other construction elements such as roads, canals, terraces, etc.</p>			
<p>STRUCTURAL DESCRIPTION</p>	<p>Several construction techniques are observed in the fortification walls of the castle.</p> <p>In the wall of Hellenistic era, it was used the square isodomic system. The blocks discovered in the walls, have a square or trapezoidal shape. The blocks have a width and height almost the same. The largest are up to 1.5 m long, while those with average length are up to 85 cm. The height of the blocks ranges between 35-38 cm. The blocks are placed dry in horizontal, regular rows.</p> <p>In late antiquity was used the construction technique "Opus mixtum". This technique consists of the use of stone and brick belts. The average thickness of the wall is 2 m. The bonded between the stones is made of strong mortar.</p> <p>In the early Middle Ages era (X-XII centuries) the wall was built mainly of medium-sized stones and reused antique blocks, bonded between them with strong lime mortar.</p> <p>Then, it is represented by the surrounding wall (XIII-XIV centuries). The wall of this phase is 5-9 m high and 1.30-1.65 m thick. Also, in this period we have the reinforcement of the surrounding wall with towers.</p> <p>Inside the castle there are traces of settlements, as well as other construction elements such as roads, canals, terraces, etc.</p>			
<p>CONSERVATION RESTORATION INTERVENTIONS</p> <p><i>LEVEL OF INTERVENTION / 1 / 2 / 3 / 4 / 5 / (from the lightest to the deepest intervention)</i></p>	<p>YEAR</p>	<p>YEAR</p>	<p>YEAR</p>	<p>YEAR</p>
	-	-	-	2012
<p>STATE OF CONSERVATION</p> <p><i>LEVEL OF CONSERVATION / 1 / 2 / 3 / 4 / 5 / (from the lowest to the highest issues)</i></p>	<p>ROOF / COVER</p>	<p>DOORS/WINDOWS</p>	<p>CEILING / SLAB</p>	<p>INTERIOR TIMBER STRUCTURES (CUPBOARD, COLUMNS etc.)</p>
	-	-	-	-
	<p>FRESCO</p>	<p>ICONOSTASIS</p>	<p>MINARET / BELL TOWER</p>	<p>FLOORING / MOSAIC</p>
	-	-	-	-

**PROPOSED
CONSERVATION /
RESTORATION
INTERVENTIONS**

- Vegetation cleaning works.
- Clock tower consolidation
- The restoration of south perimetral wall

GRAPHIC AND HARTOGRAPHIC DOCUMENTATION



PHOTOGRAPHIC DOCUMENTATION

KALAJA KANINË



ZONA MBROJTËSE KALAJA E KANINËS, VLORE





Photo 1930



Engraving 1688



Photo of the entrance and the south tower





Current photo of the monument

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D. Komata., Qyteti Iliro-Arbëror i Kaninës, ASHESH, QKA, Tiranë 1991.

P. Cabanes, M. Korkuti, A. Baçe, N. Ceka., Harta Arkeologjike e Shqipërisë, ShB K&B, Tiranë 2008, f. 215-217.

Prepared by:

Dt. August 2014

1. Novruz Barjamaj
2. Rineldi Xhelilaj
3. Besar Osmëni
4. Ermal Sina
5. Ilia Çano
6. Geralda Resulaj
7. Romen Çeçi

Update, January 2018

Romen Çeçi

ANNEX 2: Map 02 – Map of Borsh Castle Area

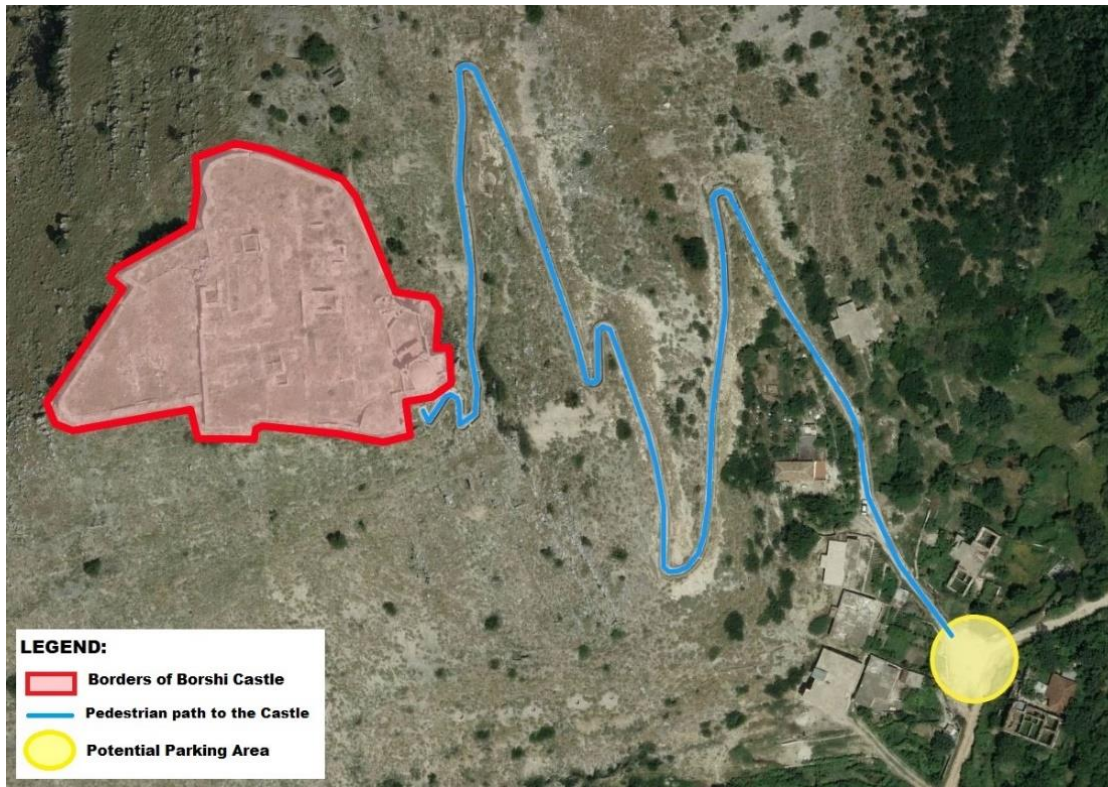


Figure 2: Map of Borsh Castle



Figure 3: Castle and Mosque view

ZONA MBROJTËSE KALAJA E BORSHIT, SARANDE



LEGJENDA: ■ Kalaja ■ Perimetri i zonës së mbrojtur

Koordinatat e sipërfaqes së zonifikimit:

duhen ndryshuar

1. 40° 4.208'N 19° 51.459'E	4. 40° 4.124'N 19° 51.321'E	7. 40° 4.213'N 19° 51.293'E	10. 40° 4.366'N 19° 51.353'E
2. 40° 4.147'N 19° 51.451'E	5. 40° 4.136'N 19° 51.264'E	8. 40° 4.266'N 19° 51.311'E	11. 40° 4.367'N 19° 51.400'E
3. 40° 4.126'N 19° 51.392'E	6. 40° 4.171'N 19° 51.270'E	9. 40° 4.331'N 19° 51.329'E	12. 40° 4.296'N 19° 51.427'E
			13. 40° 4.242'N 19° 51.460'E

Ûrdhëri nr ____ datë ____ 2014

MIRATOHET :

MINISTRIA E KULTURËS

MINISTRI

ZNJ. MIRELA KUMBARO

APROVOHET :

INSTITUTI I MONUMENTEVE TË
KULTURËS “G.STRAZIMIRI”

DREJTORI I PËRGJITHSËM

ZNJ. ARTA DOLLANI

Figure 4: Protected Area

2.1 Background on the Castle of Borsh and the Hajji Bendo Mosque

The Castle of Borsh (in Albanian: Kalaja e Borshit) also known as “Sopot” Castle (in Albanian: Kalaja e Sopotit) from the hill it is located, is a ruined castle near the village Borsh, a maritime village, in the Albanian Riviera, near the coast of the Ionian Sea. An aerial view of the castle is given in Figure 5. At the entrance of the castle, the 17th-century Mosque from Ottoman times is distinguished by its stone construction and relatively large dome. The Castle is the 1st category monument declared in 1963.



