

SECTION II: EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this RFP shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- 1. Preliminary screening of proposals using formal and eligibility criteria:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All proposals substantially compliant at this stage will go through subsequent evaluation as follows.
- 2. Technical evaluation using qualification criteria:** This determines which proposals are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant proposals. Only proposals meeting or exceeding the qualification criteria shall be considered substantially compliant.
- 3. Technical evaluation using technical criteria:** This determines the technical points achieved by each proposal, as per maximum points assigned per criteria group included in the “Parts of the Technical Proposal Evaluation” table below. Only proposals that meet the minimum threshold indicated in the “Technical Criteria” table below shall be considered substantially compliant. Evaluation of the technical proposals shall be completed prior to the opening and comparison of the financial proposals.
- 4. Financial evaluation:** Financial proposals will only be opened for the offers that have achieved the minimum threshold for substantial compliance of technical evaluation. Proposals achieving above the minimum threshold in technical evaluation shall be checked for any arithmetic errors following Article 28 [Minor Informalities, Errors or Omissions]. Schedule 4.1 A [Breakdown of the Fees and Reimbursable cost] shall be used for the financial evaluation. Schedule 4.1.B [Daily Rate Schedule] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The maximum number of points is stated below and will be allocated to the lowest price financial proposal. Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

Points for the financial proposal being evaluated =

[Maximum number of points for the financial proposal] x [lowest price]

[Price of proposal being evaluated]

- 5. Combined analysis:** This evaluation will be conducted based on the cumulative analysis, analyzing all relevant costs, risks and benefits of each proposal which could be throughout the whole life cycle of the works for which the Services will be required and in the context of the Project as a whole. The cumulative analysis includes the scores from the technical and financial evaluation with a predefined weighting. The proposal obtaining the overall highest score after adding the score of the technical and the financial proposals, is thus the most responsive to the needs of UNOPS in terms of value for money, and will be recommended for award.
- 6. Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the offeror recommended for award, to confirm that the offeror meets the criteria set forth in this RFP or as appropriate to the nature of the procurement process. UNOPS may reject an offeror’s proposal on the basis of the findings. Offerors shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the offeror’s premises, equipment, tools and/or systems, Plant or Materials.

The maximum number of points which an offeror may obtain for its proposal is as follows:

- Technical proposal = 70 points
- Financial proposal = 30 points

The weighting of the technical and financial proposals will be 70%–30% (technical proposal percentage – financial proposal percentage).

At any time during the evaluation process, UNOPS may request clarification or further information in writing from offerors. The offeror’s responses shall not contain any changes regarding the substance, including the technical and financial part of their proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

UNOPS evaluation of a proposal shall take into account the evaluation criteria described in the following tables.

1. FORMAL AND ELIGIBILITY CRITERIA	
Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
<p>1. The offeror is eligible as defined in Section I: Instructions to Offerors, Article 4 [<i>Offeror Eligibility</i>].</p>	<ul style="list-style-type: none"> ● Schedule 0.1 [<i>Proposal Submission Declaration</i>] ● Schedule 0.2 [<i>Offeror’s Information</i>] ● Schedule 0.3 [<i>Joint Venture Partner Information</i>], all documents as required in the Schedule, in the event that the proposal is submitted by a Joint Venture. ● UNGM suppliers ineligibility lists and Claims Log.
<p>2. The proposal is complete, i.e., all documents and technical documentation requested in Section I: Instructions to Offerors, Article 11 [<i>Content of Proposal Submissions</i>] have been provided and are complete.</p>	<ul style="list-style-type: none"> ● All documentation as requested under Section I: Instructions to Offerors, Article 11 [<i>Content of Proposal Submissions</i>]
<p>3. The offeror accepts conditions of the Contract as specified in Section III: Conditions of Contract.</p>	<ul style="list-style-type: none"> ● Schedule 0.1 [<i>Proposal Submission Declaration</i>]
<p>4. A proposal security is provided.</p>	<ul style="list-style-type: none"> ● Schedule 0.8 [<i>Form for Proposal Security</i>] or 0.8.1. Bid security declaration

2. QUALIFICATION CRITERIA

Criteria evaluated on a pass/fail basis during the technical evaluation	Documents to establish compliance with the criteria
<p>1. Financial capability The offeror has an annual turnover of minimum 500.000.00\$ currency in any one of the last five (5) years or accumulated.</p>	<ul style="list-style-type: none"> • Copy of audited financial statements for the last five (5) years
<p>2. The offeror has been in continuous business during the last five (5) years.</p>	<ul style="list-style-type: none"> • Certification of incorporation of the offeror/Business License
<p>3. The offeror has experience successfully delivering similar Design Service contracts during the last five (5)years prior to proposal opening.</p>	<ul style="list-style-type: none"> • Schedule 0.4 [<i>Capacity and Experience</i>] • Schedule 0.7 [<i>Performance Statement</i>]

3. TECHNICAL CRITERIA

Criteria evaluated based on a cumulative analysis methodology during the technical evaluation

The maximum number of technical points is detailed in the below technical proposal evaluation parts.

To be substantially compliant, offerors must obtain a minimum threshold of 70% of total points after both stages.

Documents to establish compliance with the criteria

In **Section VI: Returnable Schedules**

Parts of the Technical Proposal Evaluation: Number and description		Obtainable points
	Stage 1	
1.	Offeror's capacity and expertise	15
2.	Proposed methodology and approach	20
3.	Key personnel proposed	25
4.	Detailed implementation plan	5
		65
	Stage 2 - Bidder who will pass 70% of Obtainable points which is 45.5 Points of Stage 1,2,3,4 - will be invited for Oral Presentations	
5.	Oral presentations	5
Total technical proposal points		70

Part 1: Offeror’s capacity and expertise

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
1.1	<p>The offeror has the general organizational capability that can support effective implementation: financial stability, organizational structure in place for delivery of required project service, project management controls,</p> <p>Criteria to be evaluated:</p> <ul style="list-style-type: none"> - Financial stability showcased through last five years (2 points) - The organizational structure of the team including defined roles of core and supportive teams and the coordination chains (2 points) - The clear strategy of strict follow-up and controls including mitigation and backstopping in order to comply with deadlines and deliver on time (1 point) 	<ul style="list-style-type: none"> ● Copy of audited financial statements for the last five (5) years ● Section VI. Schedule 4.5 [<i>Organizational Structure</i>] <ul style="list-style-type: none"> ● Schedule 0.4 [<i>Capacity and Experience</i>] 	5
1.2	<p>The offeror has relevant specialized knowledge and experience on similar services done in the region or country.</p> <p>Criteria to be evaluated:</p> <ul style="list-style-type: none"> ● Relevant specialized knowledge and experience concerns conservation and infrastructural upgrade of museums of national importance; Reconceptualization of existing exhibition displays including collection management and safeguard, interpretation and digital content creation (5 points) 	<ul style="list-style-type: none"> ● Section VI. Schedule 0.4 [<i>Capacity and Experience</i>] ● Section VI. Schedule 0.7 [<i>Performance Statement</i>] 	5
1.3	<p>The offeror has the capacity to undertake the scope of Services in addition to its current workload.</p> <p>Criteria to be evaluated:</p>	<ul style="list-style-type: none"> ● Section VI. Schedule 0.4 [<i>Capacity and Experience</i>] ● Reference letters 	5

