SERVICE CONTRACT NOTICE

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	**No.6**
2. Project Title:	**"Heritage is our Brand"**
3. Subject of the contract:	**Editor Expert**
4. Contracting Authority:	Forumi i Politikave te Integrimit/EU Policy Hub
5. Maximum Budget:	Maximum budget available **4'000 EUR**
6. Deadline for application:	**18 July 2025 at 16:00**

7. Contract description/technical specification

During the implementation of the project *"***Heritage is Our Brand,"** a research study on intangible cultural heritage will be developed. This research will focus on identifying intangible stories and cultural content. To support this process, a Editor Expert will be engaged to elaborate and refine the identified narratives.

The expert will be responsible for enriching the stories in a comprehensive, engaging, and artistically expressive manner, ensuring they appeal to a broader audience while preserving their authenticity and cultural integrity. Through the art of storytelling, the expert will creatively present the intangible heritage in a way that brings it to life. Technical Requirements should consider Terms of Reference for "Expert", and other provisions.

The deliverables that he/she will cover are:

- A curated selection of intangible cultural heritage stories identified and documented by the research team
- Enhanced versions of the stories with artistic and narrative depth, ready for use in educational and cultural contexts.

8.Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills

- Degree in Literature, Journalism and or a related field.
- Good computer skills
- English language skills

General professional experience

- Proven experience in creative writing, oral storytelling, or narrative development.
- Background in cultural heritage, anthropology, literature, or performing arts is desirable.
- Ability to convey complex cultural elements in an accessible and engaging way.
- Knowledge of intangible cultural heritage principles, practices, and policies, particularly in the Albanian context.
- Previous relevant working experience with EU or other donors funded project will be an asset.

Specific professional experience

- Minimum 3 years of experience in storytelling, creative writing, or oral history, with a focus on cultural or heritage-related content.
- Previous engagement in content storytelling e.g., books, brochures, articles). is considered an asset.
- Previous experience in similar projects.

9.Award criteria

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

10.Application procedure

Offers, should include the following documents:

- Curriculum vitae of the applicant highlighting relevant skills, experiences, and qualifications.
- At least 2 references from previous collaborations or projects.
- Financial offer – daily fee rate requested in EURO; tax included.
- Service Tender Submission Form with the Annex: Declaration on honour on exclusion criteria and selection criteria.
- ID Card.

Note: All the above-listed documents are mandatory for submission. If any of these documents are not presented, the offers will not be qualified for the evaluation process.

Applications must be submitted within the deadline **18 July 2025, at 16:00**. in English exclusively to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip,to:

EU Policy Hub/Forumi I Politikave te Integrimit
Adress: Rr. Gogo Nushi, Nd 18, shk5, Ap2, Tirana
info@eupolicyhub.eu
Tel +355 69 9199086

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

EU Policy Hub/Forumi I Politikave te Integrimit
Adress: Rr. Gogo Nushi, Nd 18, shk5, Ap2, Tirana
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Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

- **Evaluation of tenders**

Proposals shall be evaluated on the basis of their compliance, and responsiveness to the Terms of Reference and other provisions of this Request for Proposals.

Their evaluation will be based on the **Best price – Quality ratio** criteria as follows:

A: Quality of Qualification - 80%
B: Financial offer – 20%

- **Evaluation Grid**

A. Qualification Evaluation Criteria		**Max Points (80)**
A1	Proven experience in creative writing, oral storytelling, or narrative development.	30
A2	Proven experience in conveying complex cultural elements in an accessible and engaging way and knowledge of intangible cultural heritage principles, practices, and policies, particularly in the Albanian context.	30
A3	Minimum 3 years of experience in storytelling, creative writing, or oral history, with a focus on cultural or heritage-related content and previous engagement in content storytelling (e.g., books, brochures, articles).	20

B. Financial Proposal Evaluation Criteria		Max Points (20)
B1	The financial proposal is well aligned with the budget line and corresponds to the quality of qualifications.	20

13. Notification of award

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

14. Other

For more information the applicants may consult the Terms of Reference attached to this tender procedure.