

Athens, 16/11/2022

**Global Water Partnership – Mediterranean (GWP – Med)**

**Legally and lawfully represented by the non-profit society**

**MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND  
SUSTAINABLE DEVELOPMENT – MIO ECSDE**

**Title of Call:**

**CALL FOR OFFERS 61/2022/AF Floods**

**Integrated Climate Change Adaptation (CCA) and Flood Risk management Strategy  
and Plan for the Drin River Basin**

**SUBMISSION OF OFFERS BY: 21/12/2022 at 17:00h CET**

**BUDGET CEILING: USD 180.000 inclusive of all taxes**

**AWARDING CRITERION:** The most economically advantageous offer based on the best price/quality ratio

## 1. CONTRACTING AUTHORITY - PROJECT SCOPE AND DESCRIPTION

### 1.1 Contracting Authority

Contracting Authority	The MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT – MIO ECSDE as host institute and legal body representing Global Water Partnership – Mediterranean (GWP – Med)
Address	12, Kyrristou str. 105 56 Athens, Greece
Tel. No / Fax No	+30-210-3247490, 3247267
Email	<a href="mailto:secretariat@gwpmed.org">secretariat@gwpmed.org</a>
Contact person	Mr. Novak Cadjenovic, e-mail: <a href="mailto:novak.cadjenovic@gwpmed.org">novak.cadjenovic@gwpmed.org</a>

The Contracting Authority is a non-profit organization based in Greece.

<https://www.gwp.org/en/GWP-Mediterranean>

<http://mio-ecsde.org/>

### 1.2 Type of procedure – Funding of project under procurement

Open procedure - CALL for OFFERS

This assignment is part of the Adaptation Fund financed project: “The Integrated Climate-Resilient Transboundary Flood Risk Management in the Drin River Basin in the Western Balkans” project (Drin FRM Project, 2019-2024) executed by the UNDP Istanbul Regional Hub (IRH). For the delivery of specific regional activities (Projects Outcome 2 ) the IRH has engaged the Global Water Partnership Organization (GWP) as a Responsible Party.

### 1.3 Assignment Scope - Description

The objective of the Drin FRM project is to assist the riparian countries in the implementation of an integrated climate-resilient river basin flood risk management approach to improve their existing capacity to manage flood risk at regional, national and local levels and to enhance resilience of vulnerable communities in the Drin River Basin (DRB) to climate-change induced floods.

Drin FRM Project is implemented through three components: Component 1 – Hazard and risk knowledge management tools; Component 2 -Transboundary FRM institutional, legislative and policy framework and Component 3 -Priority community-based climate change adaptation and FRM interventions.

This assignment is part of Outcome 2: “Improved institutional arrangements, legislative and policy framework for FRM, and development of climate change adaptation and flood risk management strategy and plans at the basin, sub-basin, national and subnational levels”- Activity/ Output 2.3 – Drin River Basin Integrated CCA and FRM Strategy and Plan Developed.

Integrated Climate Change Adaptation (CCA) and Flood Risk management Strategy and Plan for the Drin River Basin (hereinafter FRMS and FRMP ) is to be designed to be overarching planning policy for the management of the floods in the Drin Basin and will necessarily build on and integrate the outputs of the other components of the Drin FRM project (among others)

The aim of the assignment is to enhance flood risk management at the Drin Basin level by defining common strategy, objectives and measures that would integrate transboundary basin wide planning needs into the national policy documents. Through this risk-based and plan-led approach, flood management will improve for individuals, communities, and businesses at risk in the Drin Basin.

The Objective is to develop Drin River Basin FRM strategy (FRMS) and action plan (FRMP) for the implementation of the strategy to be adopted by the Drin Riparians.

This Assignment is to be performed by any natural or legal person or entity who meet the legal, financial and technical conditions laid down in this Call where they possess adequate professional experience and capacity which will be selected under the described procedure.

The details of the Assignment and the selection procedure are defined in the present document and the attached TORs. The attached TORs form an integral part of the present document.

Offers must be submitted for the entire Assignment. Offers for part of the Assignment, will not be accepted.

The Project budget amounts to the maximum sum of USD **180.000,00 inclusive of all taxes and VAT**. This amount includes all costs, taxes, VAT and any other amount payable or cost that may be required for the completion and submission of an offer. All sums will be payable in USDs.

The Participants shall bear all costs associated with the preparation and submission of their offer. The Contracting Authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure. The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the Participants for any site visits and inspections or any other aspect of their offer.