Figure 5: Aerial view of the castle (ASIG Geoportal)

The castle fortifications follow the trace of an acropolis, with four subsequent phases of reconstruction, ranging from the early Byzantine period to the late Middle Ages (e.g. I phase during the 12th century, II phase during the 13th century, III phase during the 16th century, IV phase during the second half of the 18th century, as shown in Figure 6. The name "Sopot" given to the castle has Slavic origin, although in medieval Greek documents, it was found that the castle was already named "Sopoton" or "Sopotos". For this reason, it is likely that the name of the Castle has origins from the Greek language.

The Castle site was first mentioned in the early 13th century, when archbishop Demetrios Chomatenos wrote about the "archonship of Sopotos" (Greek: ἀρχοντῖα Σοπωτοῦ, archontia Sopotou), as part of the region of Vagenetia. In 1258, the Despot of Epirus Michael II Komnenos Doukas gave the castle along with Buthrotum and the island of Corfu as dowry for his daughter Helena to Manfred, King of Sicily. The Castle site came back under Epirote control soon thereafter, before being once again ceded by Nikephoros I Komnenos Doukas to Charles I of Anjou in 1279. The area returned to Epirote hands in the subsequent decades, but in the Epirote rebellion against Palaiologan Byzantine rule in 1338–39, it remained loyal to Emperor Andronikos III Palaiologos.

Following the Ottoman conquest, a cadaster from 1431 lists Sopot with 60 households, and as capital of a Nahiye. In 1456, troops of King Alfonso V of Aragon were operating in Sobato against the Ottomans. In 1470 it was under Venetian control, under the jurisdiction of the governor of Corfu; at the end of the Ottoman–Venetian War of 1463–1479, the Ottomans laid claim to it and apparently received it, for in 1488 the local Albanian population rebelled against Ottoman rule.

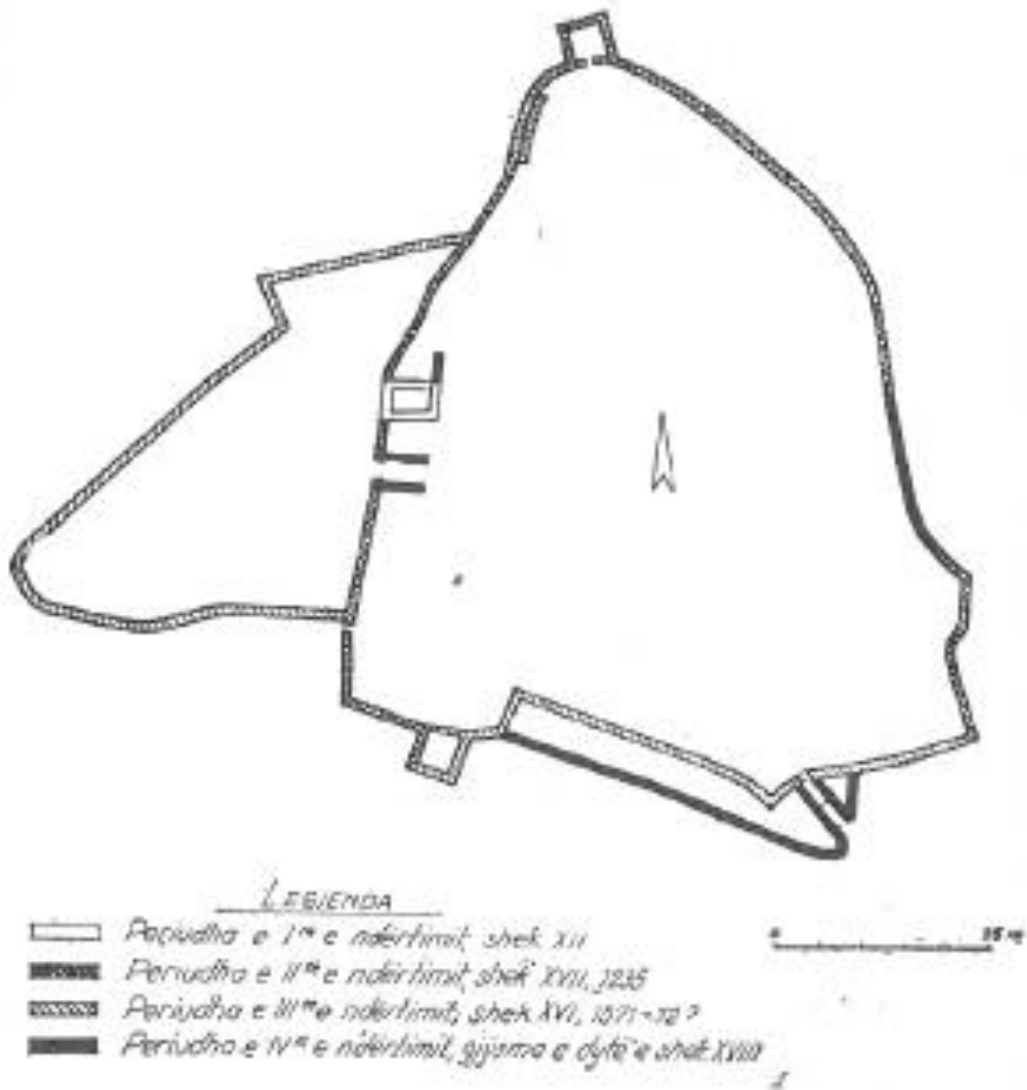


Figure 6 Layout of the Castle with the construction phases (NICH Archive)



Figure 7 View of the castle from above (NDCH Vlora)

Nowadays, the medieval castle has an irregular planimetric shape in accordance with the contours of the terrain. The castle is divided into two parts, which communicate with each other through a small gate. The walls of the castle, which follow the ancient fortifications of different period of construction, survived although they result damaged, and deteriorated (see Figure 8, Figure 9, Figure 10). The towers are few, there is one rectangular tower on the south wall, traces of a second one with the same planimetric shape on the northern end wall, and a third one (Kryekulla) located near the center of the wall dividing the castle site in two parts. Triangular towers, probably built during the middle Byzantine period, can also be distinguished.



