



Athens, 30.04.2020

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
Development of the Drin SAP investment plan and
four project proposal documents

SUBMISSION OF OFFERS BY: ~~May 19th~~ , June 1st 2020

BUDGET CEILING: USD 110.000 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/MIO-ECSDE)
Address	12, Kyrristou St. 105 56 Athens, Greece
Tel. No / Fax No	+30-210-3247490, 3247267
Email	Secretariat@gwpmed.org
Contact person	Mr. Novak Cadjenovic Tel: +30-210-3247267, - 2103247490 e-mail: novak.cadjenovic@gwpmed.org

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

The Project is funded by Global Environment Facility - GEF, through United Nations Development Programme - UNDP Albania.

1.3 Project Scope - Description

In the context of GEF/UNDP/GWP-Med Project “Enabling Transboundary Cooperation and Integrated Water Resources Management in the Extended Drin River Basin”, GWP-Med is conducting this open call for offers for the Development of the Drin SAP investment plan and four project proposal documents (from this point forward referred to as the “project”). This project 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 project 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 project. Offers for part of the project, will not be accepted.

Project budget amounts to the maximum sum of USD **110.000, 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 USD.

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 on the basis of best quality / price ratio.

Duration of contract: 1/6/2020 – 31/12/2020

Place of works: Homebased and in Kosovo, Montenegro , Albania and North Macedonia

1.4 Place and Time of Submission of offers

Interested Participants should submit their offers on their own responsibility, either in person or through a specially authorized representative, or by sending it by registered prepaid post with delivery receipt, at the premises of :

GWP-Med Secreariat

Address : 12, Kyristou str., 105 56 Athens, Greece

on the condition that offers shall reach GWP-Med office's premises **by ~~May 19th~~ , June 1st, 2020**
The external envelope must bear the following statement:

Offer for the "Development of the Drin SAP investment plan and four project proposal documents"

Offers submitted after the specified date or offers that have been duly posted but have not reached the designated place in good time, shall not be taken into consideration and shall be returned as inadmissible, without being opened.

Attention: The main envelope should contain the financial offer in a separate sealed envelope with the indication Financial Offer for the "Development of the Drin SAP investment plan and four project proposal documents"

The Contracting Authority bears no liability whatsoever for any late delivery of offers or for the contents of its accompanying folders.

1.5 Publication

The present call for Offers is posted on the website of GWP-Med (www.gwp-med.org), in the UNDP website and in the local press in Kosovo, Albania, Montenegro, North Macedonia and Greece.

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 EU legislation, national legislation in the countries where the Pilot project 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 MIO-ECSDE Code of Conduct, and the Greek and EU law, except for the technical execution of the project, which is regulated by the laws, acts and regulations of the countries where the Project is to be implemented. Particular attention is drawn to the conditions concerning the employment of labour in Kosovo, Albania and/or North Macedonia and/or Montenegro 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
- b. Any clarifications and additional information provided
- c. The 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 ~~09/05/2020~~ **22/05/2020**

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 ~~13/05/2020~~ 25/05/2020 the latest.

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 Disqualification

Participants will be disqualified from this call for offers:

(a) if they have been sentenced under a *res judicata* court judgment for:

- i. Participation in a criminal organization
- ii. Bribery
- iii. Fraud
- iv. Money laundering
- v. Terrorist acts or crimes connected to terrorism
- vi. Misappropriation, swindling, extortion, forgery, perjury, and fraudulent bankruptcy.
- vii. Child labour

(b) if they are bankrupt or if they are the subject of proceedings for a declaration of bankruptcy (save for legal persons operating under public law, local government organizations and public organizations).

(c) if they are under liquidation or they are the subject for a declaration of liquidation (only for legal entities) or they are under any other analogous situation, for non-domestic participants.

(d) if they have not fulfilled their obligations relating to the payment of social security contributions according to the laws of their country of establishment.

(e) if they have not fulfilled their obligations relating to the payment of taxes and dues

according to the laws of their country of establishment.

(f) for domestic, non-domestic natural or legal persons or entities, if they have committed the same or similar actions or omissions, if they have committed the same or similar offences, if they have been imposed with sanctions similar to the above, according to the legislative and regulatory provisions applicable per case, or if they are under liquidation, if they are under any other analogous situation or if they are the subject for a declaration of liquidation according to the above regulations or any other analogous situation.