**Awarding criterion:** the most economically advantageous offer based on the best quality / price ratio.

**Duration** of contract: is set to be 15 months in total

**Place of works:** in the Drin riparians (Albania, North Macedonia, Montenegro) and homebased

#### **1.4 Way and Time of Submission of offers**

Interested participants should submit the following folders:

**FOLDER A «PARTICIPATION DOCUMENTS – TECHNICAL OFFER»** which must include the following

1. Submission Letter (Annex 1, Attached)
2. Solemn Self Declaration (Annex 2, Attached)
3. Technical Offer form (Annex 3, Attached)

**FOLDER B «FINANCIAL OFFER»** which must include the following

1. Financial Offer (Annex 4, Attached)

Offers must be submitted for the entire Assignment. Offers for part of the Assignment will not be accepted. The Participants shall bear all costs associated with the preparation and submission of their offer. The Contracting Authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure. The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the participants for any site visits and inspections or any other aspect of their offer.

Interested participants should submit their offer electronically

Therefore, you are kindly requested to prepare and send to [procurement@gwpmo.org](mailto:procurement@gwpmo.org) writing in the email subject line: «Call for Offers 61/2022/ AF Floods, », before the below mentioned closing date for submission of offers, the following two folders:

1. A compressed folder – **FOLDER A «PARTICIPATION DOCUMENTS – TECHNICAL OFFER»** (.zip or .rar) containing the Technical offer, the Submission Letter, the Solemn Declaration, and any other supporting documents.
2. A password-protected compressed folder **FOLDER B «FINANCIAL OFFER»** (.zip or .rar) containing only your Financial Offer. The password for opening the password-protected folder with your Financial Offer should be sent to the same email address **ONLY** at the request of the

Contracting Authority, which will send a follow up email to all Participants whose Technical Offer has passed the technical evaluation.

In case the password is sent together with the Financial Offer file, the offer will be rejected.

In case the financial offer is not password protected, the offer will be rejected.

Offers submitted after the specified date shall not be taken into consideration. The Contracting Authority bears no liability whatsoever for any late delivery of offers or for the contents of its accompanying folders.

The **deadline** for submission of offers is set to be 21/12/2022, at **17:00h CET**. The successful participant will be informed within 10 working days following the submission deadline. The results of the present call for offers will be published at the GWP-Med Website [www.gwpmed.org](http://www.gwpmed.org) , at the Greek's Government e-procurement site <http://www.promitheus.gov.gr/> , <http://www.eprocurement.gov.gr/kimds2> and at the online version of the 'Supplement to the Official Journal' of the EU <https://ted.europa.eu/TED/browse/browseByMap.do>

### **1.5 Publication**

The present Call for Offers is posted on GWP-MED's <https://www.gwp.org/en/GWP-Mediterranean/> , at the Greek's Government e-procurement site <http://www.promitheus.gov.gr/> and at the online version of the 'Supplement to the Official Journal' of the EU <https://ted.europa.eu/TED/browse/browseByMap.do> and in one financial newspaper per Drin riparian country (Albania, North Macedonia, Montenegro).

### **1.6 Principles applied in the Procedure**

Participants are committed:

- a) To comply with applicable obligations in the fields of environmental, social and labour law established by, national legislation and international applicable in the countries where the Assignment is to be implemented and other applicable provisions, in the performance of the contract.
- b) Not to act in an unfair, unlawful or abusive manner during both the procurement procedure and the performance of the contract.
- c) To take all appropriate measures in order to safeguard the confidentiality of any information submitted as such.
- d) By submitting their offer, Participants are accepting that this procedure and the contract to be signed are regulated by the Internal Rules and Regulations of MIO-ECSDE/GWP-MED which can be found at <https://mio-ecsde.org/about-us/our-accountability> and at

<https://www.gwp.org/en/About/who/Governance-Funding/>, and the Greek and EU law, except for the technical execution of the Assignment, which is regulated by the laws, acts and regulations of the countries where this is to be implemented. Particular attention is drawn to the conditions concerning the employment of labour in Palestine and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment.

## **2. GENERAL AND SPECIAL CONDITIONS**

### **2.1 General Information**

#### **2.1.1 Tender Documents**

The documents governing this procedure and the performance of the contract under procurement are:

- a. The present Call for Offers and the ToRs (Annexes)
- b. Any clarifications and additional information provided
- c. The template solemn Self-Declaration Establishing the Eligibility and Qualifications of the Participant (Annex 2)
- d. The draft contract (Annex 6)

#### **2.1.2 Clarifications**

Requests for clarifications should be submitted by email, the latest, Ten (10) days before the closing date of this call for offers, i.e. until 11/12/2022.