Figure 8 View of the Fortification walls of the castle (NDCH Vlora)



Figure 9 Walls with stone blocks of the ancient period (NICH Vlora)



Figure 10 Walls with stone blocks of the ancient period (NICH Vlora)

Inside the castle, a mosque from the Ottoman period and numerous ruins including row dwellings on terraces are preserved (see **Error! Reference source not found.**). The mosque is located at entrance of the castle near ruins of it is surrounding walls (Figure 12). It is likely that the mosque was built in the last quarter of the 17th century when the ruler Hajji Bendo carried out massive interventions on the castle. For this reason, the mosque is also known as Hajji Bendo Mosque, taken the name from the ruler. It has a dome-shaped structure, with heavy proportions and built with local materials (see **Error! Reference source not found.** 13). It has a square plan with dimensions 8.05 x 8.12 m (see Figure 14). It can be accessed by the only gate located on the north side of the Mosque, preceded by a portico made of wooden structure covered with ceramic tiles. The interior features are typical characteristics of mosques of this type, but with heavier proportions and less lighting. It has two windows located at the bottom of the south wall, on the side of the mimber (pulpit), and a window on the west wall, on the level of arcades under the dome. The dome, which originally had red tiles, is now covered with concrete. The Muslim frescoes and nakkaşlık works inside are endangered. Half the stone minaret is fallen (see Figure 15). It is one of the Ottoman mosques that was damaged and closed during the dictatorship. After being destroyed during Communism, the mosque did not go rebuilt for the local Albanian population under the reign of post-Communist regime, while most of the Byzantine-Greek churches and monasteries of the region get rebuilt.



Figure 11 Ruins of dwellings within the Castle



Figure 12 The Entrance of the Castle (NICH)



Figure 13 View of the Mosque within the Castle (NDCH Vlora)

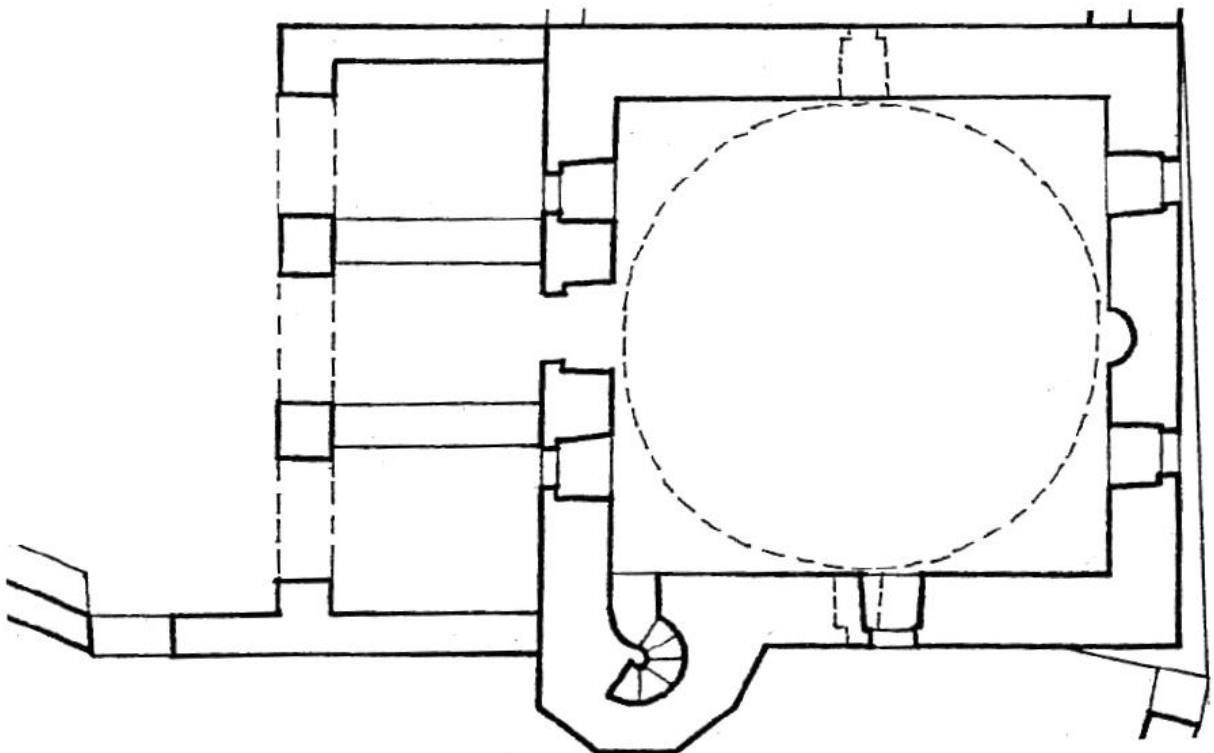


Figure 14 The Mosque in the Borsh Castle, Saranda. Plan (NICH Institute)

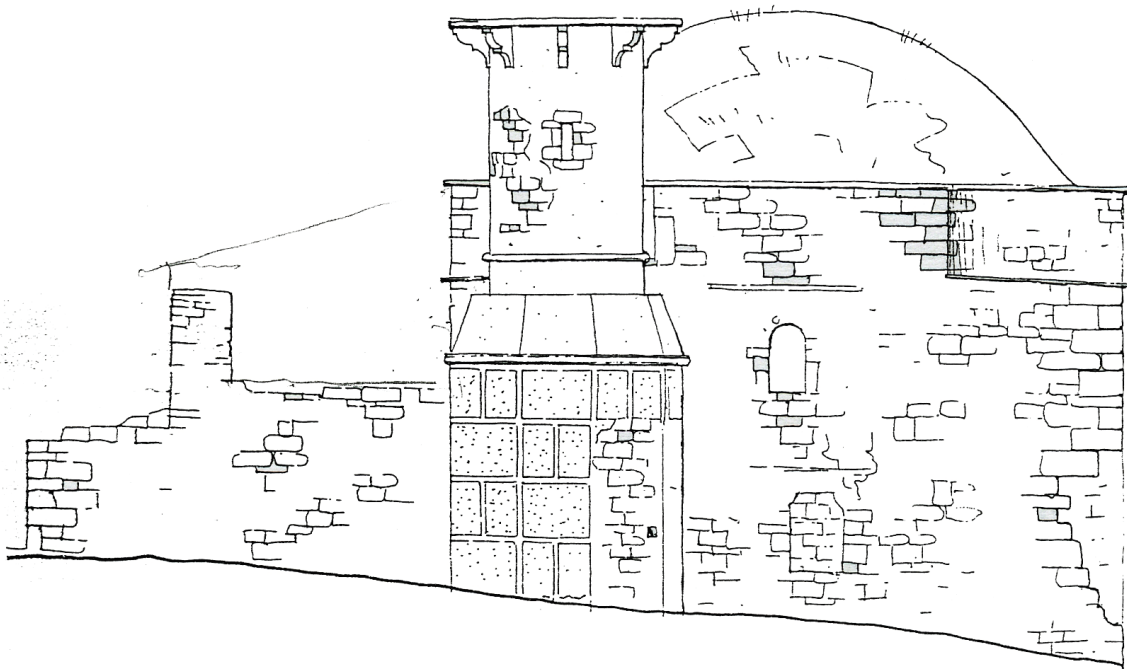


Figure 15 The Mosque in the Borsh Castle, Saranda. View from west (NICH Archive)



Figure 16 Old photo of The Mosque in the Borsh Castle, Saranda. View from north (NICH Archive)



Figure 17 The Mosque in the Borsh Castle, Saranda. View from south-west (NICH Archive)

Today, the mosque is an important tourist spot in Borsh village, although it presents numerous severe damages. Some of the cracks which can be observed today were already significantly severe in the past, as reported by Figure 16 and Figure 17. In particular, structural fractures and material loss are noticed in the perimeter walls as well as in the dome of the Mosque (see Figure 18, Figure 19, Figure 20 and Figure 21).



