

# ANNEX 3

## TERMS OF REFERENCE

**PROGRAMME:** INTERREG IPA South Adriatic

**PROJECT:** CRABoost – *Fostering Innovation to Boost the Competitiveness of MSMEs in the Blue Crab Sector*

**POSITION:** Technical Manager

### DUTIES AND RESPONSIBILITIES

The Technical Manager shall be engaged under a consultancy contract and shall be responsible for coordinating project activities in Albania, monitoring their implementation, analysing periodic monitoring data, and preparing statistical, technical, and narrative reports related to the implementation of the study on the population dynamics of the blue crab in Albania.

The Technical Manager shall perform the following duties:

- Manage and coordinate project activities in Albania, ensuring their implementation in accordance with the work plan and maintaining effective communication with the Lead Partner and the other project partners.
- Analyse and statistically process the periodic data generated by the monitoring system of the Food Safety and Veterinary Institute (FSVI), including the assessment of the blue crab population dynamics, the calculation of project indicators such as CPUE (Catch Per Unit Effort), and the preparation of tables, graphs, and statistical analyses.
- Coordinate cooperation with laboratories and technical experts for the biological, organoleptic, and nutritional analyses of samples, and supervise field monitoring and data collection activities.
- Organise and coordinate technical meetings, training sessions, and awareness-raising activities with stakeholders in the fisheries sector, while supporting the identification of opportunities for the valorisation of blue crab and its by-products through market analysis, partnership development, and the promotion of circular economy models.
- Prepare periodic and final technical, statistical, and narrative reports in English in accordance with the requirements of the Interreg IPA South Adriatic Programme, ensuring their quality, accuracy, and timely submission within the deadlines established by the donor.
- Participate in national and international project meetings and support project communication and dissemination activities.
- Perform any other duties related to the achievement of the project objectives, as requested by the Lead Partner.

## **DELIVERABLES**

The Technical Manager shall provide:

- Periodic work plans and project activity plans.
- Periodic technical, statistical, and narrative reports in English, in accordance with the requirements of the Interreg IPA South Adriatic Programme.
- Statistical analyses of monitoring data, including the calculation of project indicators (CPUE and other technical indicators).
- Technical supporting documentation for the monitoring and implementation of project activities.
- Progress reports and technical recommendations for the Lead Partner.
- Minutes and supporting documentation from technical meetings and project activities.
- A final technical report on the activities implemented in Albania.

## **GENERAL REQUIREMENTS**

The candidate must meet the following requirements:

- Master's degree; candidates holding a PhD in Biology, Veterinary Medicine, Public Health, or other equivalent fields will be considered an asset.
- At least ten (10) years of experience in the design, coordination, and management of national and international projects, preferably funded by the European Union, FAO, WHO, or other international organisations.
- At least ten (10) years of experience in preparing technical, statistical, and narrative reports in English.
- Sound knowledge of the aquaculture sector, environmental protection, food safety, public health, veterinary health, and biological and environmental monitoring methodologies.
- Experience in statistical analysis and interpretation of monitoring data.
- Ability to prepare scientific, statistical, and technical reports, work plans, and technical-financial documentation.
- Ability to work independently and flexibly, with excellent communication skills in institutional relations and partnerships.
- Excellent written and spoken English.
- Excellent command of Microsoft Office applications and statistical software packages (SPSS, R, Stata, or equivalent software).

## **PLACE OF IMPLEMENTATION**

The activities shall be carried out primarily in Albania at the premises of the Albanian project partner and within the pilot monitoring areas.

According to project needs, the Consultant may participate in missions and working meetings in Italy and Montenegro.

## IMPLEMENTATION PERIOD AND REMUNERATION

This assignment shall be carried out under a consultancy contract and shall not establish an employment relationship with the contracting institution.

The assignment is expected to require a maximum commitment of forty (40) working days throughout the entire 30-month project implementation period.

Payment shall be made on the basis of the approved effective working days and the submitted deliverables, in accordance with the financial rules approved by the Interreg IPA South Adriatic Programme and the contractual provisions.

Should the project implementation period be extended, CIHEAM Bari reserves the right to extend the consultancy contract accordingly, in compliance with the applicable procurement procedures and legislation.

## REQUIRED DOCUMENTATION

The candidate must submit:

- Expression of Interest.
- Curriculum Vitae (CV) in Europass format, in both Albanian and English.
- Motivation Letter.
- Copy of the university degree and, where applicable, the doctoral degree.
- Documentation proving professional experience in the management of international projects.
- Documentation demonstrating experience in the preparation of technical and narrative reports in English.
- Copy of an identification document.
- Any other document the candidate considers relevant for the evaluation of the application.

## SUBMISSION DEADLINE

Interested candidates shall submit the required application documents no later than **20 July 2026, at 16:00 (local time)**.

Applications received after the specified deadline will not be considered.