<ul style="list-style-type: none">• Contracts of relevant specialized expertise as defined in point 1.2 undertaken in past 5 years (2.5 points)• Satisfactory delivery of the service as evidenced through reference letters and similar (2.5 points)		
Total points for Part 1		15

Part 2: Proposed methodology and approach

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
2.1	<p>The Programme is substantially compliant and does not contain any material deviation(s) from the requirements as stipulated in Section V: Requirements. The offeror’s preliminary Programme and outline statement of proposed methods demonstrate the offeror’s capacity to plan and programme the Services within timelines that are consistent with industry practices, the Project requirements and proposed methodology. In order to provide a full methodology description please consult Annex A.1 Scope of Works and A.2 ToR RESTORATION, RECONSTRUCTION, AND MUSEALIZATION OF THE NATIONAL HISTORICAL MUSEUM DESIGN, Annex B (technical documentation) and Annex C UNOPS Design Planning Manual for Buildings</p> <p>Criteria to be evaluated:</p> <p>Proposed Methodology and Approach including</p> <ul style="list-style-type: none"> - Description of the Bidder’s approach, methodology, and timelines for meeting or exceeding the requirements of the Terms of Reference (details of how the different design elements shall be organized, controlled and delivered (5 points) - Description of firm’s established and tested design methodologies (sourcing and selection, contracting & deployment, initial briefing and training, management and administration of personnel, provision of administrative support, etc.) (3 points) - How you will provide the services in areas where you may not have expertise and what arrangements you have in place for addressing such requirements. Proposed mechanism for smooth deployment of Consultant’s employees in project location. (2 points) 	<ul style="list-style-type: none"> ● Section VI. Schedule 4.3 [Method Statement] 	16

	<ul style="list-style-type: none"> - Innovation: Innovative design approaches will be considered an asset. Bidders are encouraged to include creative solutions and use of technology in efficient new manners, suitable to the project context. (2 points) - Sustainability: UNOPS is committed to progressively streamline sustainability in all its projects and operations, with due considerations for local market conditions and local capacity development. UNOPS expects its contractors, consultants and suppliers to adhere to the principles of UNOPS, and to continuously strive to improve their social and environmental performance. The crossing points are to be designed to be environmentally friendly and sustainable infrastructure assets, with a view of reducing running costs of the infrastructure where reasonable and possible. (2 point) - Health, Safety Social and Environmental requirements (HSSE) - The methodology demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements are taken into account when designing interventions (2 points) 		
<p>2.2</p>	<p>The proposal satisfactorily demonstrates that the requirements for insurance will be met, either through demonstrating that the offeror’s insurances comply with the requirements of the RFP (if any), or by providing a confirmation letter that the offeror will effect the required insurances as specified under Schedule 3.9 [Insurance Requirements], if selected.</p>	<ul style="list-style-type: none"> ● Section VI. Schedule 4.8 [<i>Insurance Details and Insurances</i>] ● Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the offeror, if selected. 	<p>2</p>
<p>2.3</p>	<p>The offeror’s proposed sub-consultants and suppliers, if identified, are proposed to undertake appropriate activities related to the Services and have demonstrated the capacity to undertake the services and are located in appropriate locations.</p>	<ul style="list-style-type: none"> ● Section VI. Schedule 4.6 [<i>Sub-consultants</i>] 	<p>2</p>
<p>Total points for Part 2</p>			<p>20</p>

Part 3: Key personnel proposed

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
3.1	<p>The Consultant will be evaluated on the basis of the composition of the proposed team and profiles, qualifications and experience of the relevant members which would be evaluated against their resume and subsequent qualifications. In order to abide with local legal requirements the consultant needs to bare in mind that the design needs to be certified/signed by the conservation architect and/or studio with a local licence: Core conservation licence: P/A/6, P/A/7; or (For the entity) N-P/A/6; NP/A/7</p> <p>Additionally the design needs to be certified by engineers and/or studios locally licensed in electrical engineering, mechanical engineering, structural/civil engineering, energy efficiency and all other trades as identified during the process.</p> <p>Additional licences and/or specialization with required experience in the field of conservation of works of art for different materials including but not limited to: textile, metal, stone, ceramic; canvas; timber; wall paintings, icons, mosaics and similar.</p> <p>Required personnel:</p> <ul style="list-style-type: none"> Team leader (5 points) <p>Degree in Architecture; minimum 20 years of international and national experience in museum design, project management; Demonstrated experience in designing museums of national and international importance. The team leader, in case he will be international, is expected to be present in Albania and to be the main interlocutor with UNOPS, who will assist in the engagement of central and local government officials.</p>	<ul style="list-style-type: none"> Section VI. Schedule 0.5 [Format for Resume of Proposed Key and Support Personnel] Section VI. Schedule 4.4 [Key and Support Personnel] 	11

i) Technical group

The technical group further consists of the main team and the support team:

Main team members required:

- Conservation architect (0.5 point)

Degree in Architecture, Minimum 15 years of international and national experience in museum design and conservation of historic structures. Demonstrated work experience in the design and conservation of museums of national and international importance.

- Structural engineer (0.5 point)

Degree in structural engineering, Minimum 15 years of international and national experience in structural design and renovation of historic structures. Work experience demonstrated in structural renovation for museums and complex historical structures

- Mechanical engineer (0.5 point)

Degree in mechanical engineering, Minimum 15 years of international and national experience in designing multiple mechanical systems in historic structures. Work experience demonstrated in museums and complex historical structures

- Electrical Engineer (0.5 point)

Degree in electrical engineering, Minimum 15 years of international and national experience in designing multiple electrical systems in historic structures. Work experience demonstrated in museums and complex historical structures

- Curator (0.5 point)

Degree in Museum studies/Art history/History and related field. Min 15 years of international and national experience with complex museums' re-organization and re-conceptualization. Demonstrated experience in creating multiple and

complex narratives in museums of national and international importance.

- Historians (Multiple historic periods) (0.5 point)

Degree in History and related field with at least 15 years of experience in historical research and historical interpretation. The team should gather historians with the in-depth knowledge pertaining core historic periods currently exhibited at the Museum including Prehistoric period, Period of Antiquities, Medieval period, Ottoman period, Albanian national movement period, Independency and Building the Albanian state period, 2nd World War period, Socialist period. The team of historians can be composed of historians of local and international origin.

- Ethnographer (0.5 point)

Degree in Ethnography/History/Art History and related fields. In-depth knowledge of Albanian ethnography with a minimum of 15 years of work experience in ethnography.

- Museum exhibit designer (0.5 point)

Degree in Architecture/Interior design and related fields. Min 15 years of international and national experience with complex museums' re-organization and re-conceptualization. Demonstrated experience in designing exhibitions for museums of national and international importance.

- Specialist in conservation of the artifacts (0.5 point)

Degree in Museum Studies / Art History / Conservation / History and related fields. Minimum 15 years of international experience with museum collections, exhibition and maintenance of artifacts of various materials.

