Terms of Reference

Development of a Project Document for an intervention on improving sediment management in the Drina River Basin

In the framework of the project

"Promoting the Sustainable Management of Natural Resources in South-eastern Europe, through the use of the Nexus approach"

funded by the Austrian Development Agency (ADA),

implemented by the Global Water Partnership-Mediterranean (GWP-Med)
in partnership with the United Nations Economic Commission for Europe (UNECE)

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1. Introduction & Background

The Water-Energy-Food-Ecosystems Nexus ("Nexus") approach has been introduced in the natural resources management agenda to enhance water, energy, and food security, while preserving ecosystems and their functions. The Nexus approach provides for an integrated and coordinated approach across sectors, with a view to reconciling potentially conflicting interests as they compete for the same scarce resources, while capturing existing opportunities and exploring emerging ones.

The Nexus approach is quite pertinent in South-East Europe (SEE), especially given the Region's rich water and forest resources, the high share of hydropower in the energy mix, the key role of agriculture and the many pristine natural areas, as well as the commitment of the Economies in the Region towards sustainable development and integrated management of natural resources.

The overall aim of the **SEE Nexus Project**[1] is to introduce the Nexus approach in and catalyse action for its adoption and implementation. With activities focusing on the transboundary basins of the Drin and Drina rivers and in Albania, the Project facilitates Nexus Dialogue Processes involving a broad range of stakeholders, and the development of technical Nexus Assessments exploring cross-sectoral interlinkages, while enabling conditions for financing actions to address issues of priority.

The Project's activities in the Drina basin follow up on previous related activities in the basin led by UNECE, including the (Phase I) Drina Nexus Assessment (2016-2017) and the Drina Nexus Follow-Up Project (2018-2019)[2]. Activities are guided by an ad-hoc Steering Committee, consisting of senior officials from Ministries and Agencies of the riparian countries (Montenegro, Bosnia and Herzegovina, Serbia) responsible for water resources management, energy policy and environmental protection. Activities are also coordinated with the International Sava River Basin Commission (ISRBC).

Aiming to maximise its usefulness for the beneficiaries and lead to tangible outputs, the SEE Nexus Project supports the preparation of full Project Documents for the implementation of solutions addressing Nexus-related issues/challenges with cross-sectoral benefits. The individual issues have been identified in consultation with key institutions and stakeholders in the respective areas of focus, and based on the findings of the Nexus Assessments as well as on key strategic policy documents and action programmes.

More information on the Project and its activities is available at https://gwp.org/seenexus

2. Objective of the Assignment

To prepare a full Project Document -as described in detail below- for an intervention on improving sediment management in the Drina River Basin, and to identify viable opportunities for its financing, thus assisting the implementation of the Sediment Management Plan for the Sava basin, with regard to its Drina sub-basin.

3. Background, scope and aims of the proposed Project

The Drina River is the largest tributary of the Sava River. The area of the Drina River Basin is 19,680 km^2 and is almost equally divided by three riparian countries, with 32% of the basin in the north of

[1] Funded by the Austrian Development Agency (ADA), implemented by GWP-Med in partnership with the UNECE

[2] More information available at: https://unece.org/environment-policy/water/areas-work-convention/water-food-energy-ecosystem-nexus

Montenegro, 36% of the basin in eastern Bosnia and Herzegovina, 31% in western Serbia, and less than 1% in Albania.

All kinds of sediment-related problems are present in this river basin, due to natural conditions and anthropological impact induced by the construction of many HPP reservoirs. Land erosion and torrents represent a significant pressure to the system often leading to significant and long-term damages, posing a threat to multiple sectors (agriculture, forestry, water management, hydropower production, transport, communications, etc.) as well as communal infrastructure and settlements.

Currently, no systematic or simultaneous system for measuring and monitoring sediment exists for the whole basin, which leads to very heterogeneous related databases.

