

## TENDER FOR COORDINATION ARTISTIC BOARD & COMUNICATION

### PROJECT “AIDA – Adriatic Identity through Development of Arts” REFERENCE NUMBER: ITALME 493

#### 1. DESCRIPTION OF THE PROJECT

AIDA aims to demonstrate that it is possible to consider the entire program area (Ita Alb Mon) from a single point of view, highlighting the many points of contact that exist between the citizens and the communities of the different territories involved. AIDA will create an Adriatic Identity Model based on memory awareness of the communities.

The model will be developed along two paths: a desk research (with scientific purpose) and a field research (for specific work focusing on art within the community). The project will create local community networks in the cities of Lecce, Campobasso, Tirana and Ulcinj that will later be connected with the aim of creating a crossborder network of communities in the Adriatic area.

The cities will be “pilot cities” with a perspective to develop and follow-up the project in other cities in order to cover the entire program area. In each city, artistic projects will be carried out that will actively involve the entire community and all stakeholders. These activities will focus on remembering the past of each community and city, through the use of storytelling and performing arts activities. The results from each city will be transformed into a single work of contemporary art: an original theatrical production that will involve artists from all areas. All activities will be closely connected to abandoned and forgotten places which represent the cities and citizens of today. The project will enhance these forgotten places in terms of tourism through specific cultural and environmental actions involving communities and stakeholders. The project will also improve the area by planting trees chosen by various communities; PEOPLE, PLACES AND TREES will be an innovative way of involving artists and the community and increasing audience and tourist development.

#### 2. TENDER FOR COORDINATION ARTISTIC BOARD & COMUNICATION

Respecting the principle of joint cooperation, required by the cross-border cooperation program, this notice is issued by all partners of the AIDA Project for the selection of professional figures, indicated below in point n. 3, for the implementation of the activities described in detail in the final work of the Aida Project, respecting the principles of non-discrimination, equal treatment, proportionality and transparency.

The AIDA project is carried out under the Interreg IPA CBC Italy - Albania - Montenegro 2014/2020 program. The chosen experts will be part of a multidisciplinary and cross-border working group and must guarantee maximum collaboration and sharing of the methodologies used and results obtained with the partners, as well as all of the resources involved in the project according to the objectives, results and times foreseen in the work package of the AIDA Project.

#### 3. REQUIRED EXPERTISE AND PROFILE

The selection concerns the following professional profiles:

**PROFESSIONAL PROFILE N 1**

PROFESSIONAL PROFILE	General Artistic Director for Coordination Board and Artistic Coordination
PARTNER RESPONSIBLE	KOREJA COOPERATIVE SOCIETY SOCIAL ENTERPRISE
ACTIVITIES	<p>General artistic coordination of the activities of the AIDA project and aimed at the organization and monitoring of the cultural activities of WP T1, WPT2 and WPT3 of all partners and in particular of the activities carried out in Puglia.</p> <ul style="list-style-type: none"> <li>- Deliverable D.T2.1.1 CB artistic coordination board</li> <li>- Deliverable D.T2.1.2 artistic workshop in Lecce</li> <li>- Deliverable D.T2.1.3 Theater production</li> <li>- Deliverable D.T3.1.1 Adriatic Identity model strategy, planning and results</li> <li>- Deliverable D.T3.1.2 Audience development experience in Lecce</li> <li>- Deliverable D.T3.2.1 Production staged outside the eligible areas</li> <li>- Deliverable D.T3.2.2 Production staged in Lecce</li> </ul>
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>- Minimum documentary professional experience of 20 years in the care and direction of cultural and theatrical events or performances;</li> <li>- To have been coordinator and / or artistic director in at least two European projects;</li> <li>- To have carried out at least two lessons in the context of seminars or specific training courses for artists;</li> <li>- Excellent knowledge of the techniques of direction, enhancement, and management of projects related to the theater and cultural tourism sector,</li> <li>- Good ability to interact with public and private entities in the context of projects with a minimum experience of at least 15 years;</li> <li>- Has carried out professional activities in at least one of the following cooperation countries Albania and Montenegro;</li> <li>- Good knowledge of the English language;</li> </ul>
FEE	<p>The remuneration is set at € 25,000.00 including all the charges required by law and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.</p> <p>This sum includes the travel and full accommodation costs that will be needed to carry out the activities</p>
CONTRACT PERIOD	From the date of signing the contract with the responsible partner until 31st December 2021, the current expiry date of the project.
PLACE OF THE ACTIVITY	Puglia; Molise; Albania; Montenegro

