

## **Terms of Reference for the preparation of the *Nexus Assessment in South East Europe***

In the framework of the Projects:

- “Water-Food-Energy-Environment Nexus Policy Dialogue Process in South East Europe” supported by the German Environment Protection Agency
- “Promoting the Sustainable Management of Natural Resources in Southeastern Europe, through the use of the Nexus approach” supported by the Austrian Development Agency
- “International Waters: Learning Exchange and Resource Network, Activity 2.3: Supporting Regional Cooperation on Shared Water Resources through Dialogue” supported by the Global Environment Facility

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## Background

### Natural resources management in SEE area and the Nexus approach

Despite efforts over the past decades, and though several advancements have been achieved, integrated natural resources management remains a substantial challenge in South East Europe (SEE). Unsustainable management of natural resources has been affecting directly and indirectly economic growth, human prosperity as well as the environment and ecosystems.

Increased cooperation for the management of shared natural resources in SEE, such as water, is an element of paramount importance for sustainable economic growth and human welfare; the reason is that 90% of the area of SEE falls within shared basins. Currently, effective cooperation for the management of shared waters is present in a number of areas of SEE but, overall, it remains limited.

The Water-Energy-Food-Ecosystems Nexus (Nexus) approach has been introduced in the natural resources management agenda to facilitate the enhancement of water, energy and food security, while preserving ecosystems and their functions, and increasing climate resilience, by reducing trade-offs, shifting towards more sustainable consumption patterns and improving demand management, building synergies and improving governance across sectors. A Nexus approach supports the transition to a Green Economy, which aims, among others, at resource use efficiency, greater policy coherence including towards GHG emission reductions and adaptation resilience.

### The SEE 2020 Strategy and the Nexus Policy Dialogue Process

The development of the regional growth strategy entitled “SEE 2020 – Jobs and Prosperity in European Perspective” was coordinated by the Regional Cooperation Council (RCC) Secretariat. Participating economies are these of Albania, Bosnia and Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, Kosovo, Montenegro and Serbia. The Ministers in charge of the SEE 2020 economies endorsed the Strategy in Sarajevo in November 2013, entrusting the RCC with a role of coordinating and monitoring its implementation.

The SEE 2020 comprises of 5 main growth pillars as well as a number of policy dimensions under each pillar. Environment is one of the four Dimensions of the Sustainable Growth Pillar of the SEE 2020 Strategy. The Dimension is being coordinated by REC, GWP-Med and the Standing Working Group. GWP-Med is responsible for the coordination of activities related to the Nexus approach, water resources management, and transboundary water resources management. The SEE2020 economies participate in the coordination of the implementation of the Dimension Environment through the Working Group on Environment (WGE) which operates under the auspices of the RCC. The WGE convenes at least once a year at senior expert level and, when possible and necessary, at the ministerial level.

Advancing the Nexus approach in SEE is one of the key strategic actions of the Dimension Environment of the SEE 2020 Strategy that includes two related objectives:

- a) *“to identify steps and measures necessary for advancing the Water, Energy and Food nexus approach at national and trans-boundary levels and investigate opportunities of launching a political process under the RCC for the enhancement of cooperation in the SEE in the field of TWM”;*
- b) *“to develop and put in place measures necessary for commencement of the Regional Integral Water Management Framework Agreement (RIWFA) implementation”.*

## The 'Petersberg Phase II / Athens Declaration Process'

The 'Petersberg Process' was initiated in 1998 and its on-going Phase II aims to provide support for translating into action the current developments and opportunities for future cooperation on transboundary river, lake and groundwater management in South East Europe. It is supported by the German Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB) and the World Bank.

The 'Athens Declaration' Process concerning Shared Water, Shared Future and Shared Knowledge was launched in 2003 at the Vouliagmeni International Conference (as part of the activities of the Greek Presidency of the European Union) with the primary aim to assist development of Integrated Water Resources Management Plans and related actions in SEE; it is jointly supported by the Hellenic Ministry of Foreign Affairs and the World Bank.