Figure 18 Vertical Structural crack inside the Mosque



Figure 19 Structural cracks in the dome of the Mosque



Figure 20 View of the dome from the outside



Figure 21 View of the dome and the vertical structural cracks from the inside

However, the main safe issues for the Mosque, as well as for the entire Castle site are raised from the rock stratification of Sopot hill (see Figure 22 and Figure 23), leading to detachment of the rock masses and likelihood of landslides of the cliffs (see Figure 22). The possible detachment of blocks and rock massif pose at high risk of lost not only the cultural asset, but also the lives of residents at the bottom of the slope (see Figure 25, Figure 26 and Figure 27).

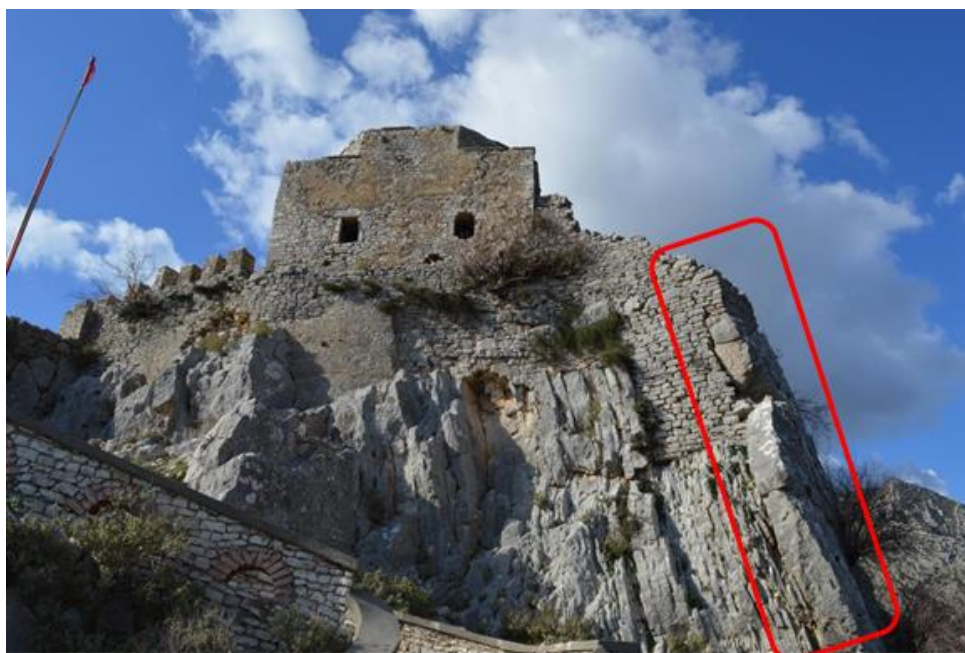


Figure 22 View of the Mosque and identification of detached rock blocks (NICH)



Figure 23 View of the Mosque where the stratification phenomenon of the whole slope is observed (NICH)



Figure 24 Identification of detached rock blocks (NICH)



Figure 25 Stratification of the rock blocks (NICH)



Figure 26 Stratification of the rock blocks (NICH)



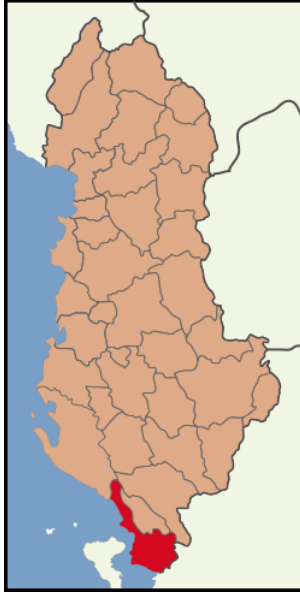
Figure 27 Detachment of the rock material from the slope (NICH)

2.2 Cultural Monument Passport – Borsh Castle

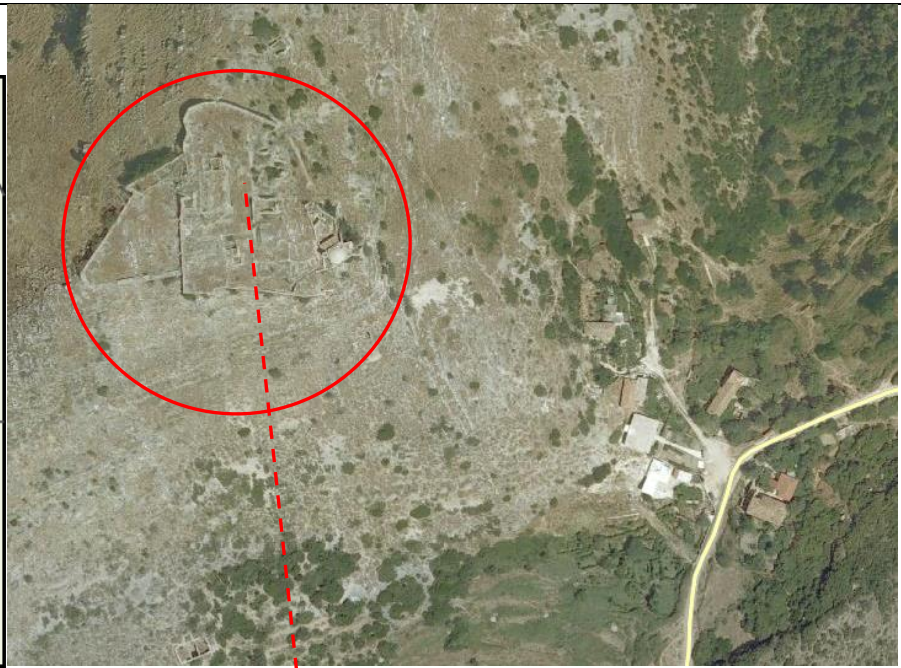
PASSPORT FOR THE IMMOVABLE CULTURAL HERITAGE				
ADMINISTRATIVE DATA				
NO. OF FILE	21			
DESIGNATION	BORSHI CASTLE			
FIELD	ARCHEOLOGY			
CATEGORY	CASTLE / FORTIFICATION			
TYOLOGY	FORTIFIED SETTLEMENT			
ARCHIVE CODE	-			
ADDRESS	BORSHI VILLAGE			
LOCATION	DISTRICT	MUNICIPALITY	ADMIN . UNIT	VILLAGE
	SARANDË	HIMARË		BORSH
STATUS OF PROTECTION (1 ST , 2 ND CATEGORY)	1 ST CATEGORY			
DECISION NO, DATE OF THE DECISION	NO. 6. DT. 16.01.1963			
THE INSTITUTION RESPONSIBLE	RECTORATE OF PUBLIC UNIVERSITY			
DATED (YEAR / CENTURY)	12th Century			
MANAGEMENT INSTITUTION / RDNC	SARANDË/ RDNC VLORË			
INITIAL FUNCTION	SETTLEMENT			
PRESENT FUNCTION	CULTURAL MONUMENT			
DOES THE OBJECT HAVE A SURROUNDING WALL? / ITS STATE OF CONSERVATION	YES			
BUFFER ZONE	It is subject to the order of Minister no. 297 Date 31.07.2015 "On the proclamation of protected areas of Cultural Monuments"			
GEOGRAPHICAL COORDINATES OF THE MONUMENT	40 ⁰ 04'11"N, 19 ⁰ 51'22"E			
GEOGRAPHICAL COORDINATES OF THE BUFFER ZONE				
PROPERTY	COUNTRY			
NAME OF THE OWNER/S				
No. OF PROPERTY	38/13, 38/12			

