Terms of Reference: Updating the Flood Risk Management Strategy and Plan for the Drin River Basin (White Drin Sub-Basin Component)

In the framework of:

GEF Drin II Project *"Implementing the Strategic Action Programme of the Drin Basin to Strengthen Transboundary Cooperation and Enable Integrated Natural Resources Management"*

The Coordinated Action for the implementation of the Memorandum of Understanding for the management of the Drin basin (Drin CORDA) is supported by the GEF Drin Project. The latter is implemented by the United Nations Development Programme (UNDP) and executed by the Global Water Partnership (GWP) through GWP-Mediterranean (GWP-Med), in cooperation with the United Nations Economic Commission for Europe (UNECE). GWP-Med serves as the Secretariat of the Drin Core Group, the multilateral body responsible for the implementation of the Memorandum of Understanding.

Disclaimer: The document adheres to the UN rules and policies regarding the names and international status of Riparian's and/or other geographical areas etc. The use of characterizations, names, maps or other geographical statements in this document in no way implies any political view or positions of the Parties which are executing and implementing the Project.

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1. Introduction and Background

The Drin Basin sits in the southwestern part of the Balkan Peninsula. It comprises the transboundary sub–basins of the Drin and Buna/Bojana Rivers and of the Prespa, Ohrid and Skadar/Shkoder Lakes. The Drin River is the "connecting body" of the "extended" Drin Basin, linking the lakes, wetlands, rivers and aquatic habitats in the coastal area as well as the marine habitats in the Adriatic Sea into a single, yet complex, ecosystem of major importance. The water bodies and their watersheds are spread in a geographical area that includes Albania, Greece, North Macedonia, Montenegro and Kosovo. With its important water resources this complex system provides a wealth of services to the Drin Riparians that share the basin: energy supply, recreation and tourism, fisheries, water supply for irrigation and domestic uses, sustenance of unique endemic biodiversity, and livelihoods. The basin is home to over 1.61 million people, living in over 1,450 settlements.

The Coordinated Action for the implementation of the Drin Memorandum of Understanding

The Drin Coordinated Action (Drin CORDA) was established in 2011 and was the result of a Drin basin level multi-stakeholder policy dialogue initiated in 2009, and preparatory technical and political engagement work initiated already in 2006. The Drin CORDA is the framework set by the Drin Riparians for the implementation of the Memorandum of Understanding for the Management of the Extended Transboundary Drin Basin (Drin MoU). The Drin MoU was signed by the Ministers responsible for the management of water resources and/or environment, and high-level representatives of the Riparians in Tirana, on 25 November 2011.

The objective of the MoU is to deliver the agreed shared vision, to "*promote joint action for the coordinated integrated management of the shared water resources in the Drin Basin, as a means to safeguard and restore to the extent possible the ecosystems and the services they provide, and to promote sustainable development across the Drin Basin*".

The Drin MoU provides the political framework for cooperation in the Drin Basin. Following the provisions of the Drin MoU an institutional structure was established. It includes:

- The Meeting of the Parties.
- The Drin Core Group (DCG). This body is given the mandate to coordinate actions for the implementation of the MoU.
- Four Expert Working Groups (EWG) to assist the DCG in its work.

The GEF Drin Project

The implementation of the Drin MoU has been supported - in addition to other transboundary and national level actions - by GEF financed projects the first of which ended in 2021. The GEF Drin I Project enabled the development and the endorsement - at Ministerial level - of a Drin Strategic Action Programme (Drin SAP; 24 April 2020) that reflects Riparian's ownership, leadership and alignment with their mid or long-term national and transboundary strategies.

A new GEF project entitled "Implementing the Strategic Action Programme of the Drin Basin to Strengthen Transboundary Cooperation and Enable Integrated Natural Resources Management" (GEF Drin II Project) will provide support until 2029 for the implementation of priority actions under the Drin SAP.

