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Tender is addressed to Universities and/or Research Institutes for external expertise on policy learning process in the framework of the Interreg Europe project CHRISTA – ‘Culture and Heritage for Responsible, Innovative and Sustainable Tourism Actions’

TENDER SPECIFICATION

for subcontracting external expertise regarding policies on INTANGIBLE HERITAGE for SUSTAINABLE and RESPONSIBLE TOURISM

1. Background

This tender is in the scope of CHRISTA Project, in the Interreg Europe interregional cooperation programme co-funded by ERDF.

The overall objective of the CHRISTA Project is to protect and preserve natural and cultural heritage assets and deploy them for the development and promotion of innovative, sustainable and responsible tourism strategies, including intangible and industrial heritage, through interpretation and digitisation, with capitalisation of good practices, policy learning, policy implementation and capacity building.

Expected changes are in terms of improved policy instruments in 9 destination regions, advances in relevant policy implementation, upgrading of cultural and natural assets and innovative applications.

Main outputs are action plans, with implementation and monitoring of improved policy instruments in 9 regions, communication and dissemination tools for policy learning and capacity building, contribution to EU policies and EU2020 targets.

The beneficiaries are public authorities and their stakeholders.

The 9 destination regions are:

Veneto region (IT), Central Macedonia (EL), Västergötland (SE), Granada (ES), Vidzeme (LV), Pafos region (CY), Sibiu county (RO), Burgas (BG), Ave region (PT).

The improvement of the issues tackled will be reached throughout policy learning, ideas on the way policies work between public authorities and relevant stakeholders on the preservation, development and exploitation of cultural & natural heritage.

Intangible Heritage topic in the project is defined as:

Intangible cultural heritage is the practices, expressions, knowledge and skills that communities, groups and sometimes individuals recognise as part of their cultural heritage.

Also called living or immaterial cultural heritage, it is usually expressed in one of the following forms:

- oral traditions
such as variety of spoken forms including proverbs; riddles; tales; nursery rhymes; legends; myths; epic songs and poems; charms; prayers; chants; songs; dramatic performances and more
- performing arts
such as traditional vocal and instrumental music; dance; theatre; pantomime or sung verse and beyond
- social practices, rituals and festive events
such as worship rites; rites of passage; birth; wedding and funeral rituals; oaths of allegiance; traditional legal systems; traditional games; kinship and ritual kinship ceremonies; settlement patterns; seasonal ceremonies; practices specific to men or women only; hunting, fishing and gathering practices; a wide variety of expressions and physical elements: special gestures and words, recitations, songs or dances, special clothing, processions, animal sacrifice, special food
- knowledge and practices concerning nature and the universe
such as festivals; languages and visual arts practices
- Traditional craftsmanship.

They are forms of culture that can be recorded but cannot be touched or stored in physical form, like in a museum.

2. Purpose of the Contract

The work is a part of the CHRISTA project, under external expertise, in order to help achieve the project objectives, facilitate the exchange of experience process and to produce the expected outputs and results for the policy learning process, with a specific focus on '**Intangible Heritage for Sustainable and Responsible Tourism**', of high value to cultural and heritage tourism development in an innovative way.

3. Tasks to be performed by the Contractor

3.1 Description of tasks

- 3.1.1. Provide external expertise to the project partners on State of the Art regarding 'Intangible Heritage Tourism' at the inter-regional workshop, scheduled on 22 – 23 September 2016, Guimaraes, Portugal.
- 3.1.2. Facilitate the exchange of experience process (policy learning) between the project partners on the good practices to be identified, analysed and exchanged of knowledge on the topic 'Intangible Heritage Tourism' with focus on understanding how the exchange of experience can directly influence improvement of policy instruments addressed in the project, with innovative character.
- 3.1.3. Monitor the results of the exchange of experience between project partners, which will help to develop Action Plans.
- 3.1.4. Contribute to the Action Plan Guidelines regarding 'Intangible Heritage Tourism' and present relevant inputs at a Joint Partners Meeting to be held in Granada, Spain, in January 2018.

- 3.1.5. Report on expertise provided to the project partnership.
- 3.1.6. Produce 'Policy Learning Guidelines on Intangible Heritage Tourism'.
- 3.1.7. Cooperate and coordinate actions with the awarding project Partner – European Cultural Tourism Network (ECTN), responsible for the technical coordination of the policy learning process.

3.2 Guidance and indications on tasks execution and methodology

The work will include mostly desk-based research, while the writing up of case studies will be largely based on project partners meetings` discussions. Flexibility is required, as the contractor will be expected to be represented during 2 meetings throughout CHRISTA project.