CADASTRAL AREA	1253			
SURFACE OF THE BUILDING / HEIGHT OF THE OBJECT	94m ² / 7,8m (mosque)			
SURFACE OF THE SURROUNDING WALL	6042m ²			
SURFACE OF THE BUFFER ZONE				
IS THERE ANY MOTORWAY TO THE MONUMENT? / ITS CONDITION	YES/GOOD CONDITION (300 m pedestrian path paved with stones)			
TECHNICAL DATA				
ARCHITECTURAL DESCRIPTION	<p>Sopoti Hill is located in northern part of Borshi village, 500 m above sea level.</p> <p>Borsh Castle consists of surrounding walls in the form of a closed circuit. The acropolis is located inside the castle (triangle shape).</p> <p>Its surface is rocky. On the west side part, the mountain forms some natural terraces, where a series of remnants of medieval buildings can be seen. Known as the Castle of Sopot, it is centrally located in the ancient city of Borsh. The castle was built at the end of XII century. The castle is divided in two parts by a transverse wall. From the east to west part are built two entrances. The towers were built on the west side of the castle in the XIV-XVII century. There are also constructions of Ali Pasha from the beginning of the XVIII century. Before the vizier of Ioannina the castle was also owned by the Despotate of Ioannina, the Anjouans and the Turkish conquerors.</p> <p>In 2011, the southeast side of the surrounding wall of the Castle and the dome of the Mosque were damaged by lightning.</p>			
STRUCTURAL DESCRIPTION	The walls of the castle are built of quadrangular stone blocks and horizontal joints. The surrounding walls are made with technique of rough carving. The width of the walls is 3.5m			
CONSERVATION / RESTORATION INTERVENTIONS	YEAR/ 2001	YEAR/201 6	YEAR	YEAR
<i>LEVEL OF INTERVENTION / 1 / 2 / 3 / 4 / 5 / (from the lightest to the deepest intervention)</i>	3	2	---	
	ROOF / COVER	DOORS/ WINDOW S	CEILING / SLAB	INTERIOR TIMBER STRUCTURES (CUPBOARD,

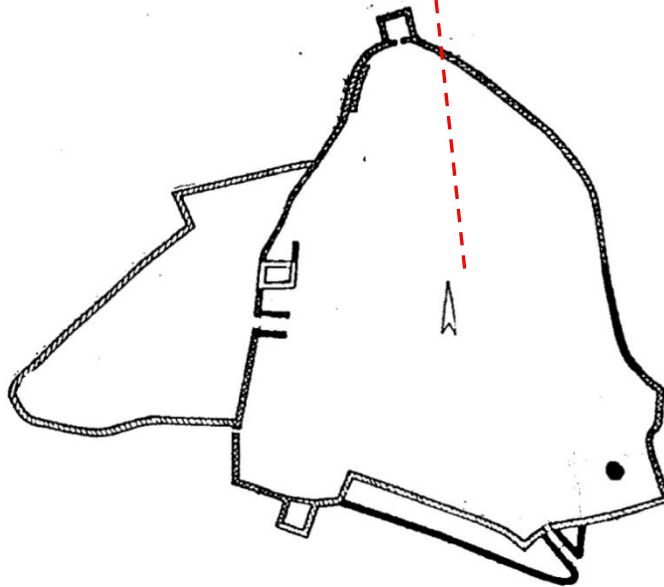
STATE OF CONSERVATION				COLUMNS etc.)
<i>LEVEL OF CONSERVATION / 1 / 2 / 3 / 4 / 5 / (from the lowest to the highest issues)</i>	3	5	3	---
	FRESCO	ICONOST ASIS	MINARET /BELL TOWER	FLOOR/MOSAI C
	-	---	---	---
PROPOSED CONSERVATION / RESTORATION INTERVENTIONS	<p>Conservation and consolidation of existing walls left over from the constructions inside the castle.</p> <p>Restoration and conservation work in the Mosque Castle (dome insulation, sewing cracks in the walls, frescos in the interior of the dome, floor restoration and restoration of the roof entrance etc.)</p>			
GRAPHIC AND HARTOGRAPHIC DOCUMENTATION				







SARANDA DISTRICT



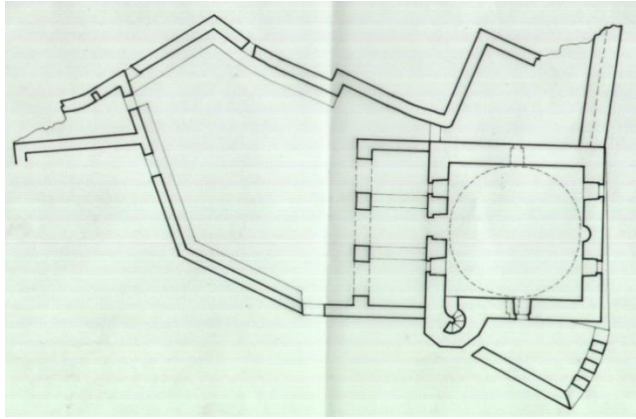
ORTHOPHOTO BORSHI CASTLE



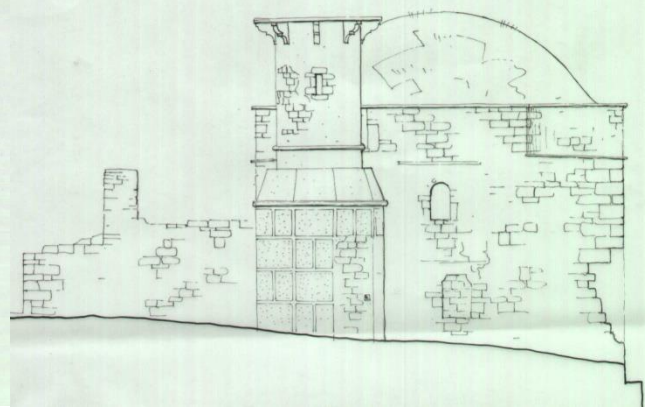
LEGIENDA

-  Periudha e 1^{te} e ndërtimit, shek. XII
-  Periudha e 2^{te} e ndërtimit, shek. XVII, 1235
-  Periudha e 3^{te} e ndërtimit, shek. XVI, 1571-122?
-  Periudha e 4^{te} e ndërtimit, gjysma e djathtë e shek. XVIII

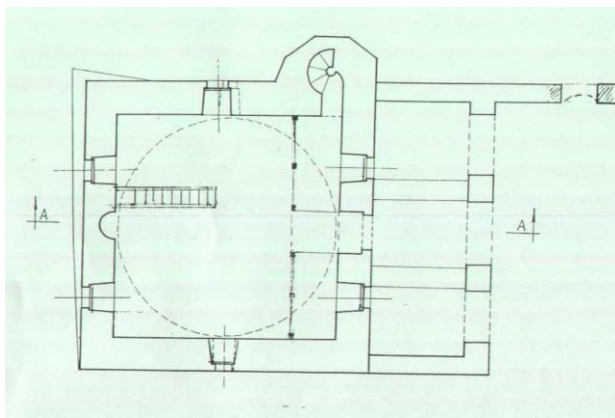
0 25 m



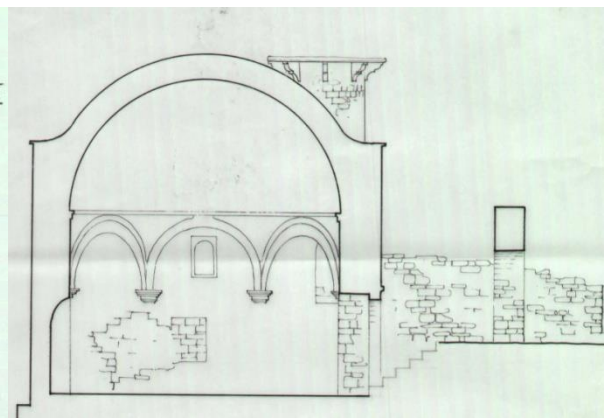
THE PLACEMENT PLAN OF THE MOSQUE



WESTERN VIEW



THE PLAN OF THE MOSQUE



CUTTING "A-A"

PHOTOGRAPHIC DOCUMENTATION



1. Borsh Castle



2. The location of Borsh Castle



3. The south side of the Castle



4. Castle and Mosque Entrance



5. The entrance to the Castle



6. The Mosque view



7. The inner part of the Mosque vestibule



8. Surrounding walls of the Castle



9. Surrounding walls of the Castle

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 i Borshit. Iliria 1977-1978, 7-8, f. 269-273; Gj.
 Karaiskaj., Kështjella mesjetare e Sopotit (Borsh),
 Monumentet 2, 1986, f. 5-17; P. Cabanes, M. Korkuti,
 A. Baçe, N. Ceka., Harta Arkeologjike e Shqipërisë,
 K&B, Tiranë 2008, f. 140-142.