The GEF Drin II Project is structured around four components each one including outputs and activities designed to achieve an equivalent number of outcomes:

Outcome 1: *Sustainable and climate-resilient management of the Basin's resources enabled through development of technical and policy tools, and filling gaps in the understanding of the Drin Basin ecosystems functioning.*

Outcome 2: *Effective cooperation among Drin Riparians and socio-economic sectors succeeded through the establishment of a transboundary institutional arrangement and the development of critical transboundary policy instruments.*

Outcome 3: *SAP implementation is accelerated through regional, riparian and local solutions to address main causes of transboundary concern, promote sustainable water use and ensure ecosystem functioning and resilience.*

Outcome 4: *Long-term sustainability of achievements is enhanced through implementation of project mechanisms for stakeholder's participation, gender mainstreaming, dissemination, coordination and monitoring progress.*

Background

The GEF Drin II Project supports the sustainable and climate-resilient management of the Drin River Basin's water resources through strengthened transboundary cooperation, evidence-based planning, and enhanced institutional capacity. Project activities build on existing knowledge, maximize synergies, and ensure continuity with earlier regional initiatives to avoid duplication of efforts.

Under Project Output 2.4*, the focus is on advancing flood risk management (FRM) in the White Drin sub-basin, ensuring its full integration into the basin-wide Drin Flood Risk Management Plan (FRMP) and Flood Risk Management Strategy (FRMS).* The basin-wide FRMP and FRMS were developed under the project *"Integrated Climate-Resilient Transboundary Flood Risk Management in the Drin River Basin (2019–2024)"*, which produced the first coordinated framework for flood risk management across all Drin Riparian countries. These documents emphasize prevention, preparedness, recovery, and transboundary cooperation, fully aligned with the EU Floods Directive.

Over recent decades, the Drin Basin has been increasingly affected by extreme flood events. Existing national flood risk management frameworks lack a transboundary perspective, are not fully informed by climate risk analysis, and are rarely supported by comprehensive financial or institutional risk transfer mechanisms. The basin-wide FRMP was designed to

address these limitations through an integrated, participatory, and climate-informed approach.

The development of the Drin FRM Strategy and Plan followed a structured, multi-step process, including:

- Analysis of the causes and impacts of flooding in each sub-basin, identifying barriers and enablers affecting achievement of strategic objectives.
- Assessment of the institutional frameworks of the Riparian countries and identification of Areas of Mutual Concern (AMCs) for transboundary flood risk management.
- Development of a harmonized catalogue of FRM measures, consistent with the EU Floods Directive reporting guidance, covering all aspects of flood management: prevention, protection, preparedness, response, and recovery.
- Formulation of the Transboundary Flood Risk Management Strategy and Plan, integrating sectoral and spatial priorities across the basin.
- Identification of implementation enablers and constraints, including financing mechanisms, institutional capacity, adoption of the Water–Energy–Food–Ecosystems (WEFE) Nexus approach, and local community involvement.
- Organization of nine basin-wide consultation workshops involving more than 150 stakeholders, ensuring strong participation and integration of local, scientific, and institutional perspectives.

Although the White Drin sub-basin in Kosovo was not eligible for direct financial support under the 2019–2024 Drin FRM Project, relevant Kosovo-specific data were incorporated into the basin-wide analyses wherever available. Following completion of that project, the Drin Core Group (DCG) agreed that the full integration of Kosovo's flood risk data, institutional arrangements, and management priorities should be undertaken within the framework of the GEF Drin II Project, under Output 2.4.

This activity will ensure that Kosovo's flood risk management framework becomes fully integrated, technically coherent, and institutionally aligned with the transboundary Drin Basin FRM system—thereby enhancing climate resilience, regional cooperation, and sustainable water management across the basin.

The specific activities and expected deliverables under this assignment are outlined below.

2. Description of the Assignment

Overall Objective

To integrate the White Drin sub-basin Flood Risk Management Plan into the Drin Basin Flood Risk Management Plan and Strategy, while strengthening the transboundary flood risk management policy framework through an updated, climate-informed framework for measures and actions.

Scope of the Assignment

The geographic focus is the **White Drin sub-basin in Kosovo**, as part of the broader Drin Basin. The assignment will include:

- Consolidate and update all relevant flood risk data for the White Drin sub-basin
- Harmonize and prioritize Kosovo's FRM measures in line with the basin-wide strategy
- Engage key stakeholders to ensure inclusive and participatory planning
- Prepare a **draft updated FRMS and FRMP** integrating the White Drin sub-basin into the Drin Basin framework and
- Finalize and report on the updated strategy and plan, including datasets and recommendations for implementation

3. Tasks - Requested Services

Task 1: Background Review and Data Collection

This task aims to establish a comprehensive understanding of flood risk management (FRM) conditions, data availability, and institutional frameworks in Kosovo, with particular focus on the White Drin sub-basin. The findings will form the analytical foundation for the harmonization and prioritization of measures under subsequent tasks and ensure integration with the basin-wide Flood Risk Management Plan (FRMP) and Flood Risk Management Strategy (FRMS).