A monitoring group made up of the ECTN, Ave region PT (responsible partner for the 'Intangible Heritage' topic) and Pafos Regional Board of Tourism (Lead Partner/Management & Coordination Team) will oversee the work and assist the contractor.

4. Expertise required

- 4.1. Fluency in oral and written English.
- 4.2. Expertise in analysing results of exchange of experience and compiling reports targeted at a non-academic audience.
- 4.3. Candidates must have at least 1 interregional cooperation project successfully completed in the field of Cultural Tourism during the past 3 years, as a partner.
- 4.4. Capacity to work in a multilingual and multicultural setting and to collect data, evidences, case studies and other relevant information.
- 4.5. Demonstrate a high-level of research skills with focus on local and regional governments/authorities sector and at EU level.
- 4.6. Ability to work independently and as a full member of a team.
- 4.7. Ability to meet deadlines.
- 4.8. Ability to work within the budget constraints.
- 4.9. Availability to attend meetings.

Experts` Qualifications (minimum)

- 1 senior person, with a Doctorate in a relevant subject and at least 15 years of relevant experience
- 1 assistant, with a postgraduate degree in a relevant subject and at least 5 years of relevant experience
- Other experts that candidates may wish to propose (optional).

Candidates must have their own established secretarial support, IT equipment, Internet facilities, incl. for online communications, access to required information, etc.

5. Indicative time schedule and reporting

Provisional time/month	Content	Persons in charge
End of July 2016	Selection of Successful Contractor	ECTN Board
1 Aug 2016	Start of Contract	Contractor with ECTN

	Preparation work for the Inter-regional Workshop	
15 Sept 2016	State of the Art Presentation	External Expert
January 2017	Policy Learning Guidelines on Intangible Heritage Tourism' (Draft)	External Expert
April 2017	Final report on the expertise provided	External Expert

6. Payments schedule and Deliverables

The contract will be drawn up between ECTN and the Contractor with effective start date in August 2016.

The payment will be in 3 instalments, related to deliverables:

- 10% with State of the Art, presented at the Inter-regional workshop
- 40% with 'Policy Learning Guidelines on Intangible Heritage Tourism'
- 50% with Final Report approval.

7. Fee

The estimated fee will be 20 000 EUR, as a maximum, including VAT and all taxes, also including travel and accommodation expenses to attend 2 project events (in Gumaraes PT in 22-23 September 2016 and in Granada ES in January 2018).

8. Selection criteria

The Contractor will be selected on the basis of clear evidence they provide on how they meet the criteria listed below:

- a. Previous experience with relevance to the topic,
- b. At least 1 interregional cooperation project successfully completed in the field of Cultural Tourism during the past 3 years (details to be provided),
- c. CVs provided of the proposed persons,
- d. Fee.

9. Award criteria

The contract will be awarded to the tenderer whose offer represents the best value for money taking into account the four selection criteria above.

Criteria a, b & c will be rated on a scale of 1-5 (0-knock-out, 1-very poor, 2-poor, 3-adequate, 4-good, 5-excellent). Candidates with a Total of less than 9 will be excluded.

Candidates with a Total of 9 and above will have their financial offer evaluated.

The selected candidate will be the one with the highest weighted average, 70% for Total of Criteria a,b,c and 30% for financial offer.

It should be noted that the contract will not be awarded to a tenderer who receives less than 75% overall on the Award Criteria.

The awarding partner reserves the right not to award a contract.

10. Content and presentation of the bids

Content of the bid

The Content of the bid is provided in the Annex A with supporting document which should consist of:

- a. Description of previous relevance experience with references and links,
- b. Previously completed project(s) on cultural tourism during the past 3 years,
- c. CV(s) of the experts to work on the study, in Europass format,
- d. Fee proposal.

Presentation of the bid

The bids should be submitted no later than **22 July 2016, 17:00 CET** filled in the form provided in the Annex of 'Tender specification for subcontracting external expertise on INTANGIBLE HERITAGE for SUSTAINABLE and RESPONSIBLE TOURISM' and sent by e-mail to:

leva Treija, Coordinator of European Cultural Tourism, ectn.info@gmail.com
with subject 'CHRISTA Tender for external expertise: Intangible Heritage Tourism'.

All questions must be submitted in writing to leva Treija (e-mail: ectn.info@gmail.com) by 8 July 2017. All questions will be answered to all candidates by 15 July 2016.

ANNEX

ECTN TENDER SPECIFICATION

on subcontracting external expertise on

Intangible Heritage for Sustainable and Responsible Tourism