(g) if they have been found guilty of grave professional misconduct, including distortion of competition

(h) if there are sufficiently plausible indications to conclude that they have entered into agreements aimed at distorting competition

(i) where a conflict of interests cannot be effectively remedied by other, less intrusive measures

(j) where a distortion of competition from the prior involvement of the participants in the preparation of the procurement procedure cannot be remedied by other, less intrusive measures

(k) if they have 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, have withheld such information or they are not able to submit the supporting documents required in **art. 4** of the present Document.

(l) if they have 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

(m) if they have undertaken to unduly influence the decision-making process of the Contracting Authority, to obtain confidential information that may confer upon them 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

In case one of the situations listed above under (g) – (m) applies, participants may provide evidence that they have taken measures, sufficient to demonstrate their reliability despite the existence of a relevant ground for exclusion. If such evidence is considered as sufficient, the participants concerned shall not be excluded from the procurement procedure.

(n) if they are included in the UNDP List 1267/1989 or the UN Ineligibility List.

2.2.3 Qualitative Requirements

2.2.3.1 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.

2.2.3.2 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.

2.2.3.3 All Participants must be enrolled in one of the professional registers kept in the State of their establishment.

2.2.3.4 Technical and Professional Ability/ Qualification Requirements

a. 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. 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. Environmental finance, environmental economics assessment, environmental project proposal development or similar; the list is not exhaustive).

A list of projects shall be submitted, stating the Project (or portion that was solely executed by the consultant), the end clients, Contract value of the Project (or portion that was solely executed by the consultant) and its duration, description of activities undertaken along with contact details for reference checking purposes (please indicate the e-mail addresses of contact persons). In so listing the end clients, the Participant is giving a consent to the Contracting Authority, to contact the relevant clients for reference checking purposes.

b. The scope of work requires an interdisciplinary team of skilled experts with previous experience in activities similar to those that this project entails. Team members should possess excellent relevant technical and drafting skills in order to successfully implement the assignment. In this context, the team of experts should be able to respond to the requirements of a number of **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 qualifications 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. stakeholders’ participation and consultation; gender analysis and mainstreaming etc.

The required and desired qualifications for all experts are presented in Table 1. Failure to provide the minimum required qualifications is considered ground for disqualification. Qualifications additional to the minimum requested per category will receive additional score under the evaluation process as described in section 3.2.3.2 – Evaluation of Technical offers. Desired qualifications will be awarded additional points as indicated in section 3.2.3.2.

TABLE 1

	Team members and/or areas of expertise	Qualifications	Workload (in expert-days)
1.	Key expert 1: Financial expert	○ At least MSc degree or equivalent in Economics and/or	

	(Team Leader)	<p>Environmental economics and/or Finance</p> <ul style="list-style-type: none"> ○ Minimum 10 years of professional experience in the field of economics and/or finance (Required). ○ Minimum 2 assignments in cost estimate, financial due diligence or/and financial and/or economic analyses (Required). ○ Leading or participating in minimum 2 project proposals development for international financial organizations (as an example GEF, GIZ, ADA, UNDP, etc.) (Required). ○ Experience in the water management sector (Desirable) ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) 	
2.	Key expert 2: Water management expert:	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in the field of Environment or Water management or Engineering ○ Minimum 10 years of professional experience in the field of Environment and/or Water management or engineering (Required). ○ Minimum 2 assignments in water management sector (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of expertise (Desirable) 	
3.	Key expert 3: Climate change expert	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in field of Environment or Climate change or Water management ○ Minimum 10 years of professional experience in the field of Environment and/or Climate change and/or Water management (Required). ○ Minimum 2 assignments in climate change sector (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of expertise (Desirable) 	
4.	Key expert 4: Environmental expert:	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in field of Environment or Water management or Biology or Natural Sciences ○ Minimum 10 years of professional experience in the field of Environment and/or Water management (Required). ○ Minimum 1 assignments related to nature based solutions (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of expertise (Desirable) 	

5.	Key expert 5: Draught management expert:	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in field of Environment or Climate change or Water management ○ Minimum 10 years of professional experience in the field of Environment and/or Climate change and/or Water management (Required). ○ Minimum 2 assignments in Drought management (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of expertise (Desirable) 	
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NOTES:

- There is no limitation on the number of experts per area of expertise, but only the key experts per area of expertise will be evaluated according to the detailed evaluation / scoring. Thus, please indicate key expert for each area of expertise.
- If the qualifications of an expert covers the requirements of more than one area of expertise, that expert can be also proposed for these other areas.
- 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.

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 **180 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 **5 months**.

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 (Place and submission of offers)

The external envelope must be sealed. The external envelope must contain two (2) individually sealed folders, as following:

3.2.1 FOLDER A «PARTICIPATION DOCUMENTS – TECHNICAL OFFER», which must include:

A. The Submission Letter , in the form attached hereto in Annex 1

B. The solemn Self-Declaration Establishing the Eligibility and Qualifications of the Participant, provided hereto in Annex 2.

This is a self-declaration, in a standard form provided, as preliminary evidence in replacement of certificates issued by public authorities or third parties confirming that the Participant fulfils the following conditions:

- (a) it does not meet any grounds for disqualification;
- (b) it meets the selection criteria set out in the present Document;
- (c) it shall provide the relevant information as required by the Contracting Authority.

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.

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

- aa) in case of limited liability companies and personal companies (general and unlimited partnerships), by administrators;
- bb) in case of societe anonyme, by the Chief Executive Officer;
- cc) in any other case, by the legal representative

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 documents as described under Section 1-3 in Annex3.

The Technical Offer Form consists of 3 sperate sections that forms the basis of the offers technical evaluation namely:

SECTION 1: APPROACH AND METHODOLOGY

SECTION 2: EXPERTISE OF NATURAL OR LEGAL PERSON OR ENTITY

SECTION 3: PERSONNEL – TEAM COMPOSITION - MANAGEMENT

3.2.2 CONTENTS OF FOLDER B «FINANCIAL OFFER»

3.2.2.1. Folder B «FINANCIAL OFFER», to be submitted by the Participants must contain 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 **SHOULD BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE, with the indication Folder B "Financial Offer" DO NOT OPEN.**

3.2.2.2. 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. Prices must be indicated both in numbers and in words.

3.2.2.3 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.

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

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

3.2.2.6 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.

3.2.2.7 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

3.2.3.1 Award criterion

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

3.2.3.2 Evaluation of Technical Offers

Offers will be evaluated as follows:

(1) Criterion	(2) weighting (w)	(3) points of criterion (c),	(4) Score = (2) x (3)
Section 1: Approach and Methodology	20% total		
<i>Approach to the Service/Work Required</i>	12 %		
<i>Implementation Timelines</i>	4 %		
<i>Risks / Mitigation Measures</i>	2%		
<i>Reporting and Monitoring</i>	2 %		
Section 2: Expertise of Natural or Legal person or Entity	40% total		

<i>Brief Description of Participant</i>	12%		
<i>Track Record and Experiences</i>	28%		
Section 3: Personnel / Team composition / Management,	40% total		
3.1 Management Structure	7.5%		
3.2 Staff Time Allocation	7.5%		
3.3 Qualifications of Experts	5% *5 for each expert		
UTO	100%		

Scoring for each evaluated section will be made as following:

Section 1 – Approach and Methodology: For Section 1, score starts at 100 points and can reach 150 points depending on the length, detail, depth and structure of the information provided.

Section 2 – Expertise of Natural or Legal Person or Entity: For Section 2 score starts 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 the 3 required as a minimum.

Section 3 - Personnel / Team composition / Management : For Sections 3.1 and 3.2, score starts at 100 points and can reach 150 points depending on management structure, staff time allocation described. For Section 3.3 (qualification of experts) scoring for each one of the experts will be made as follows and on meeting the qualifications as indicated in Table 1 .

For Key Expert 1 - Team Leader score starts at 120 points when all minimum required qualifications are met and can reach a max of 190 points by adding 15 points for each one of the desired qualifications (if presented) and 2 points for the required qualifications in excess to the minimum requested and up to 10 points per required qualification.

For Key Experts 2 to 5 score starts at 90 points when all minimum required qualifications are met and can reach a max of 150 points by adding 15 points for each one of the desired qualifications (if presented) and 2 points for the required qualifications in excess to the minimum requested and up to 10 points per required qualification.

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:

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

where $w1 + w2 + \dots = 100$

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 70%.

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

3.2.3.3 Evaluation of the Financial Offer

Each financial offer is evaluated on the basis of the following formula:

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

For the overall score which will determine the ranking of offers, financial evaluation will be weighted with 30%.

3.2.3.4 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:

$$\text{U} = \text{UTO} \times 70\% + \text{UFO} \times 30\%$$

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 procedure, ask the Participants to provide clarifications on the documents submitted with their offers, within reasonable time.

When submitting a request for clarifications the Contracting Authority has to observe that the principle of equal treatment and fair competition is respected. Any clarifications and/or additional documentation submitted by the Participants not in the context of a request for clarifications posed by the Contracting Authority are not to be taken into