The Consultant shall:

1. Establish a comprehensive understanding of:
    - Existing FRM measures and policies at White Drin sub-basin
    - Kosovo-specific flood risk data, priorities, and challenges.
    - Institutional frameworks and key stakeholders engaged in FRM at national and local levels; and
    - Relevant EU Floods Directive provisions and transboundary coordination mechanisms applicable to the Drin River Basin.
2. Collect, validate, and update all relevant flood risk data for the White Drin sub-basin, ensuring full consistency and interoperability with the Drin basin-wide FRMP and FRMS. The Consultant shall:
    - Collect existing data and compile a dataset(s) on hydrology, precipitation, river flows, past flood events, drainage networks, critical infrastructure, and socio-economic exposure within the White Drin sub-basin. Data sources shall include publicly available datasets and institutional databases and should complement information collected under the Drin FRMP Project (2019–2024).
    - Validate and verify all collected data for completeness, reliability, and consistency with basin-wide datasets, identifying any gaps, overlaps, or inconsistencies.
    - Review national and municipal-level flood risk assessments, emergency response plans, and other relevant spatial and development planning documents pertaining to White Drin sub- basin.

    - Develop a harmonized and structured dataset for the White Drin sub-basin, aligned with the transboundary FRMP database.
    - Prepare a Data Update Report summarizing data sources, methodologies applied, validation results, identified gaps, and recommendations for improving data management and for adapting FRM measures.
3. Review the 2024 basin-wide FRMP, with particular focus on Kosovo's Areas of mutual Concern (AMCs KO-3 and KO-4), and assess consistency with recent data, studies, policies and flood-related investments supported by IFIs in Kosovo.
4. Assess transboundary flood impacts, focusing on the potential downstream implications of flooding in Kosovo for the Drin Cascade in Albania, and identify opportunities for improved cross-border data exchange and coordination.

Deliverables:

D1a – Inception report
D1b – Updated Dataset and Analytical Report on Flood Risk Management in the White Drin Sub-basin

Task 2: Harmonization and Prioritization of Drin Flood Risk Management Objectives and Measures

This task aims to ensure that flood risk management (FRM) measures for the White Drin sub-basin are fully harmonized and integrated into the basin-wide Flood Risk Management Plan (FRMP), in accordance with the EU Floods Directive and relevant transboundary coordination mechanisms.

The Consultant shall:

- Review the existing Flood Risk Management Strategy (FRMS) and assess its alignment with Kosovo's national flood management priorities, strategies, and policy frameworks.
- Prepare a Kosovo-specific prioritization matrix, including scoring by impact, FRMS category, and Axis of Action, as follows:
    - Axis I: Awareness, Preparedness, and Governance
    - Axis II: Nature-Based Solutions and No-Regret Measures
    - Axis III: Transboundary Cooperation and Community-Based Actions
- Identify and highlight measures with potential transboundary implications for downstream areas, particularly in Albania.
- Review the harmonized catalogue of FRM measures from the basin-wide FRMP, and identify measures that are currently implemented, planned, or missing in Kosovo.
- Update and adapt FRM measures, taking into account Kosovo-specific data, institutional structures, and technical and financial capacities.
- Apply a Multi-Criteria Optioneering Analysis (MCOA) to establish priorities for FRM measures, considering:
    - Reduction of human vulnerability and flood-related impacts.
    - Mitigation of economic losses and protection of critical infrastructure.

    - Conservation of environmental and ecosystem functions; and
    - Strengthening of social, institutional, and transboundary cooperation aspects.
- Develop a preliminary Prioritized FRM Action Framework for the White Drin sub-basin, ensuring its consistency with the broader Drin Basin FRMP.

Deliverable:
D2 – Report on Compliance of FRMS Objectives and Draft Harmonized FRM Action Framework for Kosovo

Task 3: Stakeholder Engagement and Consultation

This task will ensure that the design and prioritization of flood risk management measures are informed by a broad and inclusive consultation process with relevant national, local, and transboundary stakeholders. Such participation is critical to ensuring the relevance, ownership, and long-term sustainability of the Drin FRM measures.

