**Terms of Reference (TOR)**

**Title:** Expert on Smart and Sustainable Cluster Models in the Logistics Sector: Support for Activities: A.1.2, A.1.4, A.2.1, A.2.2, A.2.3, & A.3.1

**Project:** Promoting Interregional Logistics Clustering in the Adrion Area (Project Acronym: INTERCLUSTER)
**Project Number:** IPA-ADRION00290

**1. Context and Summary**

The INTERCLUSTER project aims to develop a macro-regional clustering model for logistics that is smart, sustainable, and adaptable to the Adrion Area, building on previous initiatives and responding to new challenges created by the COVID-19 pandemic and geopolitical changes.

**2. Scope of Work and Expert's Responsibilities**

**WP1: Designing Solutions for the Logistics Sector**

* **Activity 1.2 - Identifying Smart and Sustainable Cluster Models in the Logistics Sector**
This activity will provide in-depth information on the development of smart and sustainable logistics clusters, considering the needs identified after the COVID-19 pandemic and other geopolitical changes. The analysis will also include the EU legal framework and national regulations for cluster development, as well as examples of best practices for creating smart and sustainable logistics clusters. Ultimately, a suitable model for a macro-regional logistics cluster in the Adrion region will be proposed.

**Deliverables:**

* + Literature review
	+ Surveys and data collection (using provided formats)
	+ International workshops and a summary report
	+ Draft and final reports on identified cluster models, including:
		- Analysis of existing clusters and best practices
		- Suitability for the Adrion region and implementation recommendations
* **Activity 1.4 - Designing an Action Plan for Developing the "Adrion Inter-sectoral Macro-regional Logistics Cluster"**

**Deliverable:** A report proposing a detailed action plan for developing the "Adrion Inter-sectoral Macro-regional Logistics Cluster" in line with the objectives outlined in Deliverable D1.3.1.

**Tasks:**

* + Data collection and analysis from surveys, studies, and previous activities to identify current trends and needs in the logistics sector.
	+ Collaboration with relevant stakeholders, including research institutions, public authorities, ICT companies, and other logistics actors, ensuring cooperation with other partners.
	+ Development of a strategic action plan detailing activities, key milestones, and deadlines to achieve the cluster's objectives.
	+ Establishment of a secure data-sharing framework to enhance IT interoperability and Logistics 4.0 services.
	+ Facilitation of cooperation between the sector, technology providers, and research institutions for innovation and skills development.
	+ Identification of key milestones, priority actions, and financial needs for the cluster's development.
	+ Preparation of a comprehensive report describing the Action Plan, including necessary activities, deadlines, and strategies to achieve the cluster's goals.

**WP2: Development and Testing of Smart Solutions for the Logistics Sector**

* **Activity 2.1 - Creation and Operation of the "Adrion Macro-regional Logistics Cluster"**
**Deliverable:** A report summarizing all activities required to create the "Adrion Macro-regional Logistics Cluster" and the initial partnership agreement document.

**Deliverable 2:** A report summarizing the activities necessary for signing the "Adrion Macro-regional Logistics Cluster" and the feedback and results achieved during its initial months of operation.

**Tasks:**

* + Consultation with local stakeholders through project partners to present and refine the concept of the "Adrion Macro-regional Logistics Cluster."
	+ Establishment of the initial list of members, objectives, strategy, and priorities for the cluster.
	+ Development of communication activities to engage the target audience in line with the established communication objectives.
	+ Presentation of a draft statute for the cluster members and its finalization during the Kick-off Assembly organized by other project partners.
	+ Organization of two Annual General Assemblies, led by the lead partner and others, to monitor, evaluate, and report on the cluster’s progress and results, including electronic platforms and sustainable applications combined with international project meetings to reduce costs.
	+ Development of local support hubs for the cluster.
	+ Contribution to coordinating activities as per the lead partner's guidelines.
* **Activity 2.2 - Developed Platform for Electronic Networking and Business Support**

**Deliverable:** An accessible platform offering services for networking and business support related to advancements and solutions in smart and digital logistics, as well as best practices.

**Tasks:**

* + Contribution to content creation and implementation of the platform developed by other partners.
	+ Updating the platform with new tools reflecting the progress of pilot activities.
	+ Integration of logistics information and specialized services, including ICT solutions for logistics and transport, robotic systems, IoT, AR/VR solutions, and more.
* **Activity 2.3 - Collaborative Development of Smart and Environmentally Friendly Applications and Services**

**Deliverable:** An integrated smart open application within the D2.2.1 platform matching supply and demand for storage services according to different specifications (size, quality, time, etc.), including environmental performance.