**PROFESSIONAL PROFILE N 2**

PROFESSIONAL PROFILE	Local Artistic Directors for Coordination Board in MOLISE
PARTNER RESPONSIBLE	MOLISE CULTURE FOUNDATION
ACTIVITIES	<p>Artistic coordination of the activities of the AIDA project and aimed at the organization and monitoring of the cultural activities of WP T1, WPT2 and WPT3 of all partners and in particular of the activities carried out in Molise.</p> <ul style="list-style-type: none"> <li>- Deliverable D.T2.1.1 CB artistic coordination board</li> <li>- Deliverable D.T3.1.1 Adriatic Identity model strategy, planning and results</li> <li>- Deliverable D.T3.1.2 Audience development experience in Campobasso</li> <li>- Deliverable D.T3.2.2 Production staged in Campobasso</li> </ul>
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>- Minimum documentary professional experience of 5 years in the care and direction of artistic and theatrical events or performances</li> <li>- Excellent knowledge of the techniques of direction, enhancement and management of projects related to the theater and cultural tourism sector,</li> <li>- Good ability to interact with public and private entities in the context of projects with a minimum experience of at least 5 years;</li> <li>- Good knowledge of the English language;</li> </ul>
FEE	<p>The remuneration is set at € 6,000.00 including all the charges required by law and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.</p> <p>This sum includes the travel and full accommodation costs that will be needed to carry out the activities</p>
CONTRACT PERIOD	From the date of signing the contract with the responsible partner until 31st December 2021, the current expiry date of the project
PLACE OF THE ACTIVITY	Puglia; Molise; Albania; Montenegro

**PROFESSIONAL PROFILE N 3**

PROFESSIONAL PROFILE	Local Artistic Directors for Coordination Board in ALBANIA
PARTNER RESPONSIBLE	TIRANA CULTURAL CENTER
ACTIVITIES	<p>Support of artistic coordination of the activities of the AIDA project and aimed at the organization and monitoring of the cultural activities of WP T1, WPT2 and WPT3 of all partners and in particular of the activities carried out in Albania, helping the artistic manager of Tirana Cultural Center</p> <ul style="list-style-type: none"> <li>- Deliverable D.T2.1.1 CB artistic coordination board</li> <li>- Deliverable D.T3.1.1 Adriatic Identity model strategy, planning and results</li> <li>- Deliverable D.T3.1.2 Audience development experience in Tirana</li> <li>- Deliverable D.T3.2.2 Production staged in Tirana</li> </ul>
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>- Minimum documentary professional experience of 5 years in the care and direction of community events and/or performances - Excellent knowledge of the techniques of direction, enhancement and management of projects related to community, social diversity and cooperation, and artistic events</li> <li>- Good ability to interact with public and private entities in the context of projects with a minimum experience of at least 5 years;</li> <li>- Good knowledge of the English language;</li> </ul>
FEE	<p>The remuneration is set at € 6,000.00 including all the charges required by law and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.</p> <p>This sum includes the travel and full accommodation costs that will be needed to carry out the activities</p>
CONTRACT PERIOD	From the date of signing the contract with the responsible partner until 31st December 2021, the current expiry date of the project
PLACE OF THE ACTIVITY	Puglia; Molise; Albania; Montenegro

**PROFESSIONAL PROFILE N 4**

PROFESSIONAL PROFILE	Local Artistic Directors for Coordination Board in MONTENEGRO
PARTNER RESPONSIBLE	NGO FOUNDATION LIKA
ACTIVITIES	<p>Artistic coordination of the activities of the AIDA project and aimed at the organization and monitoring of the cultural activities of WP T1, WPT2 and WPT3 of all partners and in particular of the activities carried out in Montenegro.</p> <ul style="list-style-type: none"> <li>- Deliverable D.T2.1.1 CB artistic coordination board</li> <li>- Deliverable D.T3.1.1 Adriatic Identity model strategy, planning and results</li> <li>- Deliverable D.T3.1.2 Audience development experience in Ulcinj</li> <li>- Deliverable D.T3.2.2 Production staged in Ulcinj</li> </ul>
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>- Minimum documentary professional experience of 5 years in the care and direction of artistic and theatrical events or performances</li> <li>- Excellent knowledge of the techniques of direction, enhancement and management of projects related to the theater and cultural tourism sector,</li> <li>- Good ability to interact with public and private entities in the context of projects with a minimum experience of at least 5 years;</li> <li>- Good knowledge of the English language;</li> </ul>
FEE	<p>The remuneration is set at € 6,000.00 including all the charges required by law and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.</p> <p>This sum includes the travel and full accommodation costs that will be needed to carry out the activities</p>
CONTRACT PERIOD	From the date of signing the contract with the responsible partner until 31st December 2021, the current expiry date of the project
PLACE OF THE ACTIVITY	Puglia; Molise; Albania; Montenegro