THE COMMISSION OF CARD COMPOSITION

Genci Kaci _____
 Evjani Mato _____
 Leonard Hysi _____

April, 2018

ANNEX 3: Map 03 – Map of Spile Cave Area

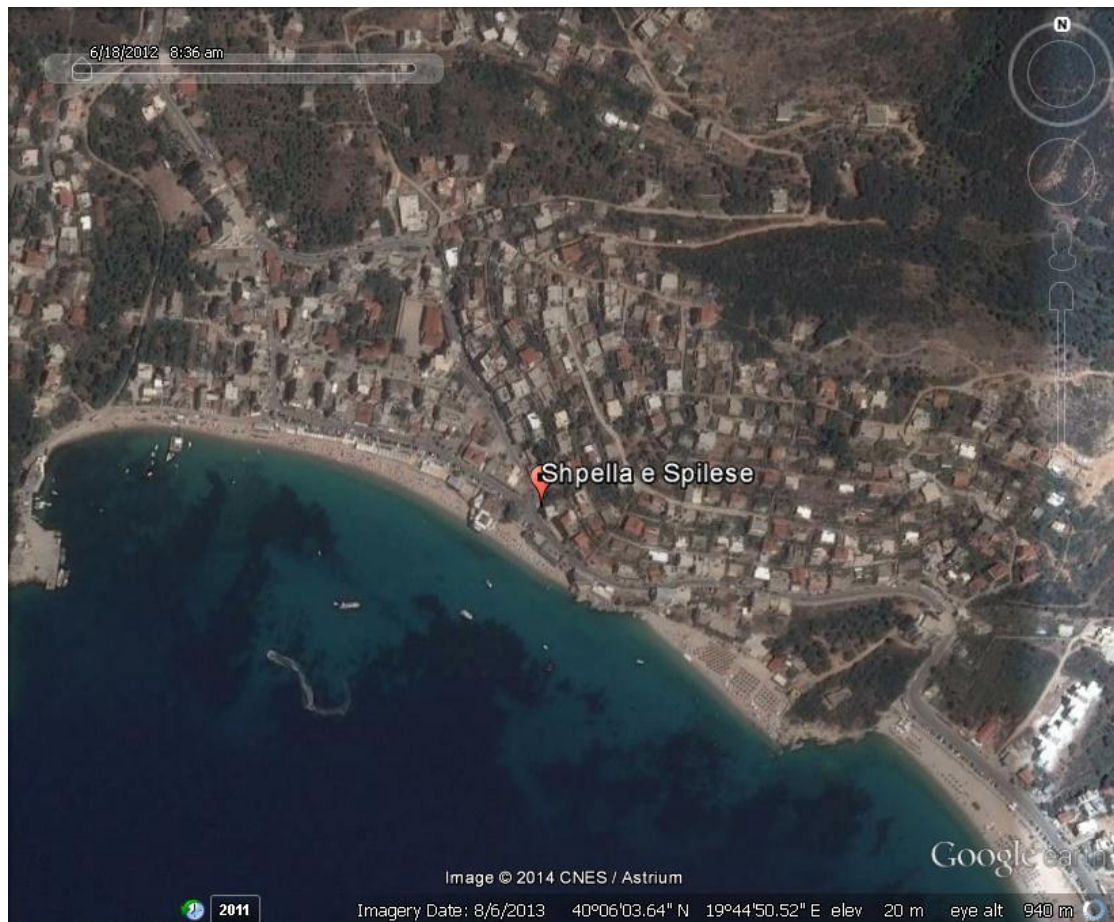


Figure 28: Map of Spile Cave

3.1 Background on the Cave of Spille

The oldest living space in the Himara region is the Spille cave, from the fourth century B.C., which is located on the eastern most side of the city's main avenue.

It is a karst cave, with interior dimensions 7.40x28m and 8.50m wide entrance. Its maximum height is 3.60m. This cave, which served as a settlement in the prehistoric period, was originally discovered by the exploration conducted in it by the Italian prehistorian Luigi Cardini in 1939 and is excavated again in 2002-2003 by a US-Albanian joint archaeological mission. Archaeological excavation carried out in it have discovered lytic object (stone tools) of Mesolithic (10,000-7,000 BC) and Neolithic (3,000-2,100) period, as well as fragments of ceramic vessels which pertained to the bronze, iron ages and the classical Hellenistic one. It can be noticed the increased presence of imported pottery, which comes mainly from the center of Greek and Roman world and shows that in these periods Himara has had commercial and cultural contacts with important center of the time. The Cave has not served as a permanent residence because there have not been found remnants of sustainable structures, but instead it has been used as a shelter for short periods. According to the oral tradition of local residents, it is thought that the cave is related to the Odysseus and Polyphemus myth in Homer's Odyssey.

The Spille Cave touristic site is classified as a Culture Monument, category 1, as a prehistoric settlement. The Cave is under the administration of the Ministry of Culture but there is not any kind of administration in site.

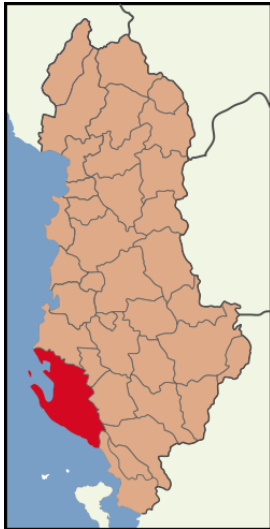
3.2 Cultural Monument Passport – Spile Cave

PASSPORT FOR THE IMMOVABLE CULTURAL HERITAGE				
ADMINISTRATIVE DATA				
NO. OF FILE	17			
DESIGNATION	SPILE CAVE			
FIELD	ARCHEOLOGY			
CATEGORY	PREHISTORIC CAVE			
TPOLOGY	PREHISTORIC SETTLEMENT			
ARCHIVE CODE	31976			
ADDRESS				
LOCATION	DISTRICT	MUNICIPALITY	ADMIN. UNIT	VILLAGE
	VLOREË	HIMARË		
STATUS OF PROTECTION (1ST, 2ND CATEGORY)	1 ST CATEGORY			
DECISION NO, DATE OF THE DECISION	No, 6, DT, 15. 01. 1963			
THE INSTITUTION RESPONSIBLE	RECTORATE OF PUBLIC UNIVERSITY			
DATED (YEAR / CENTURY)	MEZOLITHIC ERA			
MANAGEMENT INSTITUTION / RDNC	R.D.N.C. VLOREË			
INITIAL FUNCTION	PREHISTORIC SETTLEMENT			
PRESENT FUNCTION	CULTURAL MONUMENT			
DOES THE OBJECT HAVE A SURROUNDING WALL? / ITS STATE OF CONSERVATION	NO			
BUFFER ZONE	No. 139, DT, 30. 03. 2010.			
GEOGRAPHICAL COORDINATES OF THE MONUMENT	N 40°06'02.88" E 19°44'49.66"			