Since 2005, the 'Petersberg Phase II Process' works in synergy with the 'Athens Declaration Process' under the joint Petersberg Phase II / Athens Declaration Process (Process) to facilitate the enhancement of cooperation in transboundary basins in the SEE region. The Process is also strategically linked to the Global Environment Facility International Waters: Learning Exchange and Resources Network (IWLEARN) on capacity building and sharing of experiences.

GWP-Med provides administrative support and is the technical facilitator of related activities under the Process.

## A. Specific framework for the development of the study

The Nexus Assessment in South East Europe is prepared in the framework of the following projects:

1. *“Water-Food-Energy-Environment Nexus Policy Dialogue Process in South East Europe”* funded through the Advisory Assistance Programme of the German Environment Agency in cooperation with the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety.  
The project aims to enhance integrated management of natural resources and transboundary cooperation towards sustainable development in the SEE2020 region, fostering the introduction of the Water, Energy, Food and Ecosystems Nexus approach and catalysing action for its adoption and implementation at the national and transboundary basin levels.
2. *GEF IW:LEARN Activity 2.3: Supporting Regional Cooperation on Shared Water Resources through Dialogue*  
The activity features a set of International Roundtables and Capacity Building activities in the South East Europe area introducing elements that came out as priorities under the IW:LEARN3 such as the Water-Food-Energy-Ecosystem Nexus. The activity envisages to result in strengthened capacities for transboundary cooperation on shared water systems in the region, as well as improved regional cooperation on key shared issues, such as sustainable hydropower.
3. *“Promoting the Sustainable Management of Natural Resources in Southeastern Europe, through the use of the Nexus approach”* funded by the Austrian Development Agency.  
The project aims to introduce the Nexus approach to the ministries responsible for and the stakeholders related to the nexus sectors, facilitate action for its adoption and identify those interventions that will enable water, food, and energy security on the ground without jeopardising the well-being of the ecosystems, at regional, transboundary and national levels.

*Additional information regarding these projects is available upon request.*

## B. Purpose of the assignment

The Nexus Policy Dialogues in SEE is a key “instrument” used to enable the achievement of the aims and objectives of the processes and projects mentioned above (see “Background” and “A. Specific framework for the development of the study” sections).

In this framework, the main objectives of the Nexus Policy Dialogues are:

- Supporting the discussion for the preparation of a regional water, food, energy, environment Nexus Strategy/Roadmap under the SEE2020, describing steps and actions for the introduction of Nexus approach considerations in the basin/aquifer management frameworks at national and transboundary levels as means towards sustainable management of water, land, energy and environment.
- Facilitation of the discussions among the SEE2020 economies for the possibility of a Regional Integral Water Management Framework Agreement (RIWMFA) comprising among others of regional means and tools to assist in addressing challenges related to transboundary water resources management (TWRM).
- Fostering cross-fertilisation of institutions and practitioners at regional and national levels.

The Nexus Policy Dialogues will be structured around two lines/levels of consultation meetings:

- Regional Roundtables<sup>1</sup>
- SEE 2020 Nexus Group meetings<sup>2</sup>

The **Nexus Assessment in South East Europe** (henceforth the *Study*) will be used as the conceptual and technical background to support and inform the Nexus Policy Dialogue process, as well as the activities of the Projects described under section “A. Specific framework for the development of the study”. In other words, the study will feed in the discussions and constitute the background documents of the Nexus Policy Dialogues meetings.

The **specific objectives of the Study** are the following:

- Identification -in each country and in the SEE2020 region- of the level of integration of management of natural resources related to Nexus (i.e. water, energy, land and environment).
- Identification -in each country and in the SEE2020 region- of interlinkages and potential benefits, trade-offs and conflicts among Nexus sectors (water, energy, food and environment).
- Brief assessment of the level and status of cooperation for the management of transboundary basins in the SEE2020 region.