The Consultant shall:

- Identify and map key stakeholders in Kosovo, including line ministries, municipal authorities, civil protection institutions, local communities, academic and research organizations, and non-governmental organizations.
- Organize and facilitate consultation workshops to present findings (Deliverables D1-D2), obtain feedback, and validate proposed FRM measures.
    - **A minimum of three workshops** shall be held at local and Drin riparian level to ensure cross-sectoral and multi-level engagement.
- Maintain comprehensive records of stakeholder contributions and feedback, ensuring that gender-responsive and socially inclusive perspectives are appropriately reflected.
- Synthesize and integrate stakeholder inputs into the draft FRM Action Framework for Kosovo.
- Prepare a Consultation Report summarizing the consultation process, key feedback received, and the manner in which stakeholder inputs have been addressed and incorporated into the final outputs.

Deliverable:
D3 – Stakeholder Consultation Report

Task 4 Draft Updated Drin Flood Risk Management Strategy (FRMS) and Plan (FRMP)

This task aims to translate the data analysis, harmonized measures, and stakeholder feedback into a draft operational Flood Risk Management (FRM) framework for the White Drin sub-basin, aligned with the basin-wide Drin FRMS and FRMP.
The Consultant shall:

- Develop a Draft White Drin FRM Action Framework, including:
    - Priority FRM measures.
    - Implementation sequencing.
    - Responsible institutions.
    - Resource and capacity requirements; and

    - Alignment with EU Floods Directive reporting guidance.
- Ensure integration of transboundary flood risk considerations, including linkages to the Areas of Mutual Concern (AMCs) and other relevant components of the Drin Basin.
- Integrate the White Drin FRM Action Framework into the overarching Drin FRM framework, ensuring consistency in objectives, methodology, and reporting structure.
- Describe the integration results and benefits for Kosovo's FRM policies, particularly regarding transboundary cooperation and contribution to the Drin Basin FRM framework.
- **Prepare an updated draft Drin FRMS and FRMP,** incorporating the White Drin sub-basin results and integration outcomes.
- Present the draft documents to the EWG on Floods and/or the Drin Core Group (DCG) for review, discussion, and comments.

Deliverables:

- **D4** – Report on Integration Results and Benefits for National and Transboundary FRM Policy
- **D5** - Draft White Drin FRM Action Framework
- **D6** – Draft Updated Drin FRM Framework (FRMS and FRMP)

Task 5 Finalization and Reporting

This task completes the FRMP and FRMS update process by:

I. finalizing the White Drin sub-basin Flood Risk Management Framework, incorporating all feedback from project partners, and preparing the final outputs for integration into the basin-wide Drin FRMP and FRMS.
II. Update the FRMS and FRMP, reflecting any new developments or updates from other Drin Riparian, as applicable

The Consultant shall:

- Incorporate comments and recommendations from the Project Management Unit (PMU), EWG on Floods, Drin Core Group, and other stakeholders into the draft White Drin FRM framework developed under Tasks 1–4.
- Prepare the Final Updated White Drin FRM Framework (FRMS and FRMP), including annexes with datasets, maps, and implementation recommendations.
- Update the FRMS and FRMP, reflecting any new developments or updates from other Drin Riparian countries, as applicable.
- Analyze the implementation status of the Drin FRM framework and propose adjustments to monitoring and evaluation components, ensuring practical feasibility and alignment with basin-wide reporting standards.
- Submit all final outputs, ensuring that datasets are formatted for seamless integration into the basin-wide FRMP database.
- Deliver a concise presentation of the final framework to the PMU and key stakeholders for final review and validation.

Deliverable:

D7 – Final Updated FRM Framework (FRMS and FRMP), Including Supporting Datasets

4. Reporting, Deliverables and Milestones

The Successful Consultant(s) are expected to provide the following deliverables, which are directly related to the tasks outlined in detail under Section 3, based on the below timeline (expressed in months after the contract is signed). The schedule for submission may be adjusted as necessary during the contract preparation period. All deliverables should be submitted in English, unless otherwise specified.