- Albanologist (0.5 point)

	<p>Degree in Albanology/History and related fields. In-depth knowledge of the Albanology field. In-depth knowledge of the language, customs, literature, art, culture and history of Albanians. Minimum 15 years of work experience demonstrating the Albanian language and culture as the main point of research and engagement at work.</p> <ul style="list-style-type: none"> ● Archaeologist (0.5 point) <p>Degree in Archeology and related fields. In-depth knowledge of the Archeological field. Minimum 15 years of work experience demonstrated in archeology.</p> <ul style="list-style-type: none"> ● Iconographer (0.5 point) <p>Degree in History/Art History and related fields. In-depth knowledge of Albanian iconography with a minimum of 15 years of experience working with icons and iconography.</p> <p>No changes in the composition of the team and the team members will be allowed during the implementation.</p> <p>All the team members are mandatory.</p> <p>If the bidder identifies other team members important to deliver the service, the bidder can do so.</p>		
3.2	<p>The Consultant will be evaluated on the basis of the composition of the proposed team and profiles, qualifications and experience of the relevant members which would be evaluated against their resume and subsequent qualifications.</p> <p>Support team members required:</p> <ul style="list-style-type: none"> ● Marketing/business expert (3 points) 		9

Degree in Business and marketing/Tourism and related fields. Min 15 years of experience in working with developing marketing and business strategies and feasibility studies for cultural institutions.

- Audience/engagement specialist (0.5 point)

Degree in Museum studies/Journalism/Communication/Education and related fields. Min 10 years of international and national experience with complex museums' re-organization and re-conceptualization. Demonstrated experience in designing exhibitions for museums of national and international importance.

- Interpretation specialist/Educationalist (0.5 point)

Degree in Museum Studies/History of art and related fields. Min 10 years of experience in shaping interpretation which allows universal access. Demonstrated experience in developing interpretation concepts for museums of national and international importance.

- Multimedia expert (0.5 point)

Degree in Visual Arts/Electronics/Design and related fields. Min 10 years of experience in creating permanent and temporary multimedia content in a museum environment. Demonstrated experience in implementing contemporary and non-invasive concepts which allow inclusion and innovative learning.

- Archivist (0.5 point)

Degree in Museum studies/History of Art and related fields. Min 10 years of experience in working with archiving systems and cataloging. Demonstrated experience in working with

	<p>Complex Museums with different typologies of objects.</p> <p>Other members of the support team (Backstopping) - 4 points</p> <p>The team will be supported by a team with a minimum of 5 years experience including: 1 architect, 1 hydraulic engineer, 1 geological engineer, 1 geodetic engineer, 1 environmental engineer, 1 electronics engineer, 1 electrical engineers and 1 economist.</p> <p>No changes in the composition of the team and the team members will be allowed during the implementation.</p> <p>All the team members are mandatory.</p> <p>If the bidder identifies other team members important to deliver the service, the bidder can do so.</p>		
3.3	<p>- Gender-Mainstreaming: Mixed gender teams for activities are strongly encouraged and Bidders should ensure that their entire team composition includes gender balance, with female staff holding positions in the teams outside of non-professional roles only.</p>	<ul style="list-style-type: none"> ● Section VI. Schedule 4.4 [Key and support Personnel] 	<p>3</p>
3.4	<p>The composition and structure of the team proposed is appropriate and the proposed roles for the Key Personnel and Support personnel are suitable for the provision of the necessary Services. The coordination structure and division of roles ensures efficient delivery.</p>	<ul style="list-style-type: none"> ● Section VI. Schedule 4.4 [Key and support Personnel] ● Section VI. Schedule 4.5 [Organizational Structure] 	<p>2</p>
Total points for Part 3			25

Part 4: Key equipment proposed

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
4.1	<p>Implementation Plan: The Bidder shall submit a design stage implementation plan (schedule) for all design activities, the plan shall be prepared in a MS project format, or as otherwise specified in the bid documents and agreed in the contract. As a minimum, the schedule should have a work breakdown structure to at least five levels of the project work breakdown structure with activities with a minimum period of days as the lowest timeframe in the schedule. The schedule shall provide information on the sequence of design activities, milestone dates, and activity durations.</p> <p>The milestone deliverables are described in Annex A.1 Scope of Works</p>	<ul style="list-style-type: none"> Implementation plan in MS project format 	5
Total points for Part 4			5

Part 5: Oral presentations

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
5.1	<p>Oral presentation:</p> <p>All offerors who presented substantially compliant proposals in evaluation parts for criteria 1, 2, 3 and 4 (and passed 70% of Maximum Obtainable points for these criteria) will be required to make an oral presentation either in person or remotely, at the discretion of UNOPS. Information from the oral presentation will also be used as part of the technical evaluation process. UNOPS reserves the right to incorporate elements from oral presentations in the final contract. The oral presentation will not encompass price proposals.</p> <p>Oral presentation ground rules:</p> <p>The selected offerors as specified above must make an oral presentation to the UNOPS evaluation team and participate in a question and answer session. The purpose of the oral presentation and question and answer session is to validate the information provided by the offeror in their proposal and to test the offeror’s understanding of the Services that will be performed as per the requirements under the prospective Contract, which will be a factor in the overall technical evaluation of the proposals. UNOPS may, moreover, request a demonstration of the tools and/or systems offered, as relevant. Each offeror will be allowed 30 minutes to make their oral presentation.</p> <p>Oral presentations will begin approximately 3 weeks after the receipt of proposals. UNOPS will determine the date and time for each offeror’s oral presentation. The UNOPS procurement official will notify offerors of the scheduled date and time, as well as the agenda for their presentation within 2 weeks of the receipt of proposals. At its sole discretion, UNOPS reserves the right to reschedule any</p>	<p>Only invited bidders will deliver the presentation</p>	5

offeror’s presentation. Should they be invited, offerors must confirm their availability for that date.

The presentation must be made by one or more of the personnel whom the offeror will employ to manage or supervise the contract performance. A senior executive from the offeror must be present and must, at a minimum, answer questions directed to them during the question and answer session. Offerors may not use consultants to make the oral presentation. The offeror should be prepared to answer detailed technical questions from UNOPS.

During the presentation, interaction between the evaluation team and the offeror will be limited. The UNOPS procurement official will chair the meeting and ensure compliance with the ground rules. UNOPS will not inform offerors of their strengths, deficiencies or weaknesses during the presentation, and UNOPS will not engage in bargaining during the presentations. The presentation does not constitute discussions or negotiations with offerors.

UNOPS reserves the right to make video or audio recordings of oral presentations for its own internal use. These will not be released or made public, except where required by law.