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<sup>1</sup> *Regional Roundtables*: Three annual Regional Roundtables (2 days in duration each, targeting 50-70 participants) will be organized focusing on the Nexus approach and its usage towards sustainable natural resources management and sustainable growth as well as the improvement of management of transboundary basins/aquifers. The Roundtables will form a sequence -in terms of content- of events addressing emerging conceptual and policy issues and touching upon management and decision support instruments.

<sup>2</sup> *SEE 2020 Nexus Group meetings*: The SEE 2020 Nexus Group will aim to convene the representatives of Ministries from SEE countries responsible for water, agriculture, energy, environment and climate change. The meetings will be organized back to back with the Regional Roundtables. The Meetings will discuss/decide upon: (i) The preparation of a regional SEE water, food, energy, environment Nexus strategy/roadmap incorporating climate change considerations, describing steps and actions for the introduction of Nexus approach considerations in the basin/aquifer management frameworks as means towards sustainable management of water, land, energy and environment and meeting climate change objectives. (ii) Countries and basins where pilot Nexus dialogues will be organized and Nexus Assessments will be conducted.

## C. Approach of work and description of tasks

The development of the Study will be done in four stages:

- (i) Organization of work;
- (ii) Collection of information and data;
- (iii) Development of draft country reports;
- (iv) Development of the Study.

An **International Consultant** will have overall responsibility for the development of the Study and the coordination of work of the national experts that will be part of the Regional Environmental Center for Central and Eastern Europe (REC) (see below). The present document details the work of the International Consultant.

The REC team of national experts will be responsible for steps (ii) and (iii) i.e. for the collection of information and data and the development of the Country Reports under the coordination of an International Consultant. The description of the work to be undertaken by the REC team is given in Annex II. Terms of Reference for the REC; this should enable the International Consultant understanding its responsibilities and the way that will interact with the REC team.

In more detail:

### Description of tasks

#### ***(i) Organization of work***

The International Consultant will organize the work to be carried out; in this regard, she/he will prepare the following:

1. Work plan;  
This will include a timeline of activities and steps necessary for the preparation of the Study. The work plan will be prepared, commented by REC and agreed with GWP-Med. It shall guide the work of the team.
2. Annotated Table of Contents (Annotated ToC) of the Study;  
The Annotated ToC should be based on the suggested structure and contents of the study presented in Annex I. It should be prepared along with the draft Work Plan, agreed with GWP-Med and be used also to guide the work of REC that will prepare the Country Reports.

#### ***(ii) Collection of information and data***

The International Consultant will plan and coordinate the work to be done under this stage. In this regard, she/he shall prepare the following:

1. List of necessary information and data to be collected. The list should derive from the annotated ToC prepared under stage *(i) Organization of work* described above.
2. Questionnaires to be used for the collection of information and data by REC.
3. Template to store and report the data collected. The Template should be in Excel and should enable data and information to be stored in a structured way (per topics, chapters etc.).

The Means listed above (1-3) will enable REC to collect information and datasets necessary for the needs of this assignment, using the same format for each country thus, enabling comparison among countries.

The above should be submitted and agreed with GWP-Med prior to their use.

The International Consultant shall guide REC about the type of institutions and organizations that should be approached for the collection of the appropriate information and data. She/he shall review the respective list to be prepared by REC for each country.

***(iii) Development of draft country reports;***

The International Consultant will:

1. Prepare the annotated table of contents for the preparation of the country reports as part of the Annotated Table of Contents of the Study.
2. Prepare a Methodology for the assessment of information and data collected, for the purposes of the Study to be used by REC; this should be discussed and agreed upon with GWP-Med.
3. Guide as necessary the work of REC for the development of the draft country reports.
4. Review and comment the draft country reports.

***(iv) Development of the Study***

The International Consultant will develop the draft Study, as per the agreed with GWP-Med Annotated ToC (see related point above), by:

1. Using and building on the information contained in the Country Reports prepared by REC.
2. Further processing, analysing, synthesizing and presenting as appropriate collected information and data.