**Deliverable:** A smart open application integrated into the D2.2.1 platform solving the problem of vehicle routing for SMEs unable to afford expensive fleet management software.

**Tasks:**

* + Creation of "Storage and Logistics Centers" Cloud platform, a specialized search platform linking supply and demand for storage, combining storage infrastructure in the Adrion region to optimize usage, reduce costs, improve logistics operations, and minimize environmental impact by promoting cooperation with eco-efficient centers.
	+ Development of an "Optimal Route Planner" to support transport and logistics companies in planning routes based on vehicle capacities, delivery schedules, fuel consumption, and eco-friendly routes, thereby reducing environmental footprints, optimizing delivery time, and enhancing overall system efficiency.
	+ Analysis of national and international experiences in digital platforms for storage and logistics, route planners, and relevant legal frameworks.
	+ Analysis of national and international legislation in the field of logistics warehouse infrastructure and green transport.
	+ Methodology design for application development.

**WP3: Transfer of Developed Smart Solutions to the Logistics Sector**

* **Activity 3.1 - Events for Capacity Building and Mutual Learning**

**Deliverable:** A report, including four electronic brochures on mutual learning results for four specific topics (clustering, smart logistics solutions, green supply chains, and digital transformation).
**Tasks:**

* + Contribution to enhancing the capacity of national/regional/local authorities through mutual learning activities on topics such as clustering, smart logistics solutions, green supply chains, digital transformation, and agrologistics.
	+ Preparation of relevant training materials in the form of electronic brochures to train logistics staff (focusing on minorities, youth, and women), etc.

**3. Timeline:**

* Contribution to Activity 1.2: November 2024 – February 2025
* Contribution to Activity 1.4: March 2025 – August 2025
* Contribution to Activities 2.1, 2.2, 2.3: September 2025 – February 2026
* Contribution to Activities 2.1, 2.2, 2.3, 3.1: March 2026 – August 2026
* Contribution to Activities 2.1, 2.2, 2.3, 3.1: September 2026 – February 2027

**4. Required Qualifications:**

* A degree in logistics, supply chain management, economics, policy development, or a related field.
* Proven experience in the development and analysis of clusters, particularly in the logistics sector or related industries.
* Knowledge of EU frameworks and relevant projects, such as ADRIPASS and MultiAPPRO.
* Expertise in leading workshops and synthesizing contributions from multiple partners.
* Excellent analytical skills, report writing, and communication skills in English.
* Strong project coordination and management abilities.
* Ability to work in intercultural environments and collaborate with international partners.

**5. Evaluation Criteria:**

The evaluation will consist of:

* Technical evaluation (80%)
	+ Relevant experience and qualifications (30%)
	+ Proposed methodology and approach (50%)
* Financial offer (20%)

The offers must be submitted by the deadline of 25.10.2024. The winning offer will be selected based on the evaluation points according to the criteria below:

**The evaluation criteria for relevant experience and qualifications shall be further broken as follows:**

* Degree in logistics, supply chain management, economics, policy development, or a related field: 25 points
* Proven experience in the development and analysis of clusters, particularly in the logistics sector or related industries: 25 points
* Knowledge of EU frameworks and relevant projects, such as ADRIPASS and MultiAPPRO: 20 points
* Expertise in leading workshops and synthesizing contributions from multiple partners: 10 points
* Proven skills of multicultural teamwork & international collaboration: 10 points
* Excellent analytical skills, report writing, and communication skills in English: 10 points.

**Whereas the evaluation of proposed methodology and approach will be further broken down into:**

* Rationale: 30 points
* Strategy: 40 points
* Communication and collaboration: 10 points
* Activity planning: 20 points

**6. Application Procedure:**

Interested experts are invited to submit:

1. Technical offer:
	1. CV highlighting relevant expertise and experience
	2. Tender submission form
	3. Proposed methodology and approach for the task (maximum 2 pages).
2. Financial offer.

*Please, for more details refer to the application dossier, Instructions to tenderers.*

**7. Application Deadline:**

Interested applications must be submitted by **25 October 2024, 16:00** at the address below:

**CENTER FOR COMPETITIVE SKILLS**
Address: “Shyqyri Bërxolli” Street, Aurora Building, 7th Floor, Tirana, Albania

Please specify “Application for Expert on Smart and Sustainable Cluster Models in the Logistics Sector - INTERCLUSTER” on the application envelope.

Only applications received by the deadline will be considered.