



Terms of Reference (ToRs)

Position Title: Junior Heritage Internal

Project Title: “Epidamn Heritage: Bridging the Past and Present”

Reference Number: ALB/EC/22644/CFP 05-2024

Funding Source: “Recraft the Past, Build up the Future III”, under the EU4Culture programme, financed by the European Union and implemented by UNOPS in partnership with the Ministry Economy, Culture and Innovation.

1. Project Background

Durres Active Center is implementing the project “Epidamn Heritage: Bridging the Past and Present” that seeks to revitalize the cultural heritage of Durres by fostering active community engagement and creating innovative educational tools. It aims to raise awareness among both locals and tourists about the significance of Durres' heritage through cultural events that highlight iconic sites like the Venetian Tower and Hamam. Additionally, the project strives to involve local artists and cultural practitioners by providing short-term employment opportunities, promoting sustainable tourism practices, and delivering educational initiatives.

2. Objective of the Position

The Junior Heritage Internal will play a key role in supporting the implementation of project activities. The position focuses on assisting in heritage assessment, capacity-building initiatives, and monitoring project progress. The coordinator will ensure smooth execution of the project’s key outputs while fostering stakeholder engagement and ensuring adherence to ethical and cultural standards.

3. Key Responsibilities

Old Door Assessment and Study

- **Support Key Researcher:** Assist in assessing the Old Door Trail, facilitating engagement with schools, students, and tour agencies. (3 working days)
- **Continued Support:** Facilitate engagement with stakeholders and ensure effective communication throughout the assessment process. (3 working days)



Facilitation of Training Activities

- **Event Management:** Handle space preparation, assist in setting the agenda, and provide on-site support during Open Days workshops to ensure smooth operation. (3 working days)
- **Capacity Building:** Assist the Key Researcher in developing tools and methodologies, such as the board game for capacity building. Provide logistical and creative support for research and art-related activities. (3 working days)

Support for Capacity Building

- Assist the Key Researcher in developing tools and methodologies to foster community engagement and creative learning. Provide logistical and creative support for research-related activities. (2 working days)

Evaluation and Monitoring

- **Participant Evaluation:** Oversee participant evaluation, monitor agendas, and ensure clear communication and safe conditions during on-site and off-site workshops. Provide event reports. (2 working days)
- **Follow-Up:** Conduct a final round of participant evaluation and generate reports summarizing the outcomes of workshops and project activities. (2 working days)

4. Duration and Period of Engagement

- **Project Duration:** 11 months
- **Number of Work Days:** The Junior Heritage Internal is expected to complete a total of 18 work days over the project period.

5. Required Qualifications

- Bachelor's degree in Cultural Heritage, Archaeology, History, or a related field.
- Minimum one year experience on organizations, community, cultural areas.
- Proven ability to work with diverse stakeholders, including schools, tour agencies, and community groups.
- Strong organizational and logistical skills for event management and capacity-building activities.
- Excellent verbal and written communication skills in English and Albanian.
- Ability to work collaboratively in an interdisciplinary team environment.
- Demonstrated knowledge of ethical standards in cultural heritage and community engagement.



6. Ethical Considerations

The Junior Heritage Internal must adhere to Durres Active Center ethical standards, which include:

- Respect for local communities and cultural sensitivities.
- Commitment to gender equality and social inclusion.
- Adherence to Prevention of Sexual Exploitation and Abuse (PSEA) policies.

Application Deadline: 20.01.2025

To Apply: Interested candidates should submit their CV to durresiaktiv@gmail.com.