The draft Study will be submitted to GWP-Med and possibly the Nexus related Ministries of the SEE2020 economies for review. Input that will be provided shall be used by the International Consultant for the preparation of an advanced draft.

The advanced draft will be presented in an Annual Regional Nexus Roundtable and Nexus Ministries' Meeting; eventual comments will be used by the International Consultant for the preparation of the final draft.

**Schedule of Activities and Milestones**

<b>Task</b>	<b>Deliverables</b>	<b>Deadline</b>
<b>Task 1. Organization of work</b>	<ul style="list-style-type: none"> <li>• Final work plan;</li> <li>• Final annotated Table of Contents (Annotated ToC) of the Study.</li> </ul>	Three weeks after the signing of the contract
<b>Task 2: Collection of information and data</b>	<ul style="list-style-type: none"> <li>• List of necessary information and data to be collected;</li> <li>• Questionnaires;</li> <li>• Template for storing and reporting of data.</li> </ul>	Five weeks after the signing of the contract
<b>Task 3: Development of Country Reports</b>	<ul style="list-style-type: none"> <li>• Annotated table of contents for the country reports &amp; Methodology for the assessment of information and data collected</li> <li>• Comments guiding the preparation of country reports.</li> </ul>	<p>Five weeks after the signing of the contract (incorporating comments from the Project Manager)</p> <p>Two weeks after receiving the draft country reports</p>



<b>Task 4: Preparation of the Nexus Study</b>	<ul style="list-style-type: none"> <li>Advanced draft Study</li> </ul>	Six weeks after receiving the final country reports
	<ul style="list-style-type: none"> <li>Final Study</li> </ul>	Four weeks after receiving final comments from the Project Manager

### Contract Price

1. The maximum available budget for this contract is 30.000 €, including VAT.
2. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service.

### Duration of the Contract

The overall duration of the contract will be maximum 9 months.

### Location and Language of the Assignment

The location of the assignment will be a place of the Consultant's choice since his/her physical presence is not necessary for any activities. Travel in South East Europe is expected for the purposes of the Study. The language for all documents and reports as well as for all communication is English.

### Schedule of Payment

1. An advance payment of 30% of the offered price is planned upon contract signature with the selected bidder.
2. All other payments shall be upon reception and acceptance/verification of the deliverables, as laid out in the table below.

Deliverable	Verification	Payment	Scheduled
Contract signing		Tranche 1 - Advance payment (30%)	June 2017
List of necessary information and data to be collected Questionnaires Template for storing and reporting of data Annotated table of contents for the country reports Methodology for the assessment of information and data collected Comments on the draft country reports	Accepted by Project Manager	Tranche 2 (15%)	September 2017
Advanced draft Study	Accepted by Project Manager	Tranche 3 (15%)	November 2017
Final Study		Final Payment (40%)	December 2017

## Qualification Requirements

### **a. Education**

A university degree in political or economic sciences, or water management, or environmental management, or energy, or equivalent is required. Multi-disciplinary qualifications are an asset.

### **b. Work Experience**

The Consultant is required to have:

- Minimum 7 years of professional experience related to management or governance of natural resources. Experience related to water resources and/or energy and/or agriculture and/or ecosystems will be appreciated.
- Experience on elaboration of related assessments at regional and national levels.

### **c. Key Competencies**

The Consultant is required to have the following competencies and skills:

- Excellent written and spoken English.
- Excellent communication and presentation skills.

## Annex I. Structure and Content of the Study

The study will consist of 4 Chapters and an Annex:

- Executive Summary
- 1. Introduction
- 2. Regional-SEE2020 Nexus Assessment
- 3. Nexus Assessment in SEE2020 economies
- Annex

The Regional Nexus Assessment and the Nexus assessment in SEE2020 economies (2 and 3 respectively above) should have the same structure.

The Nexus related sectors to be analysed in the nexus assessment are the following (from this point forward referred to as “fields/sectors of focus”):

- Energy (most importantly hydropower);
- Water resources;
- Agriculture and use of land resources;
- Ecosystems and environment;

The following topics are directly linked to the sectors listed above and should be taken into consideration in the analysis to be made:

- Economic development
- Infrastructure and natural infrastructure
- Climate change policies and forecasts

More details are provided below.