Table 1: Schedule of activities and timeline

Tasks		Deliverables	Deadline/ months or weeks after contract signature
1a	Task 1: Background Review and Data Collection	D1a – Inception report	2 weeks
1b		D1b – Updated Dataset and Analytical Report on Flood Risk Management in the White Drin Sub-basin	3 months
2	Harmonization and Prioritization of Drin Flood Risk Management Objectives and Measures	D2 – Report on Compliance of FRMS Objectives and Draft Harmonized FRM Action Framework for Kosovo	3 months
3	Stakeholder Engagement and Consultation	D3 – Stakeholder Consultation Report	5 months
4	Draft Updated Drin Flood Risk Management Strategy (FRMS) and Plan (FRMP)	D4 – Report on Integration Results and Benefits for National and Transboundary FRM Policy D5 - Draft White Drin FRM Action Framework D6 – Draft Updated Drin FRM Framework (FRMS and FRMP	6 months
5	Finalization and Reporting	D7 Final Updated FRM Framework (FRMS and FRMP), Including Supporting Datasets	7 months

Logbook of activities

The consultant will maintain a logbook of activities regarding the progress of the assigned tasks. The logbook will be filled in on a weekly basis and will be available to the project team prior to each meeting and/or upon request.

Reporting Line

The successful consultant will work under the direct supervision of / and communicate directly with the Project Manager and the appointed GWP-Med Programme Officer.

Coordination meetings between the consultant and the Project Team shall be scheduled on a biweekly basis to effectively monitor the progress pertaining to the workplan. The rendering of services shall be executed, and completion thereof shall be determined, upon the satisfaction and approval of the deliverables by the Project Manager and GWP-Med team.

Confidentiality

All information supplied by GWP-Med in connection with this tender to date, and any further information supplied during the tender process shall be regarded as confidential and must not be shared with any other organization without written permission of GWP-Med.

5. Payment modalities

All payments shall be upon reception and acceptance/verification of the deliverables, as laid out in the table below.

Table 2: Schedule of payments

Tasks		Deliverables	Deadline [1]	Payment (%)[2]
1a	Task 1: Background Review and Data Collection	D1a – Inception report	2 weeks	10
1b		D1b – Updated Dataset and Analytical Report on Flood Risk Management in the White Drin Sub-basin	3 months	20%
2	Harmonization and Prioritization of Drin Flood Risk Management Objectives and Measures	D2 – Report on Compliance of FRMS Objectives and Draft Harmonized FRM Action Framework for Kosovo	3 months	
3	Stakeholder Engagement and Consultation	D3 – Stakeholder Consultation Report	5 months	30%
4	Draft Updated Drin Flood Risk Management Strategy (FRMS) and Plan (FRMP)	D4 – Report on Integration Results and Benefits for National and Transboundary FRM Policy D5 - Draft White Drin FRM Action Framework D6 – Draft Updated Drin FRM Framework (FRMS and FRMP	6 months	
5	Finalization and Reporting	D7 Final Updated FRM Framework (FRMS and FRMP), Including Supporting Datasets	7 months	40%

Each payment will be issued after the quality assessment and approval of each deliverable by the Contracting Authority. Then, the awarded consultant will issue the respective invoices.

In the event that there are delays in the execution of the contract the awarded consultant is liable to a deduction of €100 per day, for every day of delay, including Sundays and public holidays, up to a maximum of 10% of the contracted amount in case there are delays in the execution.

[1] after contract signature
[2] Percentage of contract price

6. Contract price and duration.

The maximum fee for this assignment is 36,000 USD. This amount includes all other costs, including travels, 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 8 months after the contract signature. Payments will be made upon acceptance and verification of the related deliverables, as laid out in section 4 “Reporting, deliverables, and Milestones”.

7. Disqualification criteria ON/OFF

For details on the ON/OFF disqualification please refer to the Call for Offers

8. Selection Criteria (pass / fail)

Successful participant (Natural or Legal Person or Entity) must:

- Have average annual turnover for the last three financial years, at least equivalent to the maximum amount of this call. As supporting documentation, the applicant must provide their official Financial Statements, stamped, and signed by the legal representative of the company.
- Be enrolled in one of the official professional or trade registries at the country of registration.
- Participants must present a minimum duration of operation of ten (10) years. Proof to be provided by the related chamber (date of registration).

Failure to comply with the above ON/OFF requirements or to provide relevant proof with the application is considered ground for exclusion.