The answers / additional information will be published on the website of GWP-Med Six (6) days before the closing date of this Call for Offers i.e. by 15/12/2022 the latest.

The Contracting Authority reserves the right to postpone the deadline for submitting the tenders, depending on the nature of the clarifications requested.

#### **2.1.3 Language**

The language of this procedure, the tender documents and the offers is English. Any documentation (certificates, etc) submitted in any other language should be accompanied by a translation in English certified by a lawyer or public authority.

## **2.2 ELIGIBILITY CONDITIONS –PARTICIPATION REQUIREMENTS**

### **2.2.1 Eligibility Conditions**

Participation in the present Call for Offers is open, on equal terms, to any natural or legal person or entity who meet the legal, financial and technical conditions laid down in this Call where they possess adequate professional experience and capacity.

### **2.2.2 Qualitative Requirements**

Offers which are in compliance with all the terms, conditions and specifications of this Call for Offers shall be accepted. Offers which deviate from the technical specifications or participation requirements of this Call shall be rejected.

Offers which are vague and incapable of assessment or offers containing terms that are contrary to those of this Call and/or conditional offers shall be classified as 'unacceptable' and shall be rejected.

### **2.2.3 Disqualification -Grounds for exclusion (ON/OFF)**

Participants should verify by submitting a Solemn Declaration (annexed to the present Call) that they are not bankrupt or subject of proceeding for a declaration of bankruptcy, that they are in good standing, operate under no legal restrictions, are not under any liquidation procedure or the subject of proceedings for declaration of liquidation or any similar situation, are not in violation of their obligations relating to payment of taxes and social security contributions, in the fields of environmental, social and labour law, are not guilty of grave professional misconduct, have not entered into arrangements with economic operators aimed at distorting the competition, are not in any conflict of interests due to their participation in the present procedure, have not advised the contracting authority or have not otherwise been involved in the preparation of the procurement procedure, a prior public contract they have signed was not terminated early, damages or other comparable sanctions were not imposed upon them in connection with a prior public contract, have not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria and have not withheld such information, they have not undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information of the procurement procedure, they have not negligently provide misleading information with a material influence on decisions concerning exclusion, selection or award, are not removed or suspended from the vendor list of the UN or other such lists of the EU, or associated with any company or individual appearing on the 1267/1989 list of the UN Security Council or ineligibility list or in the EU terrorist list – Cnsilium, do not hold public office, do not use government officials as consultants, do not provide travel grants to government officials and that they have not been convicted for any one of the following legal offences: participation in a criminal organization, corruption,

bribery, fraud, money laundering, terrorist, child labour and human trafficking. Please refer to the Solemn Self-Declaration Statement in Annex 2 which should be filled in and signed as indicated.

Failure to comply with the requirements included in the Self Declaration is considered ground for exclusion.

#### **2.2.4 Selection Criteria (ON/OFF)**

- Participants must be enrolled in one of the official professional or trade register kept in their 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).
- The Participants must provide proof of their average annual turnover for the last three (3) fiscal years being at least equivalent to the maximum amount of this Call. The participant should provide the Financial Statements (Income Statement and Balance Sheet) of the last three years duly certified by a Public Accountant and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

**Failure to comply with the above requirements and provide relevant proof with the application is considered ground for exclusion.**

#### **2.2.5 Award Criteria (to be evaluated)**

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 as Annex 3

The Technical Offer Form consists of the following sections:

Section 1: Expertise and work experience

Section 2: Approach and Methodology

Section 1 Expertise and work experience will be evaluated based on the following requirements:

**Participants in the call are required to have** solid experience in developing and managing complex projects in the areas of flood risk management. 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 1 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.

The requirements presented in Table 3 below are the minimum requested. Qualifications additional to the minimum requested per category will receive additional score under the evaluation process.

**Table 1: Minimum requirement for key team members**

	Team members and/or areas of expertise	Qualifications	Workload  (Envisaged in expert- days)
1.	<b>Key expert 1: Team Leader - TL (hydrology and hydraulic &amp; Project Management)</b>	<ul style="list-style-type: none"> <li>○ 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) - <b>required</b>.</li> <li>○ 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:               <ul style="list-style-type: none"> <li>○ Experience in hydrology and hydraulic modelling</li> <li>○ Experience in designing and/or implementation of non-structural measures - <b>required</b></li> </ul> </li> <li>○ At least 10 years of management experience in projects with multidisciplinary teams related to integrated water management including flood risk management -<b>required</b></li> </ul>	60

		<ul style="list-style-type: none"> <li>○ Experience in implementation of the FD and other related directives and experience with implementation of water related policies at least two years-<b>required</b></li> <li>○ Fluency in both written and spoken English - <b>required</b></li> <li>○ Experience in involving stakeholders in the integrated water and flood risk management process – at least one year -<b>desired</b></li> </ul>	
2.	Key expert 2: Hydrotechnical expert (focus on prevention)	<ul style="list-style-type: none"> <li>○ University degree in Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental engineering, or equivalent - <b>required</b></li> <li>○ 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 - <b>required</b></li> <li>○ Fluency in both written and spoken English - <b>required</b>.</li> <li>○ Experience in the implementation of FD elements in developments related to preliminary flood risk assessment, hazard &amp; risk mapping and flood risk management planning and demonstrated knowledge in each of these fields at least two years- <b>desired</b></li> <li>○ Experience in working in the region of the project is highly desirable and is an asset at least one year- <b>desired</b>.</li> <li>○ Experience in involving stakeholders in the integrated flood risk management process at least one year - <b>desired</b></li> <li>○</li> </ul>	25
3.	Key expert 3: Disaster management expert (focus on preparedness & response)	<ul style="list-style-type: none"> <li>○ University degree in Disaster management, Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental engineering, or equivalent - <b>required</b>.</li> <li>○ 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) - <b>required</b></li> <li>○ 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)- <b>required</b>.</li> <li>○ Fluency in both written and spoken English - <b>required</b></li> <li>○ 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.); - <b>desired</b></li> <li>○ Experience in active cooperation during severe flood events on national or international level at least one year -<b>desired</b></li> <li>○ Experience in working in the region of the project is an asset- at least for one year. -<b>desired</b></li> </ul>	25
4.	Key expert 4: Stakeholder engagement and consultation	<ul style="list-style-type: none"> <li>○ University degree in social sciences, sociology, development, socio-economy, agro-economy, natural resource management, sustainable development or related field from a recognized university -required</li> <li>○ Minimum 10 years of experience in public participation processes, stakeholder engagement in national and international public organisations, preferably on natural resources management-; required</li> <li>○ Fluency in both written and spoken English - <b>required</b></li> <li>○ Experience from at least 2 projects related to water management in position of stakeholder's engagement or/and communication expert or similar - <b>desirable</b></li> <li>○ Experience in working in the region of the project is an asset -at least one year- <b>desirable</b></li> <li>○ Fluency in one or more the Drin riparian languages is an asset-<b>desirable</b></li> </ul>	50

6.	Key expert 5: Data management and GIS expert	<ul style="list-style-type: none"> <li>○ University degree or equivalent related to GIS, mapping, databases, data processing or equivalent <b>required</b></li> <li>○ 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 – <b>required</b></li> <li>○ Fluency in both written and spoken English-<b>required</b></li> <li>○ Working experience in projects related to integrated water management, preferably related to FD implementation – at least one project- <b>desirable</b></li> <li>○ Experience of working in multidisciplinary teams -at least one year - <b>desirable</b></li> </ul>	30
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#### NOTES:

- There is no limitation on the number of experts per area of expertise, but only the lead expert per area of expertise will be evaluated according to the detailed evaluation / scoring. Thus, please indicate the lead expert for each area of expertise.
- 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.
- Additional experts, covering a range of other related expertise considered and justified as necessary by the participant will be evaluated in addition. **It is expected that team could be complemented in addition with short term environmental, policy and legal and socio-economic, MCA, CBA experts including local experts.**
- The number of planned man-days per expert/area of expertise need to be indicated in the Participant's proposal. The estimated number of required expert-days per area of expertise should be indicated as in the table above.
- **Failure to cover all areas of expertise is considered grounds for disqualification.**
- **The Participant should demonstrate ability to cooperate with local authorities for the collection of data by means of including in the synthesis of the team experts from Albania, Montenegro and North Macedonia. These experts may or may not be lead experts per area of expertise This should be further elaborated in Section 2: Approach and Methodology.**

Section 2 Approach and Methodology will be evaluated based on the following:

Detailed description of the methodology, on 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.

On Risks / Mitigation Measures presented: 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 and measures that will be put in place to mitigate these risks.

### **3. PREPARATION AND SUBMISSION OF OFFERS - CONTENTS OF OFFERS**

#### **3.1 General requirements**

**Offers must be submitted in English.** All supporting documents, technical terms and manuals must be also issued or translated in English.

Offers must be submitted according to the templates provided for in Annexes 1-4

Offers must be valid and binding for the Participants for **60 days** from the day after the last date of their submission. An offer stating a shorter validity period shall be rejected as inadmissible. The validity of an offer may be extended if so requested by the Contracting Authority before it expires, for a further period of **1 month**.

No variants shall be accepted, and they shall be rejected as inadmissible. If any variants are submitted, they shall not be taken into consideration. Any Participant who submits such kind of offer, shall not be entitled to protest on any grounds or to invoke grounds for appeal against such a rejection.

#### **3.2 Content of offer**

Offers must be submitted according to the requirements under section 1.4

**3.2.1 FOLDER A «PARTICIPATION DOCUMENTS – TECHNICAL OFFER»** to be submitted by each applicant, must include:

**A. Submission Letter** (in the form attached hereto in Annex 1)

**B. The solemn Self-Declaration Establishing the Eligibility and Qualifications of the Participant,** (Annex 2)

The **solemn Self-Declaration** is produced by every legal entity (natural or legal person) submitting an offer. It is signed:

a) in case of limited liability companies and personal companies (general and unlimited partnerships), by administrators;

b) in case of societe anonyme, by the Chief Executive Officer;

c) in any other case, by the legal representative.

The Contracting Authority reserves the right to ask Participants, at any moment during the procedure, to submit all or part of the supporting documents where this is necessary to ensure the proper conduct of the procedure.

**C. The Technical Offer Form** in the form attached hereto in Annex 3. The Technical offer shall be in conformity to the Project Description in the TOR (**Annex 5**) of the present Call for Offers and the following documents as described under Section 1-2 in Annex 3.

**3.2.2 FOLDER B «FINANCIAL OFFER»**, to be submitted by each Participant must include:

The Financial Offer, established on the format provided in Annex 4, not exceeding the total amount set in this Call for Offers, inclusive of all taxes, bank costs and any other expenses. The Financial Offer must cover all Participants' obligations under the contract.

The Financial Offer must be submitted in the form of a **PASSWORD PROTECTED "ZIP" FILE**. **Failure to comply with this requirement is considered ground for disqualification .**

Prices shall be necessarily indicated in **USD, for comparison reasons**, and any quoted rates are to take into consideration all double handling of material as well as compliance with relevant standards, legal notices and health and safety procedures.

Offers that do not indicate their prices in USD or offers that indicate an equivalency between USD and foreign currencies shall be rejected as inadmissible.

If the offered price is not clearly and expressly mentioned, the offer shall be rejected as inadmissible.

Any costs, expenses or services not expressly mentioned in the offer is regarded as being offered for free.

Offer prices shall remain unchanged throughout the offer validity period. In case an extension of offer validity period is requested, Participants shall not be entitled, when giving their consent for such an extension, to submit new or amended price lists.

The Contracting Authority shall reserve the right to request that Participants submit any information required for the documentation of the prices offered.

### **3.2.3 AWARD CRITERION – EVALUATION OF OFFERS**

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

Offers which have been rejected as inadmissible or as not meeting the minimum requirements shall not be evaluated.

### 3.2.3.1 Evaluation of Technical Offers

The Technical Offers of all qualified participants shall be evaluated as follows:

(1) Criterion	(2) Weighting (w)	(3) Points of criterion (c)	(4) Score= (2) x (3)
<b>Section 1: Expertise and work experience</b>	<b>85% of total</b>		
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%		
<i>Key expert 1: Team Leader - TL (hydrology and hydraulic &amp; Project Management)</i>	<b>20%</b>		
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) - <b>required</b>	2%		
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 - <b>required</b>	10%		
At least 10 years of management experience in projects with multidisciplinary teams related to integrated water management including flood risk management - <b>required</b>	3 %		
Experience in implementation of the FD and other related directives and experience with implementation of water related policies at least two years- <b>required</b>	2 %		
Fluency in both written and spoken English - <b>required</b>	2%		
Experience in involving stakeholders in the integrated water and flood risk	1 %		

management process – at least one year - <b>desired</b>			
<b>Key expert 2: Hydrotechnical expert (focus on prevention)</b>	<b>15 %</b>		
University degree in Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental engineering, or equivalent - <b>required</b>	2 %		
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 - <b>required</b>	7%		
Fluency in both written and spoken English - <b>required.</b>	1%		
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- <b>desired</b>	2%		
Experience in working in the region of the project is highly desirable and is an asset at least one year- <b>desired.</b>	2%		
Experience in involving stakeholders in the integrated flood risk management process at least one year - <b>desired</b>	1%		
<b>Key expert 3: Disaster management expert (focus on preparedness &amp; response)</b>	<b>10 %</b>		
University degree in Disaster management, Water resource management, Natural resource management, Environmental management, Hydrology, Hydro engineering, Environmental engineering, or equivalent - <b>required.</b>	1%		
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) - <b>required</b>	3%		
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)- <b>required.</b>	2%		
Fluency in both written and spoken English - <b>required</b>	1%		
At least 5 years of experience in cross-border and international cooperation on the field of Natural Disaster Management,	1%		

particularly on cooperation related with floods (e.g. contingency planning, standard operation procedures, interventions, protection, rescue, relief etc.); <b>-desired</b>			
Experience in active cooperation during severe flood events on national or international level at least one year - <b>desired</b>	1%		
Experience in working in the region of the project is an asset- at least for one year. - <b>desired</b>	1%		
<b>Key expert 4: Stakeholder engagement and consultation</b>	<b>10%</b>		
University degree in social sciences, sociology, development, socio-economy, agro-economy, natural resource management, sustainable development or related field from a recognized university - <b>required</b>	1%		
Minimum 10 years of experience in public participation processes, stakeholder engagement in national and international public organisations, preferably on natural resources management-; <b>required</b>	3%		
Fluency in both written and spoken English - <b>required</b>	1 %		
Experience from at least 2 projects related to water management in position of stakeholder's engagement or/and communication expert or similar - <b>desirable</b>	3%		
Experience in working in the region of the project is an asset -at least one year- <b>desirable</b>	1%		
Fluency in one or more the Drin riparian languages is an asset- <b>desirable</b>	1%		
<b>Key expert 5: Data management and GIS expert</b>	<b>10%</b>		
University degree or equivalent related to GIS, mapping, databases, data processing or equivalent <b>required</b>	1%		
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 – <b>required</b>	6%		
Fluency in both written and spoken English- <b>required</b>	1%		
Working experience in projects related to integrated water management, preferably related to FD implementation – at least one project- <b>desirable</b>	1%		
Experience of working in multidisciplinary teams - <b>desirable</b>	1%		
<b>Section 2: Approach and Methodology</b>	<b>15% of total</b>		
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	10%		



the assignment, keeping in mind the appropriateness to local conditions.			
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 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) .

For Criterion – 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)

For Criterion – 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 evaluation criteria is evaluated autonomously. The final scoring of each evaluation criteria 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 evaluation criteria.

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

$$UTO = w1 \times c1 + w2 \times c2 + \dots$$

where  $w1 + w2 + \dots = 100$

**For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 80%.**

### 3.2.3.2 Evaluation of the Financial Offer

Upon completion of the technical evaluation all qualified Participants will be notified by the Contracting Authority to send the password for unlocking Folder B containing their Financial Offer.

The Financial Offer of each qualified applicant is evaluated on the basis of the following formula:

$$UFO = 100 \times \text{max amount as in the call} / \text{amount in financial offer}$$

**For the overall score which will determine the ranking of offers, financial evaluation will be weighted with 20%.**

Offers which have been rejected as inadmissible or as not meeting the minimum requirements shall not be evaluated.

### **3.2.3.3 Identification of the most economically advantageous offer on the basis of best price / quality ratio**

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

$$U = UTO \times 80\% + UFO \times 20\%$$

Where U is the total scoring of each offer

The most economically advantageous offers is the one with the greatest value of U.

In case of equal overall scores, the retained offer shall be the one whose corresponding technical Offer received the highest rating.

### **3.2.3.5 Clarifications during the (technical and financial) evaluation of offers**

The Contracting Authority may, during the evaluation of offers, ask the Participants to provide clarifications on the documents submitted with their offers, within reasonable time.

Any clarifications and/or additional documents submitted by the Participants not in the context of a request for clarifications posed by the Contracting Authority are not taken into account for the evaluation of offers.

During the evaluation of offers the Contracting Authority, by applying the principles of equal treatment and of transparency, may request from participants, when the information or the documentation they are obliged to submit are or appear incomplete or wrong, including those in the Solemn self-declaration, to submit, to complement or to clarify the relevant information or documentation, within a time-frame of at least 10 calendar days, with a maximum of 20 calendar days from the date the participants receive the relevant request from the Contracting Authority.

## **4. Evidence to be submitted following offer evaluation**

**4.2.1** Following offer evaluation, the Participant to whom the assignment is to be awarded (provisional contractor) must submit the award supporting documents required in each case in a folder marked "**Award Supporting Documents**" **within a deadline which cannot be less than ten (10) days or higher than twenty (20) days** from the relevant notice. The Contracting Authority may extend the above deadline if adequately reasoned for fifteen (15) more days maximum.

If the inspection of the above supporting documents shows that the particulars declared in the solemn Self-Declaration are false or inaccurate, the provisional contractor shall be forfeited and the Assignment shall be awarded to the Participant who submitted the next most economically advantageous offer. If no Participant has submitted any true or accurate declaration, the award procedure shall be cancelled. The same applies if the provisional contractor does not submit the necessary originals or copies of the above supporting documents within the prescribed time period or if the supporting documents duly and timely produced do not prove absence of grounds for disqualification.

The documents mentioned above include mainly the following:

**a. Extract from the Criminal Records** issued up to two (2) months prior to the date of its submission. The obligation to furnish the above extract concerns:

aa) in case of limited liability companies and personal companies (general and limited partnerships), the administrators;

bb) in case of societe anonyme, the Chief Executive Officer and all members of the Board of Directors.

**b. Official registration certificate**, VAT number registration and legal status form. Certificates regarding the legal representation of legal entities have to be issued up to thirty (30) working days prior to the date of their submission.

**c. Certificate proving the payment of taxes**, valid at the date of its submission

**d. Certificate proving the payment of social security contributions** valid at the date of its submission

**e. Certificate** that the economic operator is not bankrupt or is not the subject of restructuring or special liquidation proceedings, where its assets are not being administered by a liquidator or by the court, where it is not in an arrangement with creditors, where its business activities are not suspended or it is not in any analogous situation arising from a similar procedure under national laws and regulations.

**f. A declaration on oath** or, in countries where there is no provision for declarations on oath, by a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the country of origin or in the country where the Participant is established, declaring that

(a) it has not been found guilty of grave professional misconduct, including distortion of competition, neither has breached its obligations in the fields of environmental, social and labour law

(b) it has not entered into agreements aimed at distorting competition

(c) there is no conflict of interests

(d) it has not been involved in the preparation of the procurement procedure

(e) it has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds of exclusion or the fulfilment of the selection criteria, has not withheld such information or it is not able to submit the supporting documents required in **art. 4** of the present Document.

(f) it has not shown significant or persistent deficiencies in the performance of a public contract or of a contract with an international organization or a contract with the Contracting Authority

(g) it has not undertaken to unduly influence the decision-making process of the Contracting Authority, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award

(h) it has not been removed or suspended from the vendor list of the UN or other such lists of the EU, or associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council or ineligibility list or in the [EU terrorist list - Consilium \(europa.eu\)](#)

(i) it does not hold public office or use government officials as consultants or provides of travel grants to government officials.

In case an extract from the Criminal Records or other certificate is not being issued in the country of origin / registration of the Participant, it can be replaced by a solemn statement from the persons liable to produce an extract of their criminal record, before a competent court or an administrative authority or a notary public of the country where the supplier is established, expressly stating the above.

The Participant must provide the original of all the above documents in English language. In case any of the above documents is not issued in English the translation in English must be certified by a lawyer or a public authority.

## 5. Contract Price, Schedule of Payments, Performance Guarantees

The maximum fee for this Assignment is **180,000 USD**. 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 schedule of payments is as follows:

Deliverable	Verification	Payment	Scheduled
D1. Draft background report on status of FRM in the Drin River Basin  D9. Draft Plan on public consultation activities for FRMS and FRMP	Accepted by GWP-Med Project Manager	Tranche 1 (20%)	February 2023
D2 Final background report on status of FRM in the Drin River Basin  D3. Draft Road map for development of the basin flood policies (FRMS and FRMP) including draft outlines  D4. Adopted Road map for development of the basin flood policies (FRMS and FRMP) including draft outlines	Accepted by GWP-Med Project Manager	Tranche 2 (20%)	July 2023

<p>D5. Draft FRMS for the Drin basin</p> <p>D8. Final FRMP for the Drin basin (after consultation and adaptation process</p> <p>D10. Final Plan on public consultation activities for FRMS and FRMP</p>			
<p>D6. Final FRMS for the Drin basin (after consultation and adaptation process</p> <p>D7. Draft FRMP for the Drin Basin</p>	<p>Accepted by GWP-Med Project Manager</p>	<p>Tranche 3 – Final Payment (20%)</p>	<p>March 2024</p>
<p>D8. Final FRMP for the Drin basin (after consultation and adaptation process.</p> <p>D11. Report on public consultation activities for FRMS and FRMP with background documents</p>	<p>Accepted by GWP-Med Project Manager</p>	<p>Tranche 4 – Final Payment (40%)</p>	<p>May 2024</p>

## 6. Contract award - Cancellation

### 6.1. Contract award - conclusion

Following the positive inspection of the documentation provided under article 4, the Contracting Authority promptly notifies the award decision to all Participants, using all

advisable means, such as fax, email, etc. for which a delivery receipt is provided and asks the contractor to sign the contract within twenty (20) days from dispatch of the relevant special written notice, and produce the necessary good performance guarantee accounting for 30% of the contract value. Any performance guarantee issuance expenses bear's the successful participant.

## **7. Termination / cancelation / repetition / reformulation of the procurement procedure**

Termination of a procurement procedure, partial cancellation and repetition of a procedure, reformulation of procedure results.

7.1. GWP-Med/MIO-ECSDE may, by a reasoned decision, and after the opinion of the competent body, cancel the procurement procedure by annulling the respective Call, either due to failure to submit a tender or the rejection of all tenders or the exclusion of all Participants in accordance with the terms and conditions of the Call.

7.2. Cancellation of the procurement procedure may take place by a reasoned decision of the GWP-Med/MIO-ECSDE, in the following cases:

- i. due to the irregularity of the procurement procedure
- ii. if the financial and technical parameters related to the award process have changed substantially and the execution of the contractual object is no longer of interest to GWP-Med/MIO-ECSDE
- iii. if due to force majeure, the contract cannot be properly executed
- iv. if the tender selected is deemed not economically advantageous
- v. in case of expiry of the bids
- vi. in case the needs of GWP-Med/MIO-ECSDE and / or of the beneficiary (-ies) of the project have changed
- vii. in case the circumstances have changed resulting in the inability to deliver the contract / project (eg local community reactions, inability to fund, etc.).
- viii. in case of other imperative reasons of public interest such as for purposes of public health or environmental protection.

7.3. If errors or omissions are found at any stage of the award procedure, the GWP-Med/MIO-ECSDE may, after the opinion of the competent body, either cancel the proceedings partially or reshape the outcome accordingly or decide to repeat the procedure from the point where the error occurred, or omission.

7.4. GWP-Med/MIO-ECSDE also reserves the right, after the opinion of the competent body, to decide, in addition to the cancellation of the procurement procedure or the annulment of the Call, the repetition of any phase of the concluding procedure, as well, with or without

modifying its terms or recourse to the negotiation process, provided it is in conformity with the Internal Rules and Regulations of GWP-MED /MIO-ECSDE.

7.5. Under no circumstances shall GWP-MED /MIO-ECSDE be obliged to pay to Participants any compensation for expenses or other positive or consequential damages that may have been incurred by their participation in the proceedings.

## **8. Objections**

Objections against any act of the Contracting Authority can be submitted within five (5) days from the notification of the Contracting Authority's act.

An objection to the call for offers can be submitted within a period that extends up to half the period from the publication of the call in the Contracting Authority's website and the final date of submission of offers. For the calculation of this period's deadline, the dates of the publication of the call and the submission of the offers are considered. Objections are submitted in written, by courier, by fax or by email.

Objections are submitted to the Contracting Authority, which shall decide within ten (10) days from the notification of the objection. In the event of an objection to the call for offers, the Contracting Authority shall decide in any case before the closing date for the submission of offers. In case the Contracting Authority has not answered within the above deadline, the rejection of the objection is presumed.

For any clarifications on the present call for offers please contact:

Mr. Novak Cadjenovic, e-mail: [novak.cadjenovic@gwpmed.org](mailto:novak.cadjenovic@gwpmed.org)

The present call for quotations is posted on the website of GWP-Med ([www.gwp-med.org](http://www.gwp-med.org)).

The Chairman of GWP-Med/MIO-ECSDE

Prof. Michael J. Scoullios





**Annexes :**

1. **Submission Letter**
2. **Solemn Self Declaration**
3. **Technical Offer Form**
4. **Financial Offer Form**
5. **Terms of Reference**
6. **Draft Contract**

**THE CHAIRMAN**

**Prof. MICHAEL SCULLOS**