### Executive Summary

This chapter will summarize the main findings of the study. Its structure should be aligned with the structure of chapters 2 and 3.

### 1. Introduction

The Introduction is expected to provide the following information in relation to the study: the background; an overview of the steps for its development; the structure; the purpose and; the regional context.

#### 1.1 Background

*This will be prepared by GWP-Med*

#### 1.2 Purpose of the study – Context

This sub-chapter should briefly explain the purpose of the study, what this elaborates on and how the study should be read. It should also provide brief information about the situation in the SEE2020 area in terms of development, socio-economics and natural resources management. The latter should provide a general picture of the situation in the SEE2020 area that will assist the reader putting the findings of the Study in context.

### 1.3 Methodology for the development of the study

This sub-chapter should briefly explain the:

- a) Approach taken and steps followed for the development of the Study;
- b) Sources of information and data used

## **2. Regional-SEE2020 Nexus Assessment**

This chapter will provide an overview as well as a regional aggregation and synthesis of the national findings from Chapter 3.

A suggested structure of the chapter is presented below.

### 2.1 Regional

This sub-chapter will:

- a) Provide an overview of the situation in the SEE2020 Region about the level of institutional and policy integration among the Nexus related fields/sectors of focus regarding the management of the Nexus resources. The information provided in detail in chapter 3 should be summarized here.
- b) Assess the interlinkages among the Nexus fields/sectors of focus in the SEE2020 Region and identify the current or potential tradeoffs and benefits to be shared among the Nexus fields/sectors of focus and countries. The assessment at the regional level will use related information presented in detail in chapter 3.

The assessment will focus at the:

- SEE2020 economies summarizing the respective findings under chapter 3
  - SEE2020 Transboundary level where the interlinkages (tradeoffs/benefits) among neighboring countries sharing transboundary basins will be viewed through the flows of water, energy and agricultural goods (trade).
  - SEE2020 Region level where the interlinkages (tradeoffs/benefits) at regional level will be viewed through the flows of water, energy and agricultural goods (trade).
- c) An overview of current Nexus-related initiatives at the regional level.

### 2.2 Nexus mapping in transboundary basins/aquifers in SEE2020

This sub-chapter will provide an overview of the situation with regard to cooperation for the sustainable management of the transboundary basins/aquifers in the SEE2020 Region as well as of the Nexus-related considerations at transboundary basin/aquifer level.

- a) State of cooperation in transboundary basins/ aquifers in SEE2020: Synopsis of the state of cooperation among countries for the management of each of the transboundary basins/aquifers as well as related challenges. The UNECE's Second Assessment of Transboundary Rivers, Lakes and Groundwaters (<http://www.unece.org/?id=26343>) should be used as basis and background.

- b) Overview and if possible assessment of Nexus related issues in the transboundary basins and aquifers.
- c) Synopsis of efforts -including international and donor-driven ones- to apply the Nexus Approach for the sustainable management of resources in transboundary basins/ aquifers in SEE2020.

### 2.3 Conclusions

The Conclusions will provide the summary of the main findings of the study. The chapter will review the main issues described in sub-chapters 2.1 and 2.2. It should at minimum indicate the following:

- a) Main issues resulting in the unsustainable management of the Nexus related resources and in hindering the introduction and implementation of the Nexus Approach in the SEE2020.
- b) Main interlinkages among the fields/sectors of focus in the SEE2020 regional level as well as at the SEE2020 economies level.
- c) Main existing and potential trade-offs and benefits among the fields/sectors of focus at the SEE2020 regional level as well as at the SEE2020 economies level.
- d) Potential solutions and suggestions for possible directions of synergic action to address trade-offs or make use of benefits that have been identified, for further detailed analysis.
- e) Entry points and needs for enhancing the existing cooperation processes in the SEE2020 Region to promote the sustainable management of transboundary resources with special focus on water.

