

Call for proposals

ASSIGNMENT: preparation and facilitation of a capacity-building workshop for the finalization and implementation of the Management Plan for the World Heritage site Stari Ras and Sopocani (Serbia)

REPORTING TO: Ministry of Culture and Media, Serbia; UNESCO Regional Bureau for Science and Culture in Europe

CONTRACT TYPE: Consultant Contract

DURATION: 10 days

REMUNERATION: The requested services will be paid in compliance with UNESCO's Financial Rules and the related rates.

DEADLINE FOR SUBMISSION OF PROPOSALS: 23. August 2013

1. BACKGROUND

On the occasion of the 40th anniversary of the UNESCO World Heritage Convention, under the theme "World Heritage and Sustainable Development: the Role of Local Communities", the UNESCO Venice Office, in cooperation with the national authorities of Montenegro, organized on 7 and 8 June 2012 in Kotor, Montenegro, a regional meeting to share experiences, good practices and planned activities concerning the management of World Heritage and other UNESCO designated sites (MAB Biosphere Reserves) in South-Eastern Europe, with a strong focus on the role of communities in the identification, management and conservation of such sites. This meeting was part of the new framework initiative entitled "Culture: a Bridge to Development", approved by the General Conference of UNESCO at its 36th session (October-November 2011).

During this meeting, a need for capacity and awareness building with a more inclusive approach was clearly identified, especially in communication and partnership building with private and public sector. It was in particular underlined that capacity building activities should target community, local authority and private sector representatives to a much greater degree than today. Suggestions for thematic areas included:

- ✓ Resource management, revenue sharing and fundraising
- ✓ Adaptive tourism development
- ✓ Partnership building and project management
- ✓ Local community involvement through educational programs
- ✓ Integrated heritage management:
- ✓ Participatory management:

A clear request by participants was that the level of capacity building activities should focus beyond site managers and focal points and include professionals working with, for example, site interpretation, funding, marketing, tourism, and development planning.

Consequently, the UNESCO Regional Bureau for Science and Culture in Europe (UNESCO Venice Office), intends to support the organization of site-specific, thematic workshops intended to develop the capacities of national and local stakeholders in the management of selected World Heritage sites and other UNESCO designated sites (Man and the Biosphere Reserves), with special focus on the integration of management plans with local development programmes and strategies.

The first workshop of this kind will take place in the World Heritage site of [Stari Ras and Sopocani](#), in Serbia, in early October 2013. The workshop will be organized by the Serbian Ministry of Culture and Media, in cooperation with the Institute for the Protection of Culture Monuments of Serbia, with the support of the UNESCO Regional Bureau for Science and Culture in Europe.

Not heritage management plan has been completed or adopted in the Republic of Serbia so far. Currently, a plan for the World Heritage site Gamzigrad – Romuliana is in the final stage of preparation and it is expected to be soon ready for public review. The preparation of a plan for the Stećci medieval tombstone as part of the nomination dossier is also underway, while the preparation of a plan for Stari Ras and Sopoćani is hugely delayed.

Although in Serbia management plans are not mandatory under the law, experts and government officials are increasingly aware of their importance as well as of the importance of integrating such documents with other relevant planning tools. This awareness is also the result of several trainings and consultations carried out in Serbia since 2009. However, when it comes to local stakeholders, the situation is different.

Local communities seem not to have developed so far a sufficient understanding of the function and purpose of management plans, especially in terms of fostering local sustainable development, nor of their key role in the definition and implementation of such plans. On the contrary, management plans have been sometimes the reason of additional controversies related to local political, economic, cultural and/or religious issues.

Stari Ras and Sopoćani is a very clear example of this. The site is inscribed in the World Heritage list since 1979. Although several years have passed since the initial drafting of the document, the scarce awareness, involvement and ownership by the local communities with regard to the preparation of Plan, combined with an insufficient dialogue among the relevant stakeholders (representatives of the state planning and preservation institutions at both central and local level, representatives of religious communities, NGOs, the private sector, etc) have severely hampered the process.

Accordingly, the establishment of a broad and inclusive participatory approach seems to be the top priority for the definition of a shared and high-quality planning document, as well as for its future implementation.

2. EXPECTED PROFILE, TASKS, AND RESPONSIBILITIES

The organizers of the workshop (Ministry of Culture and Media of Serbia; UNESCO Regional Bureau for Science and Culture in Europe) are looking for two consultants who will assist in the preparation, facilitation and moderation of the workshop. The expected profiles of the consultants and the related tasks and responsibilities are as follows:

Profile 1 – Expert on management of UNESCO designated sites in South-East Europe (World Heritage sites and/or Man and the Biosphere reserves), proficient in local language at the workshop’s site.