GEOGRAPHICAL COORDINATES OF THE BUFFER ZONE	North, N 40°06'03.16" E 19°44'49.23" South, N 40°06'02.11" E 19°44'49.63" East N 40°06'02.99" E 19°44'49.67" West N 40°06'02.95" E 19°44'49.15"			
PROPERTY	COUNTRY			
NAME OF THE OWNER/S	-			
No. OF PROPERTY	-			
CADASTRAL AREA	No. 2832			
SURFACE OF THE BUILDING / HEIGHT OF THE OBJECT	207.2 m ² /3.60 m			
SURFACE OF THE SURROUNDING WALL	-			
SURFACE OF THE BUFFER ZONE	522 m ²			
IS THERE ANY MOTORWAY TO THE MONUMENT? / ITS CONDITION	YES/GOOD CONDITION			
TECHNICAL DATA				
ARCHITECTURAL DESCRIPTION	Spile Cave is located in Himara city. The internal dimensions of the cave are: 7.40x28 m and an entrance 8.50 m wide. The cave was first excavated in 1939 by the Italian archaeologist L. Cardini. Some archaeological materials were discovered, which proved that it has been inhabited since the Eneolithic period and during the Classical, Hellenistic and Roman periods. The cave was excavated again in 2002-2003 by the Institute of Archaeology. Some materials dating back to the Mesolithic period have been discovered. The cave did not serve as a permanent settlement, but as a site used for short periods, because no remains of stable structures were found. The imported pottery that has been found belongs to the Classical and Hellenistic period. It shows that Himara had contacts with the centres of the Greek and Italian world.			
STRUCTURAL DESCRIPTION				
CONSERVATION RESTORATION INTERVENTIONS /	YEAR	YEAR	YEAR	YEAR
<i>LEVEL OF INTERVENTION / 1 / 2 / 3 / 4 / 5 / (from the lightest to the deepest intervention)</i>	-	-	-	-
	ROOF / COVER	DOORS / WINDOWS	CEILING / SLAB	INTERIOR TIMBER STRUCTURES (CUPBOARD,

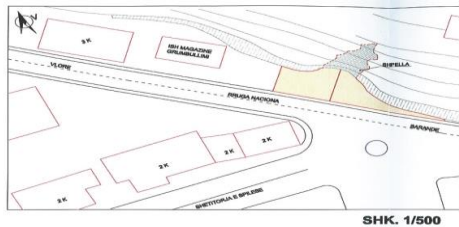
STATE OF CONSERVATION <i>LEVEL OF CONSERVATION /1/2/3/4/5/ (from the lowest to the highest issues)</i>				COLUMNS etc.)
	-	-	-	-
	FRESCO	ICONOSTASIS	MINARET/BELL TOWER	FLOOR/MOSAIC
	-	-	-	-
PROPOSED CONSERVATION / RESTORATION INTERVENTIONS	1. Rehabilitation and revitalization project			
GRAPHIC AND PHOTOGRAPHIC DOCUMENTATION				

Orthophoto



Buffer Zone

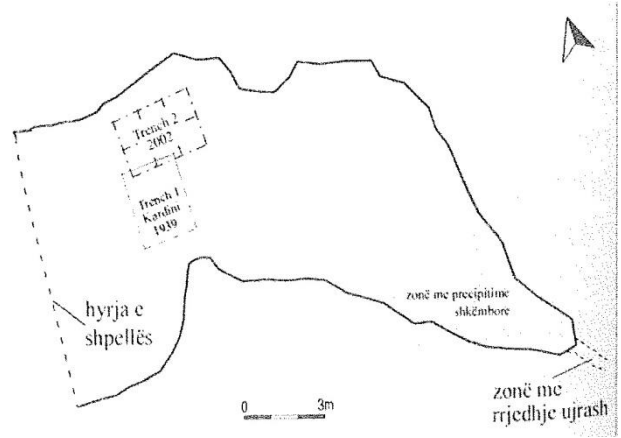
ZONA MBROJTËSE E STACIONIT PREHISTORIK SHPELLA E SPILESE NË QYTETIN E HIMARËS (Monument Kulture e Natyre)



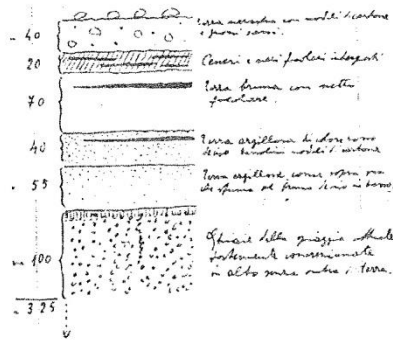
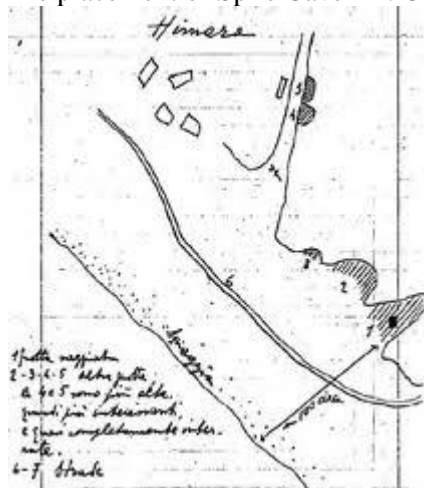
LEGJENDA

- Monument Kulture
 - Zonë e Mbrojtur
- KUFIJTË E ZONËS MBROJTËSE,
 - ne jug lindje kufizohet me rrugen nacionale Vlore - Sarande
 - ne veri lindje kufiri ndodhet 13 m larg aksit te hyrjes se shpelles
 - ne jug perendim dhe veri perendim kufizohet nga masivi shkembor

The plan of Spile Cave



The placement of Spile Cave - L. Cardinit



Stratigrafia sipas Kardinit

PHOTOGRAPHIC DOCUMENTATION



BIBLIORAPHY:

Francis. K. Gjipali. I., Explorations in Albania, 1930-1939, Luigi Cardini, in *Relocating Luigi Cardini's caves: new surveys in southwestern Albania*, f. 193- 203.

Gjipali. I., Kërkime Prehistorike në Shqipëriinë Jugperëndimore. *Iliria* 33/2007-2008. Tiranë, 2009, f, 107-124.

Gjipali. I., Shpella e Himarës. *Himara në Shekuj*. ASHESH. Botimet Toena, Tiranë, 2004, f. 41-59.