## **3. Nexus Assessment in SEE2020 economies**

This Chapter will consist of eight (8) separate sub-chapters, one for each of the SEE2020 economies. The goal is to analyse, for each SEE2020 economy, the level of integration among the Nexus related fields/sectors regarding the management of the Nexus resources (water, energy, land, ecosystems). Each sub-chapter will include the following sections.

### 3.1 Key data and trends

For each field/sector of focus, presentation of key analytical data on the status, related trends, targets and commitments relating to the (i) use of natural resources (ii) across the borders with neighbouring countries supply (including imports & exports), demand and of flows of water, energy and -if possible- agricultural goods (trade).

### 3.2 Institutional setting

- a) Identification of the institutions having responsibilities in each economy in the fields/sectors of focus;
- b) Identification of potential overlaps of responsibilities.

### 3.3 Legislation

- a) Identification of the main acts of legislation in each economy related to each field/sector of focus and presentation of their main objectives;
- b) Identification of key cross-references, overlaps or potential conflicts among these acts of legislation (reference of one field/sector of focus to the other fields/sectors of focus). This

should result in an assessment of the level of integration in the legislation regarding each field/sector of focus.

### 3.4 Strategic documents

- a) Identification of the most important strategic documents (policy papers, strategies, action plans, communications etc.) in the fields/sectors of focus and presentation of:
  - Objective(s)
  - Key policies and measures envisaged as well as related targets set
- b) Identification of possible effects of these key policy and managerial measures to the fields/sectors of focus other than these for which they were prepared.
- c) Identification of key cross-references, overlaps or potential conflicts among the identified strategic documents (i.e. reference of each of energy, agriculture/land use, ecosystems in the water sector strategic documents; reference of each of water, agriculture/land use, ecosystems in the energy sector strategic documents; reference of each of water, energy, ecosystems in the agriculture/land use sector strategic documents; reference of each of water, energy, agriculture/land use, in the environment related strategic documents). Indicate possible positive or negative effect among the fields/sectors of focus (see possible combinations above) as an outcome of the provisions and cross-references or absence of cross-references in the related strategic documents.

The above should result in an assessment of the level of integration -in terms of strategic documents- regarding each field/sector of focus.

### 3.5 Nexus-related initiatives at economy level

- a) Identification of international and/or donor-driven initiatives and projects to introduce and implement the Nexus approach at the national and/or transboundary basin/aquifer levels.

### 3.6 Climate change adaptation

- a) Identification of adaptation-related strategies, policies and measures and responsible institutions.
- b) Assessment of how and to what extent the above are integrated or even compatible with the main strategic documents in the individual fields/sectors of focus.

### 3.7 Nexus-related overview of Transboundary basins/ aquifers

- a) List the transboundary basins/aquifers.
- b) Indicate the arrangements at the transboundary level for the management of the above, including legal (e.g. agreements with neighbouring countries) and institutional (e.g. management mechanisms).
- c) Identification of transboundary-level Nexus-related (involving any combination of the fields/sectors of focus) initiatives and projects, also indicating their major objectives and activities, donors, partners, duration of implementation, budget.
- d) Identification of transboundary-level Nexus-related (involving any combination of the fields/sectors of focus) studies, assessments etc., also indicating beneficiary institutions as well as those involved in their preparation.

The UNECE's Second Assessment of Transboundary Rivers, Lakes and Groundwaters (<http://www.unece.org/?id=26343>) should be used as basis and background.

### 3.8 Conclusions

This sub-chapter will present the interlinkages among the Nexus fields/sectors of focus and assess the situation to identify current or potential tradeoffs and benefits to be shared among the Nexus fields/sectors of focus.

#### **Annex: Nexus Trends**

The Trends about the Nexus fields/sectors in the SEE2020 Region should be given here. Tables may be used to summarize and compare the national findings on the status, related trends, targets and commitments regarding the (i) use of natural resources (ii) supply (including imports & exports), demand and flows.