As the Drina River Basin is part of the Sava River Basin, the countries cooperate through the International Sava River Basin Commission (ISRBC), which coordinates the implementation of the Framework Agreement on the Sava River Basin (FASRB). The Parties to the FASRB have signed a Protocol on Sediment Management[3] which entered into force in 2017. The overall aim of the Protocol is to regulate the procedures of mutual cooperation related to sustainable sediment management in the Sava River Basin, by respecting the natural processes and water regime, as well as quality and quantity conditions. Work has been ongoing on the development of an Outline of the Sediment Management Plan for the Sava basin, and it is expected to be disseminated in December 2021.

Under the "Drina Follow-up project" implemented by UNECE in 2018-19, the "Scoping study on erosion and sedimentation in the Drina river basin"[4] was prepared by the Jaroslav Cerni Water Institute with the aim to identify areas with a deficit and a surplus of sediment, produce an erosion map (using the methodologies currently used by the riparian countries), and propose zones for surveillance and priority actions.

The focus of the present project proposal has been identified in related discussions within the Drina Steering Committee and aims to assist the development and implementation of the Sediment Management Plan for the Sava basin, with regard to its Drina sub-basin.

The proposed intervention is also in line with the Objectives of the Strategic Action Programme for the Drina River Basin, which was developed under the West Balkans Drina River Basin Management (DRBM) Project, funded by the World Bank and GEF, and was agreed in 2020 by the water-related Ministries of the Drina riparian countries. More specifically:

- Priority area 2: Water quality management, developed within priority problems have two objectives that address sediment issue:
    - Objective 1: Establishment of monitoring program (referring to water status, hydrological / hydrogeological, qualitative and quantitative sediment management, biodiversity) which will be combined from national systems for management of the Drina River Basin by 2030 with a cross-border context
    - Objective 3: Developed and applied appropriate methods for rehabilitation of degraded hydromorphological sections of the river, more developed under its
        - Specific objective 3.2: Application of measures to increase sediment transport through reservoirs

The Project Document to be developed should describe in detail a Project that will include the following activities:

- Development of an erosion map for the Drina River Basin, building up on the potential map prepared under the "Scoping Study" mentioned above, now using a common methodology

[3] The Protocol is available via: https://www.savacommission.org/activities/water-management/sediment-management/580

[4] Available at https://unece.org/sites/default/files/2021-08/Drina%20erosion%20and%20sedimentation%20study%20FINAL%20REPORT.pdf

to be established in consultation with respective authorities and key stakeholders from the riparian countries;

- Identification of requirements for the establishment of a monitoring system in the Drina basin for suspended sediment as well as bed load monitoring, in particular in the HPP reservoirs. This should build on the related work done under the ISRBC in 2014-15 for the Sava basin[5].
- Identification of requirements for the establishment of a system for exchanging sediment-related data across sectors (e.g. HPPs, Water resources management, agriculture).
- Establishment and testing of a station for monitoring sediment quality and quantity, at a chosen location (to be identified in consultation with local stakeholders);
- Analysis of HPP`s reservoirs sedimentation based on a new simultaneous survey of four reservoirs in which the sedimentation process is pronounced (Potpeć, Višegrad, Bajina Bašta, Zvornik)
- Development of a Handbook on sediment management measures which can capture synergies between sediment management and water management, hydropower operations, agriculture, forestry, environmental protection, etc. This Handbook should be developed in accordance with the list of measures provided in the Outline of Sediment Management Plan for the Sava River Basin (available in December 2021), while also taking into account best international practices, considering e.g. the EU Common Implementation Strategy (CIS) guidance / best practice document on sediment management in the context of the WFD .
- Implementation in each of the riparian countries of at least one pilot action from the measures proposed in the Handbook. The identification of the locations for the pilot actions need to take into account Transboundary benefits and dimensions.
- Capacity building activities for staff of competent authorities and Institutions.
- Awareness raising across sectors and borders, promotion and exchange of good practices.