Prepared by:

Dt. August 2014

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2. Vasil Dako
3. Amalia Goro

ANNEX 4: Examples of Maintenance schedules and budget of site maintenance plans

4.1 Example 1 of a Maintenance schedule⁸

Maintenance Activity	How often is it done?						
	Day	Week	Month	Quarter	Year	As Needed	Other
Repaving of asphalt trail						5	
Coating or sealing of asphalt trail						5	5 years
Pothole repair on asphalt trail						5	
Snow removal from asphalt trail						6	
Surface cleaning of asphalt trail		1	2	1		4	
Pavement markings maintenance and replacement					2	3	
Resurface non-asphalt trail						12	
Grade non-asphalt trail					2	8	
Pothole repair and other patches on non-asphalt trail				1		13	
Snow removal from non-asphalt trail						2	
Surface cleaning of non-asphalt trail				1		5	
Keep trail-side land clear of trash and debris	1	4	5		3	9	
Mowing		7	5	1	2	6	
Leaf removal			2		3	8	
Tree pruning		1	1		3	17	
Tree removal			1		1	17	
Invasive species removal			1			12	
Planting new vegetation					1	7	
Application of herbicides or pesticides					5	6	
Clearing of drainage channels and culverts					4	18	
Surface maintenance of parking areas		2		1	3	12	
General maintenance of trailheads (litter clean-up, etc.)	1	6	1		1	9	
Landscaping/gardening at trailheads		4	2	1	2	4	
Empty trash cans at trailheads		2	3	1			2

⁸ Rails-to-Trails Conservancy Northeast Regional Office (2005): Rail-Trail Maintenance and Operation. Ensuring the Future of Your Trail – A Survey of 100 Rail Trails.

Maintenance Activity	How often is it done?						
	Day	Week	Month	Quarter	Year	As Needed	Other
Maintenance of stationary toilets at trailheads (clean, empty, etc.)	4	2				1	
Maintenance of portable toilets at trailheads (clean, empty, etc.)		6				2	
Empty trash cans along trail		4				1	
Maintenance of stationary toilets along trail (clean, empty, etc.)	1	2					
Maintenance of portable toilets along trail (clean, empty, etc.)		2					
Maintenance of informational kiosks (repairs, etc.)		1	3		1	8	
Maintenance of picnic tables, benches, etc.				1		10	
Updating information in informational kiosks		2	1	2	1	8	
Installation of signs					1	19	
Repair/maintenance of signs					3	17	
Installation of pavement markings						4	1
Maintenance of pavement markings						3	
Patrols by police agency	7	1				5	random
Patrols by non-police agency (e.g. trail watch)	5	3				1	ongoing
Recovery from illegal acts such as dumping and vandalism	3		1		1	11	
Installation of lighting						1	
Maintenance of lighting						2	
Installation of emergency call boxes							–
Maintenance of emergency call boxes							–
Installation of gates, bollards and fencing						11	
Maintenance of gates, bollards and fencing			1			16	
Bridge, tunnel, underpass and crossing inspection	1	1		1	3	6	2-3 years
Bridge redecking						14	
Paint/stain/treat bridge deck or structure					1	6	
General bridge maintenance					2	14	
Tunnel lighting maintenance							–
Tunnel open/closed status							–
Paint tunnel/underpass walls and ceiling						2	
General tunnel/underpass maintenance						4	
Railroad grade crossing maintenance					1	4	
Road grade crossing maintenance		1			1	11	

4.2 Example 2 of a Maintenance Schedule⁹

Maintenance Activity	Optimal Frequency							Notes
	Weekly	Monthly	Quarterly	Annually	Spring/Fall	After Storm	Other	
General								
1 Safety inspection	X						X	
2 General debris and trash pickup	X						X	
3 Vandalism inspection	X							
4 Encroachments								Ongoing
Pavement								
1 Pavement survey					X			Conduct Spring and Fall surveys
2 Crack sealing								Reactionary
3 Patching								As needed
4 Fog seal								As needed
5 Sealcoat								As needed
6 Slurry seal								As needed
7 Overlay								As needed
8 Reconstruct								As needed
9 Inspect pavement markings				X				
10 Repaint pavement markings								As needed
Vegetation								
1 Mowing- clear zones, trailhead areas	X	X						
2 Brush trimming/overhead trimming				X				Spring activity
3 Clear zone weed control								As needed
4 Sight line trimming at intersections		X						Noxious weed spraying/removal
5 Tree removal							X	Roads, other trails, driveways, etc.
6 Rain garden maintenance		X					X	Storm cleanup
7 Trail sweeping/blowing					X	X	X	As needed
8 Seeding				X	X			Up to weekly frequency in Fall
9 Root cutting								Spring activity
								As needed
								Monitor root activity along trail
Drainage								
1 Erosion repair			X		X	X		After spring snowmelt, storm cleanup
2 Culvert/catch basin clearing			X			X		Storm cleanup
3 Ditch maintenance (clear of debris, trash, branches)				X		X		Spring activity
4 Standing water repair				X		X		

⁹ Presentation by SRF Consulting Group, Inc. (2012): Maintenance of Recreational Trails

4.3 Example of the Budget of a Maintenance Plan¹⁰

Activity	Times	Man Hours	Wages	Equipment Hours	Equipment Costs	Materials Costs	Transportation Costs	Total
Mowing	24	120	\$1,957	96	\$499	\$0	\$408	\$2,864
Trimming	24	120	\$1,380	96	\$86	\$0	\$0	\$1,466
Trash	52	110	\$743	0	\$0	\$30	\$884	\$1,657
Weeding	7	14	\$133	0	\$48	\$30	\$0	\$211
Invasive Spraying	6	60	\$682	0	\$40	\$60	\$102	\$884
Bush Hog	2	32	\$431	30	\$252	\$0	\$36	\$719
Signage	2	40	\$540	0	\$20	\$200	\$34	\$794
Fence Repair	4	40	\$454	0	\$20	\$300	\$68	\$842
Pruning	2	80	\$1,271	40	\$80	\$0	\$34	\$1,385
Invasive Pruning	2	40	\$540	20	\$40	\$0	\$34	\$614
Designated Projects	2	240	\$3,814	80	\$672	\$1,400	\$136	\$6,022
Gates	2	12	\$162	0	\$10	\$10	\$0	\$182
Culverts	1	8	\$91	0	\$10	\$20	\$17	\$138
Bridge Inspection	1	0.5	\$10	0	\$0	\$0	\$0	\$10
Grade ditches	1	16	\$182	0	\$10	\$10	\$17	\$219
Crosswalks	1	6	\$69	0	\$4	\$10	\$17	\$100
Trail Surface	1	16	\$182	0	\$5	\$30	\$17	\$234
Flower Bed Planting	1	10	\$95	0	\$5	\$120	\$17	\$237
Storm Damage	4	30	\$341	10	\$21	\$50	\$68	\$480
Vandalism	3	20	\$318	0	\$10	\$240	\$51	\$619
Grand Total								\$19,677

¹⁰ Budget of the Chester County (Pennsylvania) Parks and Recreation Department in: Rails-to-Trails Conservancy Northeast Regional Office (2005): Rail-Trail Maintenance and Operation. Ensuring the Future of Your Trail – A Survey of 100 Rail Trails.

ANNEX 5: Site Assessment of Kanina Castle, Borsh Castle and Spile Cave, prepared by ADF

ANNEX 6: List of relevant contracts under PIUTD

- Site Management, Interpretive, and Visitor Experience Plans for Zvërnec - Narta & Bënja Thermal Waters touristic sites;
- Market Development for the South of Albania;
- Preparation of Market research and development of a tourism product and market strategy for the south of Albania & 4 selected municipalities under PIUTD;
- Consultant firm for identification, design and supervision of prioritized measures to address urgent safety concerns and prevent loss of heritage structures in the castle of Gjirokastra;
- Design and Supervision Gjirokastra System of Museums – Municipality of Gjirokastra;
- Mobility Plan and Detailed Design of project investments for Integrated Urban Upgrading of Gjirokastra;
- Gjirokastra Castle Sustainable Management and Tourism Valorization Masterplan.