**PROFESSIONAL PROFILE N 5**

PROFESSIONAL PROFILE	Coordination activity for WP T3
PARTNER RESPONSIBLE	TIRANA CULTURAL CENTER
ACTIVITIES	<p>Specific artistic coordination of the activities of the AIDA project and aimed at the organization and monitoring of the cultural activities of WPT3 of all partners.</p> <p>Activity A.T3.1 ARTISTIC FESTIVAL Activity A.T3.2 AIDA Tournée</p> <p>Deliverable D.T3.1.1 Adriatic Identity model strategy, planning and results Deliverable D.T3.1.2 Audience development experience in Lecce; Deliverable D.T3.1.3 Audience development experience in Tirana; Deliverable D.T3.1.4 Audience development experience in Campobasso Deliverable D.T3.1.5 Audience development experience in Ulcinj; Deliverable D.T3.2.1 Production staged outside the eligible areas Deliverable D.T3.2.2 Production staged in Lecce Deliverable D.T3.2.3 Production staged in Campobasso Deliverable D.T3.2.4 Production staged in Tirana Deliverable D.T3.2.5 Production staged in Ulcinj</p>
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>- Minimum documentary professional experience of 5 years in the care and organization of artistic and theatrical events</li> <li>- Excellent knowledge of the techniques of organization, enhancement, promotion and management of projects related to the theater and cultural tourism sector,</li> <li>- Excellent knowledge of technical and logistical aspects of touring productions</li> <li>- Good ability to interact with public and private entities in the context of projects with a minimum experience of at least 5 years;</li> <li>- Good knowledge of the English language;</li> </ul>
FEE	<p>The remuneration is set at € 2,500.00 including all the charges required by law and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.</p> <p>This sum includes the travel and full accommodation costs that will be needed to carry out the activities</p>
CONTRACT PERIOD	From the date of signing the contract with the responsible partner until 31st December 2021, the current expiry date of the project
PLACE OF THE ACTIVITY	Puglia; Molise; Albania; Montenegro

**PROFESSIONAL PROFILE N 6**

PROFESSIONAL PROFILE	Expert in Communication Management, Web Content and Social Media Management in Montenegro
PARTNER RESPONSIBLE	NGO FOUNDATION LIKA
ACTIVITIES	<p>Coordination and managing the content and social media platforms of each project partner, outlining the strategy, scheduling, online advertising and analyzing the numerical performance results for each individual project activity. He will have to administer and manage the entire life cycle of social communication, promoting the achievement of results.</p> <ul style="list-style-type: none"> <li>- Deliverable D.C.1.1 Communication Strategy;</li> <li>- Deliverable D.C.1.2 Communication Agreement with communication managers and video experts;</li> <li>- Deliverable D.C.5.1 Podcast, spot and documentary videos, post;</li> </ul>
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>- Experience, at least five years, gained in companies or public bodies, in the activity of operator of social networks;</li> <li>- Knowledge of web dynamics and social network excellent writing and synthesis skills;</li> <li>- Ability to create "communities" through attractive and interesting content;</li> <li>- Proven both theoretical and technical / practical skills in the field of social media management, content curation and infographics;</li> <li>- Operational knowledge of analytics and social media monitoring tools and platforms;</li> <li>- Previous experience in managing social profiles, in content and community management;</li> <li>- Basic knowledge of SEO and HTML code;</li> <li>- Knowledge of the English language</li> </ul>
FEE	<p>The remuneration is set at € 12,000.00 including all the charges required by law and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.</p> <p>This sum includes the travel and full accommodation costs that will be needed to carry out the activities.</p>
CONTRACT PERIOD	From the date of signing the contract with the responsible partner until 31st December 2021, the current expiry date of the project
PLACE OF THE ACTIVITY	Puglia; Molise; Albania; Montenegro