Total points for Part 5

5

SECTION III: CONDITIONS OF CONTRACT

INSTRUMENT OF AGREEMENT

- [Consultant Services Contract for Works: Instrument of Agreement](#)

GENERAL CONDITIONS OF CONTRACT

- [Consultant Services Contract for Works: General Conditions of Contract](#)

PARTICULAR CONDITIONS OF CONTRACT - N/A

Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

No.	Clause/Sub-Clause No. and Title	Amended General Condition
1		
2		
3		
4		
5		

Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

No.	Clause/Sub-Clause No. and Title	Additional General Condition
1		
2		
3		
4		
5		

SECTION IV: SCHEDULE OF DETAILS

SCHEDULE 1: CONTRACT DETAILS

1.1 Details Provided by the Employer

[To select an option, put an X over the relevant blank box]

Sub-Clause No.	Description	Details
1.1	Country	Name: <input type="text" value="Albania"/> <input type="text"/>
1.4.1	Agreed system of electronic transmission	<input type="checkbox"/> Email: <input type="text"/> <input type="text"/> <input type="checkbox"/> If others, specify: <input type="text"/> <input type="text"/>
1.4.1	Employer's Address for Communication	Name: <input type="text"/> <input type="text"/> Position title: <input type="text"/> <input type="text"/> Address: <input type="text"/> <input type="text"/> Email address: <input type="text"/> <input type="text"/> Telephone/Mobile number: <input type="text"/> <input type="text"/>
2.2	Employer's Representative	Name: <input type="text"/> <input type="text"/> Address: <input type="text"/>

		<input type="text"/> <input type="text"/> Email Address: <input type="text"/> <input type="text"/> Telephone/Mobile number: <input type="text"/> <input type="text"/>
3.2.1	Performance Security Amount	<input type="checkbox"/> <input type="text"/> % of the Accepted Contract Amount x Not applicable
3.2	Permitted Guarantors for Performance Security	<input type="checkbox"/> Bank or financial institutions approved by the Employer <input type="checkbox"/> Bank approved by Employer
4.2.1	Commencement Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
4.2.4	Liability Period	<input type="text"/> N/A Years
4.3.1	Time for Completion	<input type="text"/> months/ <input type="text"/> days The design service should be completed by the end of April 2023, however unforeseen circumstance flexibility is expected.
4.4.5	Delay Damages	<input type="checkbox"/> Amount per day: <input type="text"/> USD x <input type="text"/> 0.1 % of the Accepted Contract Amount per day
4.4.6	Aggregate maximum amount of Delay Damages	<input type="text"/> 10 % of the Accepted Contract Amount
7.2.2	Annual rate of financing charges for delayed payment	<input type="text"/> %
7.3	Currencies of Payment	Currency 1: <input type="text"/> Currency 2: <input type="text"/>
7.3	Proportions of Currencies	Currency 1: <input type="text"/> Currency 2: <input type="text"/>
7.8.2	Advance Payment Amount	<input type="checkbox"/> <input type="text"/> % of the Accepted Contract Amount <input type="checkbox"/> <input type="text"/> USD x Not applicable

7.8.3	Permitted Guarantors	<input type="checkbox"/> Bank or financial institution(s) approved by the Employer <input type="checkbox"/> Bank approved by Employer
7.8.6	Advance repayment amount	<input type="checkbox"/> _____ % of the value of Services completed <input checked="" type="checkbox"/> Not applicable
8.4.1	Limit of Liability	<input type="text" value="N/A"/> USD

SCHEDULE 2: PROJECT SPECIFIC INFORMATION

2.1 Project Details

(Brief description of the project including title, location, background and other relevant details along with details of the Works for which the Services is required)

The main objective of the design consultancy services for this contract is to provide UNOPS and the project stakeholders with a feasibility study and a fully functioning preliminary and detailed design, including drawings, schedules, specifications, computations, photographs, bill of quantities, standards, codes or guidelines, and reports for the restoration, reconstruction and musealization of National Historical Museum in Tirana. The preliminary design deliverables as well as the final design deliverables should ensure that UNOPS can deliver the project on time, within the budget and the quality expectations of all project stakeholders.

The preliminary and detailed design works for the restoration, rehabilitation, musealization, digital interpretation, interpretation, exhibition design, collection management, artifacts evacuation, storage and preservation include but are not limited to Conservation, Museum design, Architectural, Structural Electrical, Mechanical Works required for the following infrastructure improvements:

- Emergency interventions for monuments which have been evaluated to be at high risk, to provide clear, safe and unobstructed access to the monuments, for specialized surveillance teams, institutional staff, engineering or technical staff or workers of companies involved in the design or restoration of monuments.
- Musealization interventions, for the protection and enhancement of archaeological/historical/ethnographic assets in museums, emphasizing the museum architecture.
- Structural consolidation and architectural restoration of earthquake damaged buildings in compliance with UNOPS standards and Albanian regulations .
- Rehabilitation/construction of essential services: fire protection system, hydraulic water supply and sewage systems, electrical systems, heating/ventilation and air conditioning systems, HVAC, electronic systems, in compliance with Albanian laws and regulations and UNOPS standards.
- Connection infrastructure of the facility with the road network, firefighting network, electrical network, water supply network, sewage discharge network, in compliance with Albanian laws and regulations and UNOPS standards.
- Architectural landscape interventions, in compliance with local regulations and UNOPS standards.
- Infrastructure for people with special needs, in compliance with Albanian laws and regulations and UNOPS standards.
- Perimeter safety barriers, to prevent accidents to passers-by or tourists. Signal boards for various specific hazards.
- Modern tools for providing information on the monument or cultural asset, such as audio guides, video guides, virtual tours, websites etc.
- Information tools for people with special needs.
- Info/ticketing points and ticketing systems, booths, parking lots and other auxiliary facilities.

- Public spaces for the rest of the visitors.
- Necessary parking space and passageway for emergency services.

2.2 Locations Plan

1. General description of location and boundaries:

The National Museum of History is located in the northern part of the “Skënderbej” Tirana’s central square. The site is accessible from the street “Ded Gjo Luli”.

- Latitude: 41.32939205
- Longitude: 19.81667197
- Sea level: 112 m

2. General description of the parts of the Location that will be provided access to and the times of access (in accordance with Sub-Clause 2.1 of General Conditions):

The consultancy concerns the full surface of the Museum including the inner courtyard

3. Description of access routes, access timing and any access restrictions:

Located in the center of Tirana, in "Skënderbej" square, the National Historical Museum is the largest in Albania in terms of wealth and historical heritage. It has a dominant façade, because to the mosaic called "Albania", a work of art where Albanian heroes of different historical stages are presented, with the emphasis placed on the working class. Inaugurated in 1981, it took three years of work to open the museum where today about 5 thousand objects are divided into several pavilions.



4. Description of other surrounding sites and any related interface issues:

Since the completion of Skanderbeg Square work, the Museum has become a wonderful public space, enlivened by a community that is increasingly using this urban space. The new design of the Museum has to find and address the opportunity to play a direct role in the center of the capital and to relate to other objects within the Historic Center. The fact that during the summer the square is filled with cultural and economic activities, (also offering ancillary services such as underground parking and a wide social platform), has turned Skanderbeg Square into an open stage. As the largest structure in front of the square, the new reconstructed Museum and its message will be of special importance and will create a network of visible links over the neighboring structures.

5. Description of approved location for the Consultant’s Location facilities (if any):

N/A

6. Description of arrangements at Locations that is to be provided to the Employer (if any):

The consultant shall be granted access to the property. Additional access regarding list of inventories and similar shall be discussed and defined with a successful bidder.

7. Description of disposal areas (within the Location or outside the Location if any):

N/A

8. Description of any Location security requirements:

The building for which the design is developed is National Museum, hence all information regarding the content of the Museum expositions is confidential and not for disclosure.

