

# Request for Expressions of Interest – Project coordinator

[albaniaadf.org/2022/03/07/request-for-expressions-of-interest-project-coordinator/](http://albaniaadf.org/2022/03/07/request-for-expressions-of-interest-project-coordinator/)

By Artur Zaja

March 7, 2022

## REQUEST FOR EXPRESSIONS OF INTEREST (REoI)

### (Consultant Services) – Project coordinator

Albanian Development Fund

Project for Integrated Urban and Tourism Development (PIUTD)

IBRD Loan No: 8656- ALB.

Project ID Number: P155875

Name of consulting assignment: “Project coordinator”

REF No: AL-ADF-281966-CS-INDV

The Government of Albania has received financing from the World Bank toward the cost of the **Project for Integrated Urban and Tourism Development (PIUTD)**, and intends to apply part of the proceeds for consulting services. The consulting services (“the Services”) include: ” **Project coordinator /Individual Consultant Services**”/REF No: **AL-ADF-281966-CS-INDV**

The objective of the services by the Consultant is to, but not being limited to:

The objective of the services by the Project Coordinator are to: (i) assure that MIEs responsibilities’ in project implementation are fulfilled – including overall oversight of project implementation and monitoring of main project activities, (ii) lead the PCU and serve as main liaison between MIE and ADF, as well as other partners (line ministries and municipalities), (iii) guide the prioritization of investments through the detailed urban design studies and lead any screening/ranking exercise for tourist site selection in coordination with project stakeholders (iii) assure that periodic project Steering Committee meetings are held, and (iv) assure that technical inputs for project implementation are provided to ADF in a timely matter.

The Consultant will perform the following tasks:

1. Serve as main liaison between the MIE and the ADF implementing team, as well as other partners, for the purpose of PIUTD project implementation.
2. Lead the PCU staff which will be composed, apart from the Project Coordinator, by an architect and a tourism expert.



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3. Assure that all responsibilities for the MIE as per the Project's Operational Manual are carried out in strict observance of the Project's documents and applicable rules including the Loan Agreement.
  4. Assure periodic meetings of the Project Steering Committee[1] are held with the participation of key project partners. Prepare reports, minutes of such meetings and assure that these reports, minutes are filed and communicated to the World Bank and key project partners.
  5. Participate actively in joint-project team meetings with ADF, in field-visits for the monitoring of project activities in the South of Albania, citizen's engagement activities and communication campaigns, and in World Bank team implementation support missions.
1. Ensuring effective and timely communication with government and non-government entities/agencies and donors involved and coherence in on-going and planned projects and programs.
  2. Guide the development of the urban design studies and selection of Year 2-5 investments in the four selected municipalities assuring that they are identified in accordance to what is outlined in the project documents (selection process and criteria, safeguards criteria) and in cooperation with key project partners as needed.
  3. Guide the selection of additional touristic sites – if needed – under Component 2 in accordance to what is outlined in the project documents (selection process and criteria, safeguards criteria) and in cooperation with key project partners as needed.
  4. Assure that inputs for project implementation are provided on behalf of the MIE to ADF in a timely manner as outlined in the Project's Operational Manual; such as:
    1.
      - Review and comment on Annual Implementation Plan prepared by ADF
      - Review and provide feedback on proposed changes to the procurement plan
      - Review and comment on ToR's for project activities as requested by ADF

## **Timing**

The Project Coordinator is expected to work full time. The contract will be for an initial period of 5 months (to be extended to the new amendment date/project duration), based on the satisfactory performance of the incumbent's duties and responsibilities.

## **Qualifications and Experience**

The Consultant is required to have the following qualifications/experience:

- University degree in Environmental Engineering, Civil Engineering, Urban Planning, Architecture or equivalent professional qualifications appropriate to this assignment;
- Master's degree in Urban Planning, Urban Studies, Architecture or Development Studies;
- At least 10 years of professional experience in the above areas.
- At least 3 years of experience in project management.
- Experience of participation and working in multi- disciplinary teams;

- Candidates with over 3 years' experience in national/international agencies projects, preferably World Bank funded projects will be an advantage;
- Knowledge of Albanian institutions responsible for land use planning and management, tourism development and management will be an advantage.
- Good management skills, specifically, experience in management of technical staff and infrastructure projects is desirable;
- Proven extensive experience and technical ability to manage a large project.
- Experience in project and contract management and supervision.
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, communities, and NGOs.
- Excellent command of spoken and written English language; and
- Computer skills, including word processing and spreadsheets.

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

The selection method to be applied will be through Individual Consultant Selection (ICs), in accordance with the procedures set out the World Bank's Guidelines: *Selection and Employment of*

*Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers" (January 2011, revised July 2014).*

The CV will be evaluated for the qualification and experience of the candidate in accordance with the following criteria:

1. General Qualification – 30 points
2. Relevant Experience – 50 points
3. Capability to carry out the assignment – 20 points

The interested consultant on this assignment is able to submit the expressions of interest (CVs, diploma references, supporting documents, etc) in a written form to the below e-mail addresses within **March 21, 2022**.

**For more information interested consultants can have access to Terms of References in following link: <https://www.albaniandf.org/2022/03/04/terms-of-reference-for-project-coordinator/>**

**Albanian Development Fund (ADF)**

**Project for Integrated Urban and Tourism Development (PIUTD)**

**Address: Albanian Development Fund, Rruga "Muhamet Gjolllesha", godina e ISTN, prane IKMT, Tirana, Albania**

**Att: Mr. Astrit Alikaj**

**E-mail: [aalikaj@albaniandf.org](mailto:aalikaj@albaniandf.org)**

**Att: Mr. Artur Zaja**

**E-mail: [azaja@albaniandf.org](mailto:azaja@albaniandf.org)**

[1] A Project Steering Committee including the main project stakeholders— namely, the MoUD, MEDTTE, MoC, MoE, Ministry of Finance (MoF), Department for Development Programing, Financing, and Foreign Aid, the ADF, and representatives from selected municipalities—will be established. The PSC will play a role in the overall project oversight, supporting stakeholder coordination and solving major crosscutting issues or bottlenecks emerging during project implementation. The MoUD will serve as secretariat of the PSC and meetings will be chaired by the deputy prime minister.