**PROFESSIONAL PROFILE N 7**

PROFESSIONAL PROFILE	Expert in Communication Management, Web Content and Social Media Management in Molise
PARTNER RESPONSIBLE	MOLISE CULTURE FOUNDATION
ACTIVITIES	<p>Coordination and managing the content and social media platforms of each project partner, outlining the strategy, scheduling, online advertising and analyzing the numerical performance results for each individual project activity. He will have to administer and manage the entire life cycle of social communication, promoting the achievement of results.</p> <ul style="list-style-type: none"> <li>- Deliverable D.C.1.1 Communication Strategy;</li> <li>- Deliverable D.C.1.2 Communication Agreement with communication managers and video experts;</li> <li>- Deliverable D.C.5.1 Podcast, spot and documentary videos, post;</li> </ul>
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>- Experience, at least five years, gained in companies or public bodies, in the activity of operator of social networks;</li> <li>- Knowledge of web dynamics and social network excellent writing and synthesis skills;</li> <li>- Ability to create "communities" through attractive and interesting content;</li> <li>- Proven both theoretical and technical / practical skills in the field of social media management, content curation and infographics;</li> <li>- Operational knowledge of analytics and social media monitoring tools and platforms;</li> <li>- Previous experience in managing social profiles, in content and community management;</li> <li>- Basic knowledge of SEO and HTML code;</li> <li>- Knowledge of the English language</li> </ul>
FEE	<p>The remuneration is set at € 12,000.00 including all the charges required by law and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.</p> <p>This sum includes the travel and full accommodation costs that will be needed to carry out the activities.</p>
CONTRACT PERIOD	From the date of signing the contract with the responsible partner until 31st December 2021, the current expiry date of the project
PLACE OF THE ACTIVITY	Puglia; Molise; Albania; Montenegro



#### 4. GENERAL REQUIREMENTS

In addition to the specific requirements for the profile being applied for, all participants must possess the following general requirements:

- enjoyment of civil and political rights;
- no pending charges and no criminal convictions ( also meaning the one that follows the so-called plea bargain);
- not to have been banned from public offices by a final judgement;

The aforementioned requirements (legal and professional) must be declared by the candidate when submitting the application (as per the attached facsimile model) and can be verified by the partners of the AIDA project before the assignment of any role.

Failure to declare possession of the requirements will result in the exclusion of the application.

The professional requirements indicated above in point 3 are intended as binding for the purpose of submitting your application.

#### 5. APPLICATION AND SUBMISSION DEADLINE

The application form, under penalty of inadmissibility, must be drawn up on the form attached to this notice (Attachment A), which must be completed in its entirety and must:

- contain the indication of the reference profile, chosen from:
  1. General Artistic Director for Coordination Board and Artistic Coordination
  2. Local Artistic Directors for Coordination Board in Molise
  3. Local Artistic Directors for Coordination Board in Albania
  4. Local Artistic Directors for Coordination Board in Montenegro
  5. Coordinator of the circulation
  6. Expert in Communication Management, Web Content and Social Media Management in Montenegro
  7. Expert in Communication Management, Web Content and Social Media Management in Molise
- contain the indication of the possession of the specific requirements referred to in the previous art. 3;
- contain the indication of the possession of the general requirements referred to in the previous art. 4;
- be dated and signed by the applicant.

The following must be attached to the application:

- a) copy of the applicant's valid identity document (identity card or passport), duly dated and signed;
- b) curriculum vitae in European format, signed in original, from which the competences and experiences required with the specificity of the profile for which the candidate intends to propose and report all the information that the applicant wishes to submit to evaluation can be inferred;

Applicants will be able to submit their application through Annex A, duly completed and signed in the original and related form of all the required documents, no later than

**13:00 GMT on 28 August 2020.**

Only one application form is allowed, referring to only one of the foreseen profiles.

The application, accompanied by the requested documentation, must be sent by email to **italmeaida493@gmail.com**.

Sending the application by email and attachments to it must be sent in static, non-modifiable portable formats (e.g. pdf) that cannot contain macro instructions or executable codes, which do not exceed 5 MB in size; it must be duly signed including the relative attachments and a copy of a valid identity document. The message must include the following wording in the subject: "**APPLICATION - AIDA PROJECT – TENDER EXPERT AND COMMUNICATION - PROFILE N ° .....**" (indicating the professional profile selected).

In order to verify that the application has been sent within the aforementioned deadline, in the case of hand

delivery, the stamp of arrival at the selection agency's protocol is authentic; in the case of sending by email, the date of reply to the application email will prevail.