9. Any other relevant Location details:

N/A

SCHEDULE 5: FORMS

5.1 Form for Advance Payment Security

ADVANCE PAYMENT SECURITY - **Not Applicable**

[On the letterhead of the institution issuing the security]

Date: ___/___/___

Advance Payment Security Number: [#####]

To: UNOPS
[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the “**Consultant**”) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain services (hereinafter called the “**Services**”) to be undertaken by the Consultant (hereinafter called the “**Contract**”).

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment security. At the request of the Consultant, we irrevocably and unconditionally notwithstanding any objection which may be made by the Consultant and without any right of set-off or counterclaim, undertake with you that whenever you give written notice we agree to pay you on demand immediately any sum or sums not exceeding in total an amount of [insert amount(s) in words (and figures) with the relevant currency], (hereinafter called the “**Guaranteed Sum**”) upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the Contract with respect to the advance payment. It is a condition for any claim and payment under this guarantee to be made, that the advance payment referred to above must have been received by the Consultant.

This Guarantee for Advance Payment (hereinafter called the “**Guarantee**”) is valid and will continue to be valid from the date of this letter and until the Guaranteed Sum has been recovered by you. The Guaranteed Sum shall reduce automatically proportionally to the part of the advance payment you have recovered according to the terms and conditions for the Advance Payment. This Guarantee will automatically expire upon us receiving from you certification that the Guaranteed Sum has been fully repaid by the Consultant.

Any payment by us to you in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations. Additionally, our obligations do not require any previous notice to be given to the Consultant and do not require that any claim be made against the Consultant. Further, our obligations will not be discharged and will not be otherwise prejudiced or adversely affected by any:

- time, lenience or tolerance which you may grant to the Consultant;
- amendment, modification or extension which may be made to the Contract or the Services performed under the Contract;
- intermediate payment or other fulfilment made by us;
- change in the constitution or organization of the Consultant; or
- other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Consultant, and this security may be exchanged or surrendered without in any way impairing or affecting our abilities under this Guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which the [insert name of the institution issuing the guarantee] has duly executed this Guarantee on the date stated above.

SIGNED by

Name:

Title:

Institution:

Date:

Signature:

Name of witness (block letters):

Occupation of witness:

Address of witness:

Signature of witness:

ADDRESS FOR NOTICES [insert address]

5.2 Form for Performance Security

PERFORMANCE SECURITY - **Not Applicable**

[On the letterhead of the institution issuing the security]

Date: ___ / ___ / ___

Performance Security Number: [#####]

To: UNOPS
[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the “**Consultant**”) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain services (hereinafter called the “**Services**”) to be undertaken by the Consultant (hereinafter called the “**Contract**”).

We, irrevocably and unconditionally undertake with you that whenever you give written notice to us stating that in your sole and absolute judgment the Consultant has failed to observe or perform any of the terms, conditions or provisions of the Contract on its part to be observed or performed, we will, notwithstanding any objection which may be made by the Consultant and without any right of set-off or counterclaim, immediately pay to you or as you may direct such an amount as you may in such notice require not exceeding the sum of [insert amount equivalent to 5 or 10 % of the Accepted Contract Amount in words (and figures) with the relevant currency] (hereinafter called the “**Guaranteed Sum**”).

This Performance Security (hereinafter called the “**Guarantee**”) is valid and will continue to be valid and enforceable from the date of this letter for the Guaranteed Sum until the issue of the Final Completion of the Services. This Guarantee will automatically expire on the issue of the Final Completion Certificate or, if a dispute arises under the Contract, after the final determination of that dispute, whichever occurs later. Promptly after expiration of the Guarantee, UNOPS shall return the Guarantee to the Consultant.

Any payment by us in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim against the Consultant and will not be discharged or otherwise prejudiced or adversely affected by any:

- time, lenience or tolerance which you may grant to the Consultant;
- amendment, modification or extension which may be made to the Contract or the Services performed under the Contract;
- intermediate payment or other fulfilment made by us;
- change in the constitution or organization of the Consultant; or
- other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Consultant, and this Guarantee may be exchanged or surrendered without in any way impairing or affecting our liabilities under this Guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which then [insert name if the institution issuing the Guarantee] has duly executed this Guarantee on the date stated above.

SIGNED by

Name:

Title:

Institution:

Date:

Signature:

Name of witness (block letters):

Occupation of witness:

Address of witness:

Signature of witness:

ADDRESS FOR NOTICES [insert address]

SECTION V: REQUIREMENTS

SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

3.1 Scope of Services

(In accordance with Sub-Clause 3.1 of the General Conditions)

1. The background, purpose and function of the Services:

On 26 November 2019, Albania was hit by its most deadly earthquake in the last 50 years. The earthquake measured 6.3 on the Richter scale and caused significant casualties and property damage, resulting in 51 deaths, over 1000 injured, and nearly 17,000 people displaced. As a result of the disaster, a total of 202,291 people were affected in the country, 47,263 directly, and 155,029 indirectly. It caused extensive damage in 11 municipalities, including the two most populous, urbanized and developed municipalities (Tirana and Durres). The worst affected municipalities were: Shijak, Durres, Kruja, Tirana, Kamza, Kavaja, Kurbin, and Lezha.

The Government of Albania requested support from the European Union, the United Nations, and the World Bank to undertake a full and comprehensive Post-Disaster Needs Assessment (PDNA) to identify the damage, losses, and recovery needs arising from the earthquake. The tripartite partners provided financial and technical support to conduct the assessment in addition to the resources the government made available. To measure and assess the economic damage, a Post Disaster Needs Assessment (PDNA) was conducted, estimating the total economic losses at nearly EUR 1Billion.

The PDNA documented the destruction of public and private infrastructure. Of particular concern was the destruction of cultural heritage monuments and property, as 53 cultural heritage properties were significantly damaged by the earthquake. UNOPS, through ECR AUMCO, is partnering with the Government of Albania and the European Union, to facilitate the post-earthquake revitalization and upgrade of economic and tourism infrastructure of a large number of key cultural heritage sites, museums, and cultural hubs. The overall aim of the project will be to assist Albania with economic development and recovery with a focus on tourism development with cultural heritage as its key component. This project seeks to remediate the effect of the earthquake on Albania's cultural heritage through the rehabilitation of monuments, as well as contribute to Albania's socio-economic recovery through the construction and upgrade of these sites. It will be important also to support improvements in the capacity of institutions responsible for the management of these cultural monuments and sites to better accommodate tourism.

The final outcomes of the project are:

- 1) The rehabilitation of significant cultural heritage sites damaged by the earthquake.
- 2) Support to local economic development and the capacity of the Ministry of Culture in the safeguarding, management, and promotion of cultural heritage sites.
- 3) Improving awareness of the importance of cultural heritage sites amongst the Albanian

public

In addition to the partners within the UN system, UNOPS works with partners around the world to plan and implement hundreds of infrastructure projects of varied scales and complexity every year, ranging from maternity clinics to hospitals, from schools to roads, from Integrated Border Management Crossings to High Security Prisons, from advisory on strategic infrastructure investment to assistance in the development of national infrastructure plans.