4. Methodology and tasks

For the preparation of the Project Document, the consultant is expected to perform the following tasks:

Task 1: Desk studies and identification of stakeholders – Inception Report

The consultant will:

a. identify and review all policy documents, strategies and action plans (from all riparian states in case of transboundary relevance) that are related to the issue to be addressed by the project proposal
b. identify and review the findings of all recent or ongoing programmes / projects focusing on similar topics in South-East Europe and beyond, highlighting the relevance for the Drina river basin.
c. identify all the key stakeholders and beneficiaries from all related sectors, at all levels (Regional, transboundary, national, local) that need to be engaged and/or consulted for the development of the Project Document, building up on and detailing the Stakeholders Analysis already developed under the SEE Nexus Project.
d. Identify key financing sources and instruments, including International Financing Institutions (IFIs), that could finance the proposed Project; explore their prerequisites in the context of an

[5] The report is available at: https://www.savacommission.org/towards-practical-guidance-for-sustainable-sediment-management-using-the-sava-river-basin-as-a-showcase-proposal-of-the-establishment-of-the-sediment-monitoring-system-for-the-sava-river-basin/534

application for financing and suggest potential restructuring or supplementary materials in the content and structure of the Project Document (Annex 1) in order to fully align it with the specific requirements of the financing source/instrument

The above will be captured in an **Inception Report** which will include among others:

- the information collected through the desk study
- a description of the approaches/methods to be followed for the development of the Project Document.
- list of stakeholders to be consulted and draft plan of consultations
- information gaps that were identified and suggestions to overcome them
- key relevant financing sources and instruments and suggestions to align the structure and content of the Project Document to align with their financing application requirements
- detailed work plan.

GWP-Med can assist in the identification of related policy documents, projects and/or stakeholders.

Task 2: Consultations and formulation of a concept note

The consultant is required to plan and conduct consultations (physical or virtual) with the key stakeholders identified under Task 1, with the aim to harvest and understand the needs and expectations of the stakeholders and beneficiaries related to the project proposal, so as these are reflected in the Project Document to be prepared.

Based on the outcomes of these consultations, as well as on the findings of the Desk study under Task 1, a **Concept Note** will be prepared outlining how the Project Document will address the **Project's aims and activities** mentioned in Section 3 "Background, scope and aims of the proposed Project" above. Reports of the consultations should be annexed to the Concept Note. The Concept Note will then be discussed with the beneficiaries, GWP-Med and the Secretariats of the ISRBC and the Water Convention. Once finalised, it will be the basis for the development of the full Project Document (see next task).

Travel costs associated to the missions will be covered by the consultant (to be included in financial offer) at no additional expenses to the contractor.

Task 3: Development of the full Project Document and of a Note on Potential financing and partnership mobilisation

Based on the results from Tasks 1 & 2, the consultant will develop a draft full Project Document. It should follow the required content and structure of the **Annotated Table of Contents for the Project Document (Annex 1 to the ToR).** It should also include as Annexes **the LogFrame, the Workplan and the Budget of the eventual Project.** Templates for these are available as **Annexes 2-4** to the present ToR. Note that following Task 1.d, the Annotated Table of Contents may be adapted as appropriate, subject to the potential involvement of an identified development/financing partner.

The draft Project Document will be submitted to the beneficiaries for comments. The final Project Document should address all comments received.

In parallel, the consultant will develop a **Note on Potential financing and partnership mobilisation**. In this Note, the consultant should:

i. identify the most relevant available sources and instruments of financing (public, blended and private) which could support the implementation of the Project

ii. propose viable partnerships with relevant technical and/or developmental institutions and organizations

For each of the key sources or instruments of financing identified under (i), the following information should at least be provided: Name/title, Structure, Objectives and Programmatic scope, geographic scope, selection criteria, Programme cycle, available budget, recent relevant projects financed in SEE, application procedure and requirements, identification of gaps in terms of eligibility and/or required documentation.

In the Note, reference should also made to relevant public-private partnerships (PPP) experience in the countries of focus, including on business support programmes.