9. Qualification and Experience

Participants in the call are required to have solid experience in developing and managing complex projects in the areas of flood risk management. 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 as Annex 2

The Technical Offer Form consists of the following sections:

Section 1: Expertise and work experience

Section 2: Approach and Methodology

Regarding Section 1 Expertise and work experience:

- Participants are required to have a record of **minimum 3 projects over the last 10 years** of comparable nature and degree of complexity (e.g., development of flood management plans and strategies at national and/or basin scale).

- **The scope of work requires** an **interdisciplinary team** of skilled **experts** with previous experience in activities similar to those that this assignment entails, e.g., development of the basin wide flood risk management plans and strategies. Proposed team members should possess previous experience and excellent relevant technical and drafting skills in order to successfully implement the assignment. In this context, team of experts should be able to respond to the requirements of several **mandatory areas of expertise** described in Table 3 below (***The inclusion of experts so as the team responds to every area of expertise defined in the table below is mandatory. If the qualification of an expert covers the requirements of more than one area of expertise, that expert can be also proposed for these other areas.***

- ***Failure to provide relevant expertise for any of the proposed areas is considered a ground for disqualification)*.**

- In addition, the Consultant may propose -as they deem appropriate-additional experts covering other specific areas of expertise, e.g., environmental, policy and legal, socio-economic experts, CBA and MCA experts, etc. It is highly recommended to propose at least one expert per the Drin riparian (local experts) so the acquisition and processing of local data is more efficient as well as consultation and coordination activities.

Please note that the Required criteria are mandatory, while desired criteria are optional but can enhance the overall score.

Table 1 – Required qualifications for the Team of Experts

Expert no/Area of expertise	**Qualifications**
Key expert 1: Team Leader - TL (hydrology and hydraulic & Project Management)	University degree in Water resources management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Civil or Environmental engineering, or equivalent (in some of engineering discipline with master's degree close related with scope of the work (**Required**). **On/Off**
	Fluency in both written and spoken English **(Required). On/Off**
	At least 15 years of demonstrable relevant working experience in similar tasks and studies and a proven track record related to flood risk management including: o Experience in hydrology and hydraulic modelling o Experience in designing and/or implementation of non-structural measures (**Required**). **Evaluated**
	At least 10 years of management experience in projects with multidisciplinary teams related to integrated water management including flood risk management (**Required**). **Evaluated**

	Experience in implementation of the FD and other related directives and experience with implementation of water related policies at least two years (**Required**). **Evaluated**
	Experience in involving stakeholders in the integrated water and flood risk management process – at least one year - **(Desired). Evaluated**
Key expert 2: Hydrotechnical expert (focus on prevention)	University degree in Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental engineering, or equivalent (**Required**). **On/Off**
	Fluency in both written and spoken English **(Required). On/Off**
	At least 10 years of demonstrable experience and a proven track record related to flood risk management, particularly in designing and/or implementation of the flood defense systems, drainage systems including piping systems and flood risk management structural measures (**Required**). **Evaluated**
	Experience in the implementation of FD elements in developments related to preliminary flood risk assessment, hazard & risk mapping and flood risk management planning and demonstrated knowledge in each of these fields at least two years (**Desired**). **Evaluated**
	Experience in working in the region of the project is highly desirable and is an asset at least one year (**Desired**). **Evaluated**
	Experience in involving stakeholders in the integrated flood risk management process at least one year - **(Desired). Evaluated**
Key expert 3: Disaster management expert (focus on preparedness & response)	University degree in Disaster management, Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental engineering, or equivalent (**Required**). **On/Off**
	Fluency in both written and spoken English **(Required). On/Off**
	At least 10 years' experience in international projects related to integrated flood risk and natural disaster management preferably in all fields of risk cycle (prevention, preparedness, response, recovery) (**Required**). **Evaluated**
	At least 5 years of experience specialized in joint activities of Water Management and Civil Protection Authorities and Forces, particularly in the field of Disaster Risk Management (before, during and after flood events)- (**Required**). **Evaluated**
	At least 5 years of experience in cross-border and international cooperation on the field of Natural Disaster Management, particularly on cooperation related with floods (e.g. contingency planning, standard operation procedures, interventions, protection, rescue, relief etc.) (**Desired**). **Evaluated**
	Experience in active cooperation during severe flood events on national or international level at least one year **(Desired). Evaluated**
	Experience in working in the region of the project is an asset- at least for one year **(Desired). Evaluated**
Key expert 4: Stakeholder engagement	University degree in social sciences, sociology, development, socio-economy, agro-economy, natural resource management, sustainable development or related field from a recognized university - (**Required**). **On/Off**
	Fluency in both written and spoken English **(Required). On/Off**