UNOPS mission is to help people build better lives and countries achieve peace and sustainable development. Working in some of the world's most challenging environments, our vision is a world where people can live full lives supported by appropriate, sustainable, and resilient infrastructure through efficient, transparent use of public resources in procurement and project management.

The subject of the procurement

The main objective of the design consultancy services for this contract is to provide UNOPS and the project stakeholders with a feasibility study and a fully functioning preliminary and detailed design, including drawings, schedules, specifications, computations, photographs, bill of quantities, standards, codes or guidelines, and reports for the restoration, reconstruction and musealization of National Historical Museum in Tirana. The preliminary design deliverables as well as the final design deliverables should ensure that UNOPS can deliver the project on time, within the budget and the quality expectations of all project stakeholders.

The preliminary and detailed design works for the restoration, rehabilitation, musealization, digital interpretation, interpretation, exhibition design, collection management, artifacts evacuation, storage and preservation include but are not limited to Conservation, Museum design, Architectural, Structural Electrical, Mechanical Works.

2. Project Stakeholders:

The key stakeholders for implementation of this project are:

- European Union Delegation to Albania;
- Government of Albania (GoA), represented by:
 - Ministry of Culture (MoC)
 - National Institute for Cultural Heritage NICH;
 - National Historical Museum
 - National Council of Territory
 - Ministry of Infrastructure and Energy, represented by The Institute of Construction
 - Municipality of Tirana

Implementing partner/project manager: United Nations Office for Project Services (UNOPS)

3. Comprehensive and explicit scope of the Services:

3.1 Design service

- Creation of a new civil space that provides for people's interest for cultural heritage and their interactive participation;
- Increase communication through transparency, volume and movement remodeling. To increase transparency, eliminate barriers, to re-evaluate inside/outside communication with the square;
- Increase communication through activities. The museum should stay in harmony with the square, creating a two-way communication between the two. Evaluation of the possibility of underground use (in the inner courtyard and surrounding areas) for an organized management of parking, auxiliary and technical facilities
- Use of the terrace of the Museum as an attractive point for various activities that can be included in the program (open bar, panoramic viewing point, creative space, resting spaces);
- Rehabilitation and new design of the inner courtyard;
- The museum must be accessible to everyone and have a specific focus on people with disabilities, so as a they can easily access the collections, be part of the itineraries as well as artistic enjoyment
- Exhibition areas should be designed in such a way as to anticipate the movement with a focus not on the individual, but on the group thus, creating some transitory spaces along the way.
- Communication and access analysis.

Address the following functional areas (but not only):

- Entrances should be organized and designed to promote an architectural square which is identified with a unique space of all the buildings. The museum should include flexible, contemporary areas and proportional exposure;
- Main entrance, place of gathering, information, orientation, ticketing, special entries (egg. for service premises, fund, auditorium, library) all focused to create an attractive entrance, which welcomes and conveys the message that the museum is open to all.
- Administration Unit - efficient and flexible space for staff, volunteers and visitors, including security and secure offers of services;
- Exhibition Spaces (temporary exhibitions, permanent exhibitions);
- Research center, collections and restoration laboratory space - ideally close to collections, with interpretation and wide public access, to provide a unique insight into the museum's extensive collections.
- Digitization Center - laboratory space for digitization
- A very efficient, secure and easily accessible collection structure that provides public access to the collections through the Center for Research.
- Library;
- Audience space- A clear description of the so-called space dedicated to the audiences. In the program, this space should have an intelligent form and representation and possibly several functions at once and a manageable capacity for the places (auditors, scenes, cinemas, lecture halls). This space should be adaptable to other functions as well as accompanying the audience communication with the support areas via mobile panels. So predict localization, technical infrastructure, access and well-studies capacity;

- Creation of educational classes at the National History Museum. Spaces for education programs are never enough. There must be several of them and in different forms of organization and capacity, scattered in the museum. A special access should also be provided for them;
- The intelligent space (multipurpose room) that allows the possibility and has the infrastructure to take different forms and shapes, which can also be made available to different educational programs;
- The Concept of a permanent pavilion for blind people could be named: "The Tangible Pavilion".
- Service areas (restaurant, bar, meeting room, souvenir and bookstore) and other functions that help the museum become financially stable;
- Assistance spaces such as wardrobes, security boxes, etc.

Restoration

- The restoration project of the exterior of the building should achieve preservation and highlight the values of the cultural, historical, urban and environmental heritage of the historical center in the city of Tirana.
- The facade of the object: Restoration interventions on the facade of the object, which is a cultural monument of II category, has to be preserved as such highlighting its values in terms of volumes and exterior view;
- Internal courtyard mosaic - Analysis of the existing situation, the project of consolidating the mosaic, its restoration;
- Restoration of heritage objects in the inner courtyard. Analysis of the existing situation, adjudication for placement and settlement, proposals for intervention operations.
- Analysis of the existing situation (stability and structure of the building, technical systems, finishing touches);
- Increased and improved conditions for collections and improved mechanical and electrical systems;
- Expositors - (against ultraviolet light and reflective glasses) within which re-exposure and re-composition will be applied;
- Methods of conservation of objects, the museum collections, the scientific restoration laboratory, the digitization laboratory of collections, (it should ideally be a separate unit). Creation of proper conditions and equipment with appropriate infrastructure and related furniture
- A specific lab for digitization of objects should be established, by expanding the lab for conservation of the objects.
- Information - Creation of a digital database where all data on artifacts, documentation and cataloging of objects in the fund will be preserved.
- Aspiration/air condition systems – In compliance with the proper systems of functioning, the studio needs to analyze and calculate the system costs for use and maintenance.
- Lighting systems;
- Signage;
- PSA System (People with special abilities);
- Security system - emergency plan for the object and monitoring system
- Optimal protection of a museum can be achieved by taking into account different levels of protection. The entire outside area of the building should be included in the risk analysis. This also applies to the entire public area which is not necessarily the museum's responsibility and includes roads, car parking, etc.
 - Mechanical protection measures - walls, windows, openings, mechanical protection, protection of independent items, protection of paintings, security of screens;
 - Electronic surveillance - surveillance concepts, special detectors, hold detector, protected zones, access control and indicating equipment, safe cuts, types of IAS alarms;
 - Access control;
 - Video technology - Purpose of video technology, applications, camera location, documentation;

- Protection against vandalism - Technical precautions against vandalism may include: transparent panels in front of the object, Storage/exposure of items in showcases & If possible, exposure of authentic copies;
- Fire protection;
- Water and other natural and environmental hazards. In addition to the risks of fire, robbery and vandalism described above, artworks and collectors' items of special value need to be protected also from a range of other hazards. Small and often underestimated hazards have great potential for damage and destruction. (damage caused by water, damage caused by natural hazards, damage caused by lightning strikes and overvoltage);
- Documentation of all technical measures (air conditioning systems and their configuration, fire protection, security and access control systems etc.) constitutes the basis for a smooth operation as well as effective problem solving. It must be updated continuously;
- Placing a system for measuring thermo-hygrometric parameters and their automatic correction;
- Painting of museum premises with ultraviolet UV absorbing ink.