## Annex II. Terms of Reference for the Regional Environmental Center for Central and Eastern Europe (REC)

### Description of tasks

REC will follow guidance provided by the International Consultant for conducting the work to be carried out through the different stages for the development of the Study. GWP-Med will oversee the process and intervene when necessary and appropriate.

#### ***(i) Organization of work***

The following means, developed by the International Consultant will be used by REC:

1. Work plan;  
This document shall guide the work for the preparation of the study; it will among others include a timeline of activities and steps necessary for the collection of information and data and the development of the Country Reports. REC will comment on the draft work plan to be prepared by the International Consultant.
2. Annotated Table of Contents (Annotated ToC) of the Study;  
The Annotated ToC, based on the suggested structure and contents of the study presented in Annex I. will guide the work of REC in terms of preparing the Country Reports.

#### ***(ii) Collection of information and data***

REC will use the following means developed by the International Consultant:

1. List of necessary information and data to be collected. The list should derive from the annotated ToC prepared under stage *(i) Organization of work* described herewith under section C.1. *The International Consultant, Description of tasks*.
2. Questionnaires to be used for the collection of information and data by REC.
3. Template (in the form of tables in an excel file) to store and report on the data collected.

REC will prepare a list of institutions and organizations that will be approached for the collection of information and data. The list should be communicated to and agreed with the International Consultant and GWP-Med.

REC will collect information and data in a consistent and timely manner under the supervision of the International Consultant.

All data and information collected will be stored using the Template and provided to the International Consultant and GWP-Med.

#### ***(iii) Development of Country Reports;***

REC will prepare the Country Reports by processing, analysing, synthesizing and presenting collected information, using the following means that will be prepared by the international Consultant:

1. Annotated table of contents for the preparation of the country reports.
2. Methodology for the assessment of information and data collected, for the purposes of the Study.

The Country Reports will be prepared by REC using the means described above, working closely with the International Consultant. The Draft Country reports should be provided for comments to the



International Consultant and input received should be incorporated to prepare the final Country Reports.

***(iv) Preparation of the Study***

The Study will be developed by the International Consultants that for this reason will:

1. Use the Country Reports prepared by REC.
2. Further process, analyse, synthesize collected information and data as necessary.

REC will review the draft Study to make sure that the information contained in there is precise. REC will go through the parts of the Study related to the countries for which they collected the information and prepared the reports.

**Schedule of Activities and Milestones**

<b>Task</b>	<b>Deliverables</b>	<b>Deadline</b>
<b>Task 1. Organization of work</b>	<ul style="list-style-type: none"> <li>• Comments on the draft work plan and deliverables under Task 2. 1, 2, 3 and Task 3. 1, 2</li> </ul>	One week after receiving the draft work plan
<b>Task 2: Collection of information and data</b>	<ul style="list-style-type: none"> <li>• Filled-in list of necessary information and data;</li> <li>• Filled-in questionnaires;</li> <li>• Filled-in reporting templates for all information and data collected.</li> </ul>	Four weeks after receiving the List, Questionnaires and Template (incorporating comments from the international consultant and the Project Manager)
<b>Task 3: Development of Country Reports</b>	<ul style="list-style-type: none"> <li>• Draft Country Reports</li> <li>• Final Country Reports</li> </ul>	<p>Four weeks after receiving the Annotated table of contents for the country reports &amp; Methodology for the assessment of information and data from the International Consultant</p> <p>Two weeks after receiving comments from the International Consultant and the Project Manager</p>
<b>Task 4: Preparation of the Nexus Study</b>	<ul style="list-style-type: none"> <li>• Comments on the part of the Advanced Draft Study related to the respective country</li> </ul>	Two weeks after receiving the respective part of the Advanced Draft Study

**Duration of the Contract**

The overall duration of the contract will be maximum 8 months.

**Location and Language of the Assignment**

The location of the assignment will be a place of REC’s choice since physical presence is not necessary for any activities. The language for all documents and reports as well as for all communication is English.