Incomplete applications or forms drawn up in different ways from those indicated in this notice, or not signed by the applicant, or without a signed copy of the identity document, or sent in other different ways, will not be considered, and therefore excluded from those indicated, or sent after the above deadline.

The partners of the AIDA project are exempt from any and all responsibility for delays in delivery not attributable to the fault of the Partners, including force majeure and the fact of third parties.

The Selection Commission reserves the right to request the original documentation certifying the data and information contained in the application for participation, as well as to suspend the examination of the same until the deadline granted to the subject for the presentation of the original documentation requested.

Once this deadline has elapsed, the application in question will be automatically excluded from the procedure.

Participation in the selection implies full acceptance of the provisions contained in this announcement.

## 6. SELECTION

The preliminary investigation for the admissibility of applications for inclusion in the short list will be carried out by an Evaluation and Selection Commission specifically appointed and convened by the Partners of the AIDA project (one member for each partner) on the basis of the examination of the applications submitted. Candidates will be assessed and selected on the basis of the declarations made in the application and the documents attached to it.

The evaluation will take place according to the following score distribution:

1. Professional skills (A) (maximum score 20/100) through CV evaluation
2. Professional Experiences (B) (maximum score 30/100) through CV evaluation
3. The reasons for participation in the activities, to move, to works in international group (C) (maximum score 50/100)

Upon the outcome of the evaluation of qualifications and professional experience, the Commission will proceed with the drafting of the ranking, sorted by score, of all the applicants.

The list will also contain the names of any excluded candidates with the relative reasons for exclusion.

The outcome of the selection will be made public through publication on the institutional website of the partners. This publication has full notification value.

Furthermore, in the event that the Evaluation and Selection Commission deems it necessary, the candidates may be summoned for a possible interview, by e-mail communication to the address indicated at the time of submitting the application for participation.

Candidates must present themselves in person and on the date scheduled for the possible interview, with a valid identity document.

This communication will have a full notification value.

Failure to submit to any interview will in any case be considered as a waiver of participation in the communication in question.

In the eventual phase of the interview, personal, motivational and relational skills will be assessed in relation to the profile chosen by the candidate in the application.

At the end of the procedure, the Evaluation and Selection Commission, in its sole discretion, will be able to select the candidates to whom the partners of the AIDA project will have to entrust the tasks identified in art 3 of this notice.

## 7. ASSIGNMENT PROCEDURE

The selected experts will be summoned, following the publication of the ranking list, for the assignment of professional positions by the partners responsible for the professional profile covered by the assignment.

The contracts will comply with the requirements of the laws of the state of the contracting partner and in the reference EU legislation, without any subordination obligation.

The assignment or service will be conferred with a motivated act and will be regulated by means of a specific contract, in which procedures, times and fees will be set for the performance of the same.

In any case, once the selected expert has been contracted by the partner, the remaining Partners of the project cannot be held in any way responsible for the legal, economic and financial issues that may occur during the performance of the activity between the expert and contract partner.

## 8. EQUAL OPPORTUNITIES AND PRIVACY

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

The acquired data will be processed in compliance with current legislation and exclusively for the purposes related to the selection notice in question.

## 9. ADDITIONAL INFORMATION

The partners of the AIDA project are:

### Lead Partner

[Koreja Soc. Coop. Impresa Sociale](#) – Koreja Theatre - via Guido Dorso, 48 – 73100 Lecce – Italy – T. +39-0832-242000 email: [info@teatrokoreja.it](mailto:info@teatrokoreja.it)

Contact person: Anna Petrachi

### Partner n° 2:

[Fondazione Molise Cultura](#) - Molise Culture Foundation – Via Milano n° 15 – 86100 Campobasso – Italy – T. +39 0874 437385 email: [info@fondazionecultura.it](mailto:info@fondazionecultura.it)

Contact person: Ilaria Trivisonno

### Partner n° 3:

[Qendra Kulturore Tirana](#) - Tirana Cultural Center – RR Ded Gjo Luli – 1001 Tirana – Albania – T. +355 67 227 0668 email: [teatrimetropol@gmail.com](mailto:teatrimetropol@gmail.com)

Contact person: Jonida Beqo

### Partner n° 4:

[Nevladina Fondacija "Lika"](#) - NGO Foundation Lika – Nova Mahal BB - 85360 Ulcinj – Montenegro – T. +382 69025166 email: [music\\_ul@t-com.me](mailto:music_ul@t-com.me)

Contact person: Elvir Zeçeviq

This tender was approved by AIDA Project Partners during the SC meeting of the 7th August 2020.