Museum narrative

Evaluation and analysis of the issues (and furthermore):

- The proposal to design the museum narrative divided into 3/4 different layers of all the itineraries and pavilions. History can be shown and read for three different levels of visitors. The visitor should feel free to choose how deep he will be involved without falling into linearity. This narrative should also be transferred to space;
- Museum of the Museum! Partial conservation of the building mentality and the way history has been shown up before intervention.
- Within the journey, masterpieces of collections shall be highlighted and glorified;
- Methodology, access - Experimenting with the museum, not visiting it;
- Determine how long history will be shown;
- Creating a family museum;
- Exhibitions - A new thematic concept for the exhibition, its communicative potential, in an efficient, transparent, accountable and hierarchical way;
 - digital inventory;
 - Managing collections. Unpublished collections should be evaluated and prepared for presentation;
 - Preventive collection protection of objects;
 - Categorization of collections;
 - To present the topics of exposure;
 - Research on history, ethnography and socio-economic development of Albania;
 - Education through culture program;
 - Reconnect of the Museum;
 - Communication.

Complementing the physical Exhibition with an Interactive-Virtual Experience

The architecture of the existing museum was specifically linked to the exhibition, which was conceived as a walkable timeline made of a sequence of rooms. Each room represents one historical period and it is separated from the previous room by steps that indicate the distance in time between periods. This rational mechanism, that links space and time in a the way that each point of the museum is related to a moment in history provides a clear and simple understanding of the history. But at the same time, it reduces the spatial flexibility of the building, the capacity for transforming the exhibitions, and the potential for a contemporary museum to provide other types of interpretations.

The existing exhibition follows the classical mechanism for interpretation of history that was commonly accepted by the modern movement in the 1970s and 1980s. In the 21st century, our world is very influenced by technological developments such as the internet, social media, and

virtual reality. Time and space can be unfolded thanks to the internet, which allows us to be present in different places at the same time meeting different people via video conference.

Technology allows us to stay physically in the exhibition of the museum and, at the same time, to visit virtually historical places such as the ruins of Apollonia. Technology can also allow us to travel in time being transported to Illyrian or Roman times.

From past to future

The new National Museum should not only be focused on presenting the past, but also on analyzing our present and speculating about our future. Connecting past, present, and future is a must in a contemporary historical museum, and technology is one of the main tools to establish this connection.

New dimensions thanks to new technologies

The traditional museum of history collects mainly artifacts, which are shown to the public for presenting different episodes of history. Contemporary museums are supported by new technologies to provide complementary information to the one provided by the artifacts allowing visitors to experiment at the same time other types of experiences. Some of the new technologies that could be used in the new national museum are:

- Augmented Reality (AR) and Virtual Reality (VR).
- Immersive Experience.
- Interactive Devices.

Multiple interpretation lines for different target groups

The National Museum needs to attract and be able to communicate with the largest possible audience. This audience is formed by individuals who have very different cultural backgrounds, different interests, and respond to different types of stimuli. The potential audience can be grouped into several target groups that share a common interest. To reach all these different groups the exhibition should not have only a single system of interpretation, but several intertwined mechanisms that stimulate the attention, understanding and participation of the different groups.

A preliminary list of target groups are:

1. Age: 1.a. Children / 1.b. Young people / 1.c. Adults / 1.d. Elderly
2. Knowledge in history: 2.a. Average knowledge / 2.b. Experts
3. Special groups: 3.a. Blind people / 3.b. Handicapped people

Time Expended in the visit

Different visitors plan to spend different amounts of time visiting the museum according to many factors such as their cultural interest and amount of free time to spend in Tirana. The exhibition should provide to all of them a rich and interesting experience independently of the time spent in the museum. Therefore, the exhibitions should be planned according to three speeds: quick visit (around 1 hour), relaxed visit (around 2 hours), and slow visit (around 3 hours or more).

Plural vision of the Albanian history

The existing museum, built in 1981, was created to project a single vision of Albanian history influenced by political factors of that time such as the cold war, reaffirmation of communist values, fight against capitalism, and the prohibition of a religious cult.

The new museum needs to make an effort to revisit this vision, promoting, on the contrary, a plural vision of Albanian History. This plural vision needs to show many hidden layers such as:

- Multi- religious Albania.

Besides the many religious wars that have marked Albanian history, Albania had many periods of religious coexistence and today is a world example of a peaceful multi- religious society. Many

artifacts of the collection of the museum are related to different religions and the interpretation of these artifacts should be framed within the wider context, providing a global and plural vision.

- Visibility of the role of women in Albanian Society.

The new national museum should make an effort to understand and underline the role of women in Albanian history. Not only by presenting important historical figures such as Musine Kokalari or mother Theresa, but also anonymous women that contributed in a silent way to the domestic and national economy by raising the children, making carpets, cultivating orchards, taking care of the animals, and many times combining many of these works together.

- Diversification of historical themes reducing the over-exhibition of weapons.

The national museum was created during the cold war, at a moment in which Albania suffered from international isolation and citizens lived under the fear of a foreign attack. Perhaps for this reason the national museum at that time put emphasis on presenting together with heroes and battles many historical weapons such as decorated guns and swords, although many of them were specially created in the 1980s for the museum. The new national museum should make an effort to present more diversity of themes of Albanian history and society including the historical changes in the social structures, in the economy, or the relation between production and the environment.

Integrated Educational Program

The museum needs to have permanent educational spaces to develop educational programs. They are multifunctional spaces equipped with projectors for audiovisuals and working spaces for manual works. These spaces could be expanded to other parts of the museum to allow workshops to be held in direct contact with specific artifacts of the collection. Educational programs could be focused on three main target groups: children, young people, and experts. Independently of the level of knowledge of each group, the educational program should become a place for reflection about Albanian history with the possibility of visualizing these reflections. The results of the educational workshops could be spread to the public via lectures, exhibitions and publications. The new museum should become a cultural hub for Tirana.

Mutating Museum

The existing museum was conceived as a static presentation of Albanian history that was complemented with space for temporary exhibitions. Once an Albanian has visited the permanent exhibition they will not probably visit it again for a long time, reducing the number of potential visitors. The permanent exhibition of the new national museum has to be conceived as a constant mutating exhibition focused on investigating and presenting different aspects of Albanian history supported by its large archive.

Involvement of Albanian specialists and stakeholders

During the course of design development the consultant shall consult with stakeholders including individual consultations with different experts in the field who have the experience of working with National Historic Museum and other Museums in the country.

Further to this, the consultant is expected to engage in wider stakeholder discussions after each design milestone is reached. This is to be done through public consultation cycles organized during the design phase.

4. Any pertinent details and technical information relevant to the successful execution

and completion of the Services:

The designs need to be developed in both Albanian and English language.

5. The standards, codes and regulatory requirements the Consultant shall use and comply in the performance of its obligations under the Contract:

Every proposed intervention must be in accordance with:

- Law No. 27/2018 on Cultural Heritage and Museums
- Decision of the Council of Ministers (DCM) No.1125 dated 30.12.2020, "On the approval of the design regulation, implementation of conservation and protection interventions in material cultural assets, their supervision and testing"

(DCM) No.. 1099, date 24.12.2020 "For the approval of treatment methods, technical norms, criteria and models of interventions in the field of preservation of cultural assets"

(DCM) No..582, date 3.10.2018 "For the declaration of the historical center of the city of Tirana, the definition of its protected area and the approval of the plan for preservation, protection and administration".