5. Deliverables/Outputs

The deliverables/outputs of this assignment are:

1. **Inception report**, as described under Task 1 above
2. **Concept Note** as a result of the desk study & consultations, as described under Task 2 above, including as Annex the reports of the consultation meetings
3. **Draft full Project Document** as per the requirements described in Task 3 above, for commenting purposes
4. **Final version of the full Project Document** where comments are fully addressed
5. **Note on Potential financing and partnership mobilisation**, as described under Task 3 above.

6. Contract price, duration, schedule of deliverables and payments

The maximum fee for this assignment is **35,000 EUR**. 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, including VAT.

The overall duration of the contract will be for a maximum of **6 months** after contract signature.

An advance payment of 20% of the offered price will be made following the contract signature. All other payments will be made upon acceptance and verification of the related deliverables, as laid out in the table below.

Table: Schedule of deliverables and payments

Tasks	Deliverables	Deadline	Payment Schedule
1. Desk studies and identification of stakeholders – Inception Report	D1. Inception Report (See under "4. Methodology and tasks" for details)	1 month after contract signature	Tranche 1: 20%
2. Consultations and formulation of a concept note	D2. Concept Note, including reports of consultations (See under "4. Methodology and tasks" for details)	2 months after contract signature	Tranche 2: 30%
3. Development of the full Project Document and of a	D3. Draft Project Document	4 months after contract signature	Tranche 3: 50%

Note on Potential financing and partnership mobilisation	D4. Note on Potential financing and partnership mobilisation	4 months after contract signature	
	D5. Final Project Document	5 months after contract signature	

7. Selection Criteria (pass / fail)

Successful participant (Natural or Legal Person or Entity):

- Must have a record of minimum 3 projects over the last 10 years of comparable budget, nature and degree of complexity relevant to those required for this Contract.
- Their average annual turnover for the last two financial years must be at least equivalent to the maximum amount of this call.
- Must be enrolled in one of the official professional or trade register kept in their country of registration.
- The proposed Team Leader must have
    - University diploma (MSc or equivalent) in a field relevant to the Assignment (e.g. Water resources management, Natural resources management, Environmental management, Hydrology, Hydro engineering, Civil or Environmental engineering)
    - Excellent oral and written communication skills in English.

Failure to provide the minimum required criteria is considered ground for disqualification

8. Qualification and Experience

Participants in the call are required to have solid experience in developing and managing complex projects in the field related to the tasks described in the ToR. This needs to be demonstrated in the **Technical Offer** to be submitted as part of the application. A template for the Technical Offer form is available in the Call for Offers.

The Technical Offer Form consists of the following sections:

- Section 1: Expertise and work experience
- Section 2: Approach and Methodology

The required and desired qualifications are presented below. **Failure to provide the minimum required qualifications is considered ground for disqualification**. Qualifications additional to the minimum requested per category will receive additional score under the evaluation process as described in the section “Evaluation Process and Awarding Criterion”. In the case of a team of experts / company, the required qualifications apply only for the Team Leader, whereas the desired qualifications apply cumulatively.

<u>Work experience (Required):</u>

- Minimum 15 years of professional experience in the field of water resources management
- Minimum one assignment/project directly relevant to the management of sediment in river basins.

<u>Work experience (Desired):</u>

- Minimum 3 assignments/projects directly relevant to water resources management in transboundary river basins

- Minimum 1 assignment/project directly relevant to water resources management, implemented in Montenegro and/or Bosnia and Herzegovina and/or Serbia
- Knowledge of one of the languages spoken in the Drina basin.

9. Evaluation Process and Awarding Criterion

The Award criterion is the most economically advantageous tender on the basis of best price / quality ratio.