Tasks:

1. The consultant shall contribute to the preparation of the workshop’s programme and working materials. Upon analysis of the existing draft management plan, the consultant shall identify, prepare and present key issues for discussion during the workshop, with regard to: the possible adaptation of the plan, its future implementation, the development of local ownership and awareness on the plan, and the involvement of all concerned stakeholders.
2. The consultant shall introduce and moderate the discussion for the parts in the workshop’s programme related to her/his tasks. The consultant shall also contribute to facilitating the entire workshop’s proceedings, interact with the participants, encourage their active participation, and

participate in the “questions and answers” sessions. Working languages of the workshop will be English and Serbian.

3. The consultant shall produce a final narrative report with an assessment of the workshop’s outcomes and recommendations for follow-up actions with regard to the implementation and/or the possible revision of the draft plan.

Applicants for the Profile 1 shall respond to the questions below in a narrative not exceeding 3 pages:

- a) **Provide a synthetic proposal with regard to the preparation and facilitation of the workshop.**
The document shall include a proposal for the facilitation/moderation method to be applied during the workshop.
- b) **Provide information which will enable us to determine whether you have relevant experience. Information should include:**
 - level of knowledge of the workshop’s site (Stari Ras and Sopocani)
 - description of your technical competencies, and the number of years of experience in the safeguarding and management of cultural/natural heritage, with special focus on the management of UNESCO designated sites in South-Eastern Europe;
 - description of technical competencies and expertise in facilitation and moderation of capacity-building workshops, with special focus on issues related to the present work assignment;
 - full proficiency in English language (mandatory) and local language at the workshop’s site (strong asset);
 - reports/tasks commissioned by UNESCO, and/or other UN agencies and comparable organizations, and/or national governing organizations that you conducted, or participated in as a member of a team, on issues related to the present work assignment;
- c) **Provide any additional experience that may be critical to the success of the proposed assignment, including:**
 - affiliation to universities or professional bodies in one or more sample countries
 - any other information that you deem relevant that would give you an advantage over other competing for the same consultancy

Profile 2 – Expert on management of UNESCO designated sites with specific competence on business-related issues (tourism, arts and crafts, etc), cooperation with the private sector, and integration of heritage management within local development programmes

Tasks:

1. The consultant shall contribute to the preparation of the workshop’s programme and working materials. Upon analysis of the existing draft management plan, the consultant shall identify, prepare and present key issues for discussion during the workshop, with regard to: the enhancement of heritage management as a tool for local development; fostering heritage-related income generating activities; promoting partnerships with the private sector in the management of the site.
2. The consultant shall introduce and moderate the discussion for the parts in the workshop’s programme related to her/his tasks. The consultant shall also contribute to facilitating the entire

workshop's proceedings, interact with the participants, encourage their active participation, and participate in the "questions and answers" sessions. Working languages of the workshop will be English and Serbian.

3. The consultant shall produce a final narrative report with an assessment of the workshop's outcomes and recommendations for follow-up actions with regard to the implementation and/or the possible revision of the draft plan.

Applicants for the Profile 2 shall respond to the questions below in a narrative not exceeding 3 pages:

a) **Provide a synthetic proposal with regard to the preparation and facilitation of the workshop.**

The document shall include a proposal for the facilitation/moderation method to be applied during the workshop.

b) **Provide information which will enable us to determine whether you have relevant experience. Information should include:**

4. description of your technical competencies, and the number of years of experience in the safeguarding and management of cultural/natural heritage, with special focus on the management of UNESCO designated sites as a tool for local development; fostering heritage-related income generating activities; promoting partnerships with the private sector in the management of designated sites.

- description of technical competencies and expertise in facilitation and moderation of capacity-building workshops, with special focus on issues related to the present work assignment;
- reports/tasks commissioned by UNESCO, and/or other UN agencies and comparable organizations, and/or national governing organizations that you conducted, or participated in as a member of a team, on issues related to the present work assignment;
- full proficiency in the English language (mandatory); proficiency in the local language at the workshop's site is a plus;
- knowledge of the site Stari Ras and Sopocani will be considered a strong asset

c) **Provide any additional experience that may be critical to the success of the proposed assignment, including:**

- affiliation to universities or professional bodies in one or more sample countries
- any other information that you deem relevant that would give you an advantage over other competing for the same consultancy

BY SUBMITTING A PROPOSAL FOR THE PRESENT CALL, YOU CONFIRM THAT:

- you have no on-going litigation with the UN;
- are not currently removed/invalidated or suspended by the United Nations or UN system organizations.

Deadline for submission of applications is 23. August 2013, by 17.00. The applications received after this deadline will be rejected.

Applications shall be sent by email at the following addresses:

- *Ms. Asja Drača Muntean, Ministry of Culture and Media, Serbia, asja.draca@kultura.gov.rs*
- *Mr. Siniša Šešum, UNESCO Regional Bureau for Science and Culture in Europe, s.sesum@unesco.org*
- *Mr. Matteo Rosati, UNESCO Regional Bureau for Science and Culture in Europe, m.rosati@unesco.org*