- Law on "Territorial Planning and Development"
- International Conventions of Restoration.

Bidders must use the best international standards for that type of object (ICOM, EUROCODES etc.). Quality Management System: ISO 9001: 2015; Information Technology System: ISO / IEC 20000-1: 2018; Information Security Management System: ISO / IEC 27001: 2013; Occupational Health and Safety Management System: ISO 45001: 2018; Social Responsibility Management System: SA 8000: 2014; Energy Management System: ISO 50001-2012; Environmental Management System: ISO 14001-2015; Integrated Management System: PASS: 2012.

The Consultant will be evaluated on the basis of the composition of the proposed team and profiles, qualifications and experience of the relevant members which would be evaluated against their resume and subsequent qualifications. In order to abide with local legal requirements the consultant needs to bare in mind that the design needs to be certified/signed by the conservation architect and/or studio with a local licence: Core conservation licence: P/A/6, P/A/7; or (For the entity) N-P/A/6; NP/A/7

Additionally the design needs to be certified by engineers and/or studios locally licensed in electrical engineering, mechanical engineering, structural/civil engineering, energy efficiency and all other trades as identified during the process.

Additional licences and/or specialization with required experience in the field of conservation of works of art for different materials including but not limited to: textile, metal, stone, ceramic; canvas; timber; wall paintings, icons, mosaics and similar.

6. Key responsibility and liability matrix as indicated in the General Conditions and Particular Conditions, if any:

7. Health, Safety, Social and Environmental (HSSE) requirements:

(In accordance with Sub-Clause 3.16 of the General Conditions)

The final design will be used as a workplace the design consultant must ensure through the design solution that the infrastructure and buildings are without risks to the personal wellbeing and health and safety of the employees and citizens who will use them. Compliance with this duty would include consideration for how personnel interact with the building as well as how the selection of materials both during and post construction would affect the health, safety and welfare of workers, personnel and citizens.

The Design consultant shall be responsible to ensure that health and safety risks arising from the design during the construction stage are eliminated or minimized. In respect of its duties, the design consultant should:

- Assess the risks arising from the hazards both at the construction stage and for operational and maintenance requirements.
- Future operations and maintenance considerations should be incorporated into the design to eliminate or reduce risks to employees, the design needs to provide for a safe way to obtain access to machinery rooms or roof areas for cleaning or accessing otherwise dangerous locations which will require maintenance access such as underground chambers and other confined access areas.

8. Quality Management System:

(In accordance with Sub-Clause 3.18 of the General Conditions)

UNOPS aims to design infrastructure projects in a manner that the design solution for the infrastructure is easy to use, should be functional, operational and fit for purpose to the appropriate quality expectations of the project stakeholders, in particular the end users. Efficiency and ease of use are some of UNOPS' key requirements of the project, an important approach to the quality of a design is optimizing ease of use thus leading to an optimization of overall functionality, overall performance, and reduction of long-term costs.

The goal of the design consultant is to maximize the number of requirements that are satisfied by the design and to minimize the cost during the design and construction process.

	<ul style="list-style-type: none"> • Fittings and installations (HVAC system installations; Security system installations; Evacuation Plan; Control and monitoring system installations (mechanical and electrical systems); Fire protection installations; Sanitary installations; Plan of drainage, collection and distribution of rainwater; Relation on Mechanical Installation. • Interior and exterior Lighting • Report regarding energy efficiency • Report regarding environmental impact assessment • Technical reports and specifications • Cost estimate • Timeline and recommendation for implementation 	
	<ul style="list-style-type: none"> • Presentation of findings (to be done in conjunction with a presentation of feasibility study) 	
	Preliminary design final draft	60 calendar days
	Presentation to the Technical and National Council of Tangible Cultural Heritage Presentation to the National Council of Museums	

SCHEDULE A.1.3

	Detailed design draft 1 - all drawings in A2/A1 formats depending on scale	Duration
	Urban Design <ul style="list-style-type: none"> - Communication analysis, access; - Traffic operation and parking plan; - General plan of project area; - Proposed interventions; Architectonic Design <ul style="list-style-type: none"> - Analysis on existing conditions (stability and structure of the building, technical systems, refinishing); - The general plan; - Geometric identification and photography- identifying the typology of construction, techniques; - Documentation and observation of the existing conditions of artistic– architectonic elements; - Restoration interventions and methodology of interventions: consolidation, reinforcement, cleaning, additions; - Plans of each floor (dimensioning); - Plans of each floor (furnishing); 	60 calendar days

	Presentation to the National Council of Museums	
	Upon completion of the detailed design, the design is subject to approval by the National Council of Material Heritage, the National Council of Museums and UNOPS internal review, as well as approval under the Law on Territorial Planning and applicable laws.	

10. Specific tools required such as software to be used to develop the Deliverables and the format of presentation of the Deliverable:

In consultants discretion

11. Information on the Review and Approval Process (UNOPS and any other as required):

The design are subject to internal review and by UNOPS internal design review compliance. Further to this the designs are subject of number of approvals by Albanian state authorities as defined in the section deliverables.

12. Employer-Supplied Personnel and Services of Others, Employer’s Equipment and Employer’s Facilities:

(Details in accordance with Sub-Clause 2.6 of the General Conditions)

	No.	Description of the item	Unit	Quantity
Personnel	1			
	2			
	3			
	4			
	5			
Services of others	1			
	2			
	3			
	4			
	5			
Equipment	1			
	2			
	3			
	4			
	5			
Facilities	1			
	2			
	3			
	4			
	5			

13. Any other details as relevant:

5			
6			

3.6 Employer's Delegations

No.	Clause/Sub-Clause No. and Title	Delegated duties and authorities	Designation	Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3.7 Key Personnel Requirements

(Details of Key Personnel requirements in accordance with Sub-Clause 3.6 of the General Conditions)

No.	Position description/title	Required qualification	Area of experience required	Years of relevant experience required
1				
2				
3				
4				
5				

3.9 Insurance Requirements

(Details in accordance with Sub-Clause 9.1 of the General Conditions)

Insurances	Additional details on scope of cover	Period	Limit of Liability
Professional Indemnity Insurance		<input type="checkbox"/> As required by Law or by industry body or trade association from the Contract Effective Date until expiration of the Liability Period <input type="checkbox"/> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<input type="checkbox"/> As required by Law or by industry body or trade association <input type="checkbox"/> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>
Public Liability Insurance		<input type="checkbox"/> As required by Law or by industry body or trade association from the Contract Effective Date until Final Completion of the Services. <input type="checkbox"/> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<input type="checkbox"/> As required by Law or by industry body or trade association <input type="checkbox"/> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>
Workers Compensation Insurance		From the Contract Effective Date until Final Completion of the Services.	<input type="checkbox"/> As required by Law or by industry body or trade association <input type="checkbox"/> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>

Any other insurance as required by Law or industry body or trade associations			
All risk insurance			