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under section "Qualification and Experience", as follows:

(1) Criterion	(2) Weighting (w)	(3) Points of criterion (c)	(4) Score = (2) x (3)
Section 1: Expertise and work experience	**75% total**		
Required			
2.1 Minimum 15 years of professional experience in the field of water resources management	10%		
2.2 Minimum one assignment/project directly relevant to the management of sediment in river basins.	30%		
Desired			
2.3 Minimum 3 assignments/projects directly relevant to water resources management in transboundary river basins	15%		
2.4 Minimum 1 assignment/project directly relevant to water resources management, implemented in Montenegro and/or Bosnia and Herzegovina and/or Serbia	15%		
2.5 Knowledge of one of the languages spoken in the Drina basin	5%		
Section 2: Approach and Methodology	**25% total**		
Approach to the requested Assignment: detailed description of the methodology how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the assignment, keeping in mind the appropriateness to local conditions.	20%		
Risks / Mitigation Measures: description of the potential risks for the implementation of this assignment that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.	5%		

Scoring for each evaluated section will be made as following:

Section 1 – Expertise and work experience: For Section 1 score starts at 100 points (when minimum requirements are met) and can reach 150 points depending on the description of the participant and the number of projects implemented in excess of those required as a minimum. (100p Base +10p for extra criteria over base up to 50 additional points)

Section 2 – Approach and Methodology: For Section 2, score starts at 100 points and can reach 150 points depending on the length, detail, depth, and structure of the information provided.

Each Section/evaluation criterion is evaluated autonomously. The final scoring of each evaluation criterion is the outcome of its scoring multiplied by the corresponding weighting factor. The overall score of the technical offer is the sum of the final scoring of all the Sections/evaluation criteria.

The overall score of the technical offer is calculated on the basis of the following formula:

Bi = w1 x c1 + w2 x c2 +……

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 80%, and the financial offer with 20%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

Λi = 0.8* (Bi/Bmax) + 0.2 * (Kmin/Ki).

Where:

- Bmax: the max score received by the best of the technical offers received
- Bi: the score of the technical offer
- Kmin: The cost of the financial offer with the minimum price offered.
- Ki: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ.

In case of equality of overall scores, the winning proposal is the one whose corresponding technical proposal received the highest rating.

10. Monitoring and Progress Controls

Mr. Tassos Krommydas, Senior Programme Officer at GWP-Med, will be providing oversight and guidance from the side of the Project Team. Coordination calls between the consultant and the Project Team will be held at least monthly, to monitor the progress with regard to the workplan submitted with the Inception Report.

Services will be rendered and will be considered completed upon approval of the deliverables by the Project Coordinator and the GWP-MED Executive Secretary Mr. Vangelis Constantianos.

11. Place of Performance

This assignment is home based with possible field missions for consultations. The tasks will be carried out from a place of the Consultant's preference.

12. Terms and Conditions

- *Language*

The language of the deliverables/outputs is English.

- *Data and information*

GWP-Med can assist in the identification of related policy documents, projects and/or stakeholders.

The consultant is responsible to collect all additional information and data necessary for the completion of this assignment. Missing information (from any side) would not be considered as eligible reason for not completing the tasks.

- *Submission of data, reports and other material produced*

All primary data, reports, and other documentation produced during this assignment shall be made available to the Project Team in electronic format. All data acquired, and products developed during the assignment will be in the ownership of the SEE Nexus Project and cannot be used by the Consultant and its team without prior written permission.

- *Cooperation requirements*

The Consultant is expected to work closely with the Project Team and the beneficiaries (visited during the field missions).

- *Review and quality assurance*

Review of the work carried out by the Consultant throughout the implementation of the assignment as well as review of the deliverables may be carried out by an independent external expert or expert team.

Review of the project final deliverables may be carried out by relevant experts or Expert Working Groups of the beneficiaries.

All relevant comments and suggestions made by the reviewer(s) will have to be taken into consideration by the Consultant and integrated in the final versions of the deliverables.

- *Public consultations / meetings*

The responsibility for organizing any required workshops or working meetings will be shared between the Consultant and the Project Team. The Consultant shall be responsible for: preparation of working material invitations, agenda, technical specifications etc. ensuring participation of the key team members as required, preparation of minutes etc. The Project Team will be responsible for: distributing the invitations and enabling participation.

13. Annexes

Annex 1 – Annotated Table of Contents of the Project Document

Annex 2 – LogFrame Matrix template (for the Project Document)

Annex 3 – Workplan template (for the Project Document)

Annex 4 – Budget template (for the Project Document)