and consultation	Minimum 10 years of experience in public participation processes, stakeholder engagement in national and international public organizations, preferably on natural resources management (**Required**). **Evaluated**
	Experience from at least 2 projects related to water management in position of stakeholder's engagement or/and communication expert or similar (**Desired**). **Evaluated**
	Experience in working in the region of the project is an asset -at least one year **(Desired). Evaluated**
	Fluency in one or more the Drin riparian languages is an asset **(Desired). Evaluated**
Key expert 5: Data management and GIS expert	University degree or equivalent related to GIS, mapping, databases, data processing or equivalent - (**Required**). **On/Off**
	Fluency in both written and spoken English **(Required). On/Off**
	At least 5 years of experience in data management: GIS, mapping, databases, data processing applied in integrated water management, flood risk management or other related areas (**Required**). **Evaluated**
	Working experience in projects related to integrated water management, preferably related to FD implementation – at least one project (**Desired**). **Evaluated**
	Experience of working in multidisciplinary teams -at least one year **(Desired). Evaluated**

Evaluation Process and Awarding Criterion

AWARD CRITERION: The most economically advantageous offer based on the best price/quality ratio.

Offers shall be evaluated as follows:
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	**85% of total**		
Participants are required to have a record of minimum 3 projects over the last 10 years of comparable nature and degree of complexity (e.g., development of flood management plans and strategies at national and/or basin scale).	20%		

Key expert 1: Team Leader - TL (hydrology and hydraulic & Project Management)	***20%***		
University degree in Water resources management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Civil or Environmental engineering, or equivalent (in some of engineering discipline with master's degree close related with scope of the work) - (**Required On/Off**)	On/Off		
At least 15 years of demonstrable relevant working experience in similar tasks and studies and a proven track record related to flood risk management including: -Experience in hydrology and hydraulic modelling -Experience in designing and/or implementation of non-structural measures - (**Required Evaluated**)	12%		
At least 10 years of management experience in projects with multidisciplinary teams related to integrated water management including flood risk management - (**Required Evaluated**)	4%		
Experience in implementation of the FD and other related directives and experience with implementation of water related policies at least two years - (**Required Evaluated**)	3 %		
Fluency in both written and spoken English - (**Required On/Off)**	On/Off		
Experience in involving stakeholders in the integrated water and flood risk management process – at least one year - **(Desired Evaluated)**	1 %		
Key expert 2: Hydrotechnical expert (focus on prevention)	***15 %***		
University degree in Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental	On/Off		

engineering, or equivalent - (**Required On/Off**)			
At least 10 years of demonstrable experience and a proven track record related to flood risk management, particularly in designing and/or implementation of the flood defence systems, drainage systems including piping systems and flood risk management structural measures - (**Required Evaluated**)	9%		
Fluency in both written and spoken English - (**Required On/Off**)	On/Off		
Experience in the implementation of FD elements in developments related to preliminary flood risk assessment, hazard & risk mapping and flood risk management planning and demonstrated knowledge in each of these fields at least two years - **(Desired Evaluated)**	3%		
Experience in working in the region of the project is highly desirable and is an asset at least one year - **(Desired Evaluated)**	2%		
Experience in involving stakeholders in the integrated flood risk management process at least one year - **(Desired Evaluated)**	1%		
Key expert 3: Disaster management expert (focus on preparedness & response*)*	*10 %*		
University degree in Disaster management, Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental engineering, or equivalent - (**Required On/Off**)	On/Off		
At least 10 years' experience in international projects related to integrated flood risk and natural disaster management preferably in all fields of risk cycle (prevention, preparedness, response, recovery) - (**Required Evaluated**)	4%		

At least 5 years of experience specialised in joint activities of Water Management and Civil Protection Authorities and Forces, particularly on the field of Disaster Risk Management (before, during and after flood events)- **(Required Evaluated)**	2%		
Fluency in both written and spoken English - required – (**Required On/Off**)	On/Off		
At least 5 years of experience in cross-border and international cooperation on the field of Natural Disaster Management, particularly on cooperation related with floods (e.g. contingency planning, standard operation procedures, interventions, protection, rescue, relief etc.) - **(Desired Evaluated)**	2%		
Experience in active cooperation during severe flood events on national or international level at least one year - **(Desired Evaluated).**	1%		
Experience in working in the region of the project is an asset- at least for one year - (**Desired Evaluated)**	1%		
Key expert 4: Stakeholder engagement and consultation	***10%***		
University degree in social sciences, sociology, development, socio-economy, agro-economy, natural resource management, sustainable development or related field from a recognized university - (**Required On/Off**)	On/Off		
Minimum 10 years of experience in public participation processes, stakeholder engagement in national and international public organisations, preferably on natural resources management - (**Required Evaluated**)	4%		
Fluency in both written and spoken English - (**Required On/Off**)	On/Off		
Experience from at least 2 projects related to water management in position of stakeholder's engagement or/and communication expert or similar - **(Desired Evaluated)**	3%		

Experience in working in the region of the project is an asset -at least one year - **(Desired Evaluated)**	1%		
Fluency in one or more the Drin riparian languages is an asset - **(Desired Evaluated)**	2%		
Key expert 5: Data management and GIS expert	***10%***		
University degree or equivalent related to GIS, mapping, databases, data processing or equivalent - (**Required On/Off**)	On/Off		
At least 5 years of experience in data management: GIS, mapping, databases, data processing applied in integrated water management, flood risk management or other related areas - (**Required Evaluated**)	7%		
Fluency in both written and spoken English - (**Required On/Off**)	On/Off		
Working experience in projects related to integrated water management, preferably related to FD implementation – at least one project - **(Desired Evaluated)**	2%		
Experience of working in multidisciplinary teams - **(Desired Evaluated)**	1%		
Section 2: Approach and Methodology	15% of 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.	10%		
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%		

Failure to provide the minimum required qualifications is considered ground for disqualification.

Scoring for each evaluated section will be made as following:
Scoring for each evaluation criteria starts from 100 points (when minimum requirements are met) up until maximum 150 points (100p Base +10p for extra criteria over base up to 50 additional points). Scoring for each evaluation criteria starts from 100 points (when minimum requirements are met) up until maximum 150 points

Section 1 – Expertise and work experience: 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: 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. Novak Cadjenovic, Senior Programme Officer and Ms. Shkipe Deda, Senior Programme Officer at GWP-Med, will be providing oversight and guidance from the side of the Project Team.

Coordination meetings between the consultant and the Project Team shall be scheduled on a bi-weekly basis in order to effectively monitor the progress pertaining to the workplan that was submitted with the Inception Report. The rendering of services shall be executed, and completion thereof shall be determined, upon the satisfaction and approval of the deliverables by the Project Manager and GWP-Med Executive Secretary.

11.Place of Performance

The tasks will be carried out from a place of the Consultant's preference. Missions for the consolidation of data and for consultation purposes will be conducted in Kosovo.

12.Terms and Conditions

• Language

The language of the key deliverables/outputs is English. Specific materials , executive summaries and communication packages will also be prepared in Albanian, as previously described.

• Data and information

The Consultant(s) is responsible to collect all 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. GWP-Med can assist in communicating with relevant institutions and stakeholders to verify the availability of needed data or information.

• Submission of data, reports and other material produced

All primary data, reports, and other documentation produced during this assignment shall be made available to GWP-Med and to the relevant institutions in electronic format. All data acquired, and products developed during the assignment will be in the ownership of the 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 GWP-Med and the beneficiaries (visited during the consultation missions).

• Review and quality assurance

A thorough evaluation of the Consultant's work conducted during the course of the assignment implementation, as well as a comprehensive review of the deliverables, may be conducted by an DCG, EWGs, independent external expert or team of experts. The Consultant is expected to thoroughly consider and incorporate any relevant observations or recommendations provided by the reviewer(s) into the final versions of the deliverables.

• Public consultations / meetings

Travel will be required to Kosovo to conduct in-country consultations (as outline in Task 3) and to participate in the EWG meeting (as outlined in Task 4).

Travel-related expenses for Task 3 will be covered by the consultant. GWP-Med will actively assist the Consultant in organising and facilitating meetings with relevant stakeholders including institutional outreach.

Travel related expenses for participation in the EWG/DCG meetings will be covered by the Project/Project Coordination Unit (see Public consultations / meetings section).

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