



Community Tourism Development in the Vjosa Valley

Procurement Reference: IUCN-25-12-P04548-1

Publication of questions and answers

Question	Answer
Submission Details	
When is the deadline of submission? Can bids be submitted throughout the day or is there a specific deadline?	07 December 2025 at 23.59 CET is the deadline.
How are the 12 hours to send the password counted?	After the deadline has passed and within 12 hours, please send the password to the IUCN Contact.
Do we need to submit contract template?	No, contract template attachment is not needed, but you may view the contract template in the updated documents now. Please submit declaration of undertaking, technical proposal, and financial proposal only.
Is there a preferred template for the proposals?	No, there is no preferred template or format of the required proposals.
Can proposals be submitted by a consortium of multiple entities?	Yes, a proposal can be submitted by a consortium of multiple entities.
Is there any specific documentation to provide in case we want to present as a JV? We understand that both companies must submit the same Pre-Qualification Criteria documents. Is that correct? What we are not clear about is whether both companies must submit a Signed Declaration of Undertaking, or only the lead	If you are participating in this procurement as a member of a joint venture, or are using subcontractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your Proposal which parts of the goods/services are provided by each partner or sub-contractor. Each bidder shall submit only one Proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two



company in the JV. We would also like to know whether we need to submit a JV agreement. Please advise us on what we need to take into account if we apply as a JV.	different joint ventures in the same procurement nor shall a company be allowed to submit a Proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one Proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the Proposals with the bidder's participation to be disqualified.
Workshop Facilitation & Stakeholder Engagement	
Is the Vjosa N.P. Administration providing the meeting venues?	No.
Given the emphasis on Albanian-language training and collaboration with local actors, is it mandatory (or strongly encouraged) for applicants to partner with a registered Albanian organization? If so, are there specific eligibility requirements or preferred partnership models?	There are no preferred models. However, the consultancy firm should have skills and expertise specified in the ToR.
Is the project counterpart going to support on sending invitations and managing confirmation of workshop participants?	The consultancy firm is responsible for these tasks when organizing workshops. However, Invitation list can be discussed with some level of input from IUCN.
Will IUCN facilitate access to existing strategic partners and donors for community funding proposals, or is the consultant expected to independently identify and cultivate these partnerships?	IUCN can facilitate introduction to some local government agencies, but the consultant is expected to identify, contact and reach out to community groups and local tourism operators, as well as potential other relevant local government agencies with which IUCN has no direct connections.
Will IUCN facilitate introductions to local government agencies and community groups for stakeholder consultations, or is the consultant expected to identify and contact these stakeholders independently?	IUCN can facilitate introduction to some local government agencies, but the consultant is expected to identify, contact and reach out to community groups and local tourism operators, as well as potential other relevant local government agencies with which IUCN has no direct connections.
What is the expected role of the Vjosa National Park Administration in the project? Are they	They can facilitate access and provide guidance. They will not necessarily co-lead any activities, but could be engaged where relevant.



expected to co-lead any activities or primarily facilitate access and provide guidance?	
Web Page Platform	
When the webpage is mentioned, you mean to work with the existing one (https://www.vjosanationalpark.al/) and integrate products there, or to build a new one?	Both options work, depends on functionality and practicality after discussion.
Who is or will be the owner of that website?	This will depend on whether this is a new platform or an existing one.
Branding Scope & Deliverables	
Deliverable 3.1 specifies a “branding strategy outline.” Should this outline include visual branding elements (such as logos or branding guidelines) and messaging, or is a conceptual outline of branding themes sufficient? Is there a preferred document format or length for this outline? Can existing branding (e.g., Vjosa National Park’s identity) be leveraged and updated?	A conceptual outline highlighting the unique selling points of the developed products/ activities, positive impact initiatives and community ownership would be sufficient. There is no preferred document format or length. It is important to reflect community tourism (and outputs of the project) in this branding strategy. Any potential use of existing branding, e.g. Vjosa NP branding needs prior approval from the NP Administration Office.
Deliverable 3.5 sets targets for media coverage and a “30% increase in social media mentions.” What baseline period or metrics should be used to calculate this 30% increase in social media mentions?	We can measure baseline at the beginning of the project.
Has IUCN or any partner completed previous baseline assessments or community/tourism mappings in the Vjosa Valley that can be shared with the consultant, or should we assume the work begins from zero?	Yes, there was a former analysis conducted, which will be shared with the successful applicant.



The TOR references market analysis, demand assessment, and integration with tour operator offerings. Could you clarify what level of marketing research is expected from the consultant? For example, should we plan for primary research (visitor surveys, focus groups, market testing), or will the scope focus primarily on desk research and analysis of existing tourism data?	A stakeholder, Market and Value Chain Analysis has already been conducted. No further primary research is needed. The consultant can build on the existing work of the analysis, and extract insights there. For any developed community activities and products, they should be integrated with tour operator offerings.
Does IUCN have a preferred M&E methodology or indicator framework for community tourism projects that we should align with? Should digital data collection tools be incorporated?	There is no preferred methodology for community tourism projects. However, there is internal support for developing indicator framework, which can be discussed based on project needs. Data collection methods can be based on actual needs and feasibility.
Existing Documentation & Strategic Alignment	
The ToR references a “sustainable tourism master plan.” Will the consultant have access to this master plan (and any other planning documents) in full, and should deliverables align explicitly with its content?	yes
Tour Operator Engagement	
The scope mentions facilitating collaboration with national and international tour operators. Is the consultant expected to identify and engage specific tour operators independently, or will IUCN provide introductions to key national/international operators and agencies?	The consultancy firm is expected to identify and engage tour operators independently.
Time Schedule & Flexibility	
Is it possible to modify the time schedule according to a proposal, reducing total times of delivery?	Deliveries and schedule can be discussed with successful applicant. However, the project cannot be extended beyond April 2027.



Languages & Communication	
In what language(s) should deliverables and reports be prepared? Will English be sufficient, or is translation into Albanian or presentation of materials to local stakeholders required?	Final reports to IUCN should be in English. Presentation of materials to local stakeholders and training/ capacity building for local communities should be in Albanian.
Team Structure & Roles	
Given the breadth of the assignment, is there an expected team structure or key roles to cover?	Please see ToR, section on Skills and Experience for the consultancy.