

Country Mapping reports for Montenegro and for Poland with a view to identify potential for extension of existing Cultural Routes of the Council of Europe as well as emerging themes for new cultural routes

Deadline to submit the reports: 1 December 2020.

The EPA Secretariat is currently seeking two independent experts, one expert for Montenegro, one expert for Poland, to conduct Country Mapping reports on the Cultural Routes of the Council of Europe programme at national level.

The reports for EPA member States and Cultural Routes managers will have a view to further develop the Cultural Routes of the Council of Europe programme in Montenegro and in Poland.

The geographical scope of the study shall be that of Montenegro and that of Poland. The reports will be prepared in close consultation with the Ministry of Culture of Montenegro and with the Ministry of Culture of Poland. Experts will be selected according to their proficiency in the national language, scientific research in the fields of culture, heritage and tourism within the geographical scope of the study. Knowledge of the country concerned and of the Cultural Routes of the Council of Europe programme will be considered an asset.

The studies should have a length of at least 270.000 characters (approximately 80 pages) excluding the annexes. All reference documents mentioned in the studies (e.g. resolutions, declarations, other) should be provided in the annexes. Each study will have to be accompanied by a field visit to be prepared in coordination with the National authorities (EPA Representatives).

The chapters listed below should provide a structure of the studies and of its contents. The expert/s will have the opportunity to add to this list, in concertation with the Representative of the EPA Member State:

1. Executive Summary including a short summary for the EPA member State in question and a short summary for certified Cultural Routes of the Council of Europe and candidate networks;
2. Framing and context of the report
3. National Heritage Policies and Legislations
4. International/European heritage labels and initiatives in Montenegro or in Poland
5. SWOT Analysis of the potential of the Cultural Routes of the Council of Europe programme in Montenegro or in Poland
6. Inventory of Cultural Routes related activities at national level
7. Potential for new Cultural Routes initiatives emerging at national level
8. Review of national financing instruments
9. Field mission report and analysis
10. Recommendations

11. Conclusions
12. References, Abbreviations and glossary
13. Annexes

The Provider should aim to prepare a study that is:

- Clear, well phrased, well presented, well referenced;
- Provide concrete examples/best practices from EPA member States and certified Cultural Routes;
- Use supporting literature from the Council of Europe, trusted scientific sources or other international organisations
- Use supporting information from Cultural Routes of the Council of Europe's network members and their activities in the country (Montenegro/Poland)
- Cover the entire geographical scope of the study (Montenegro / Poland);
- Present detailed, clear and easy to implement recommendations and conclusions for the EPA member State as well as for the Cultural Routes and for emerging projects at national level.

The Provider will be requested to regularly update the EPA Secretariat on the progress of the research and writing of the report. Online meetings will be organised at the start of the research for validation by the EPA Secretariat of the table of content of the report, at mid-term for an overall assessment, and prior to the final submission for final review and adjustments to the text. Feedback provided by the Secretariat will have to be taken into account by the Provider. Where appropriate, the expert will be recommended to include best practices promoting the Cultural Routes of the Council of Europe programme.

The EPA Secretariat will provide supporting contacts and available data the Provider may need.

The layout for publication of the study is not included in this contract. The Provider will be requested to submit the final report in a Word document (.docx) including all annexes. The document will have to be clearly presented: a single font overall such as Tahoma or Arial, 1,5-line spacing, numbered pages, table of content and table of annexes, if relevant table of images/graphs, bibliography, table of abbreviations and glossary, spell-checked throughout.

The report shall be prepared in English or French. Should quotes or other text in another language than the main language of the report be inserted within the study, these will have to be translated in a footnote at the bottom of the page where the quote is found.

The final report will be published on the Cultural Routes of the Council of Europe's website (www.coe.int/routes) and distributed to EPA member States and certified Cultural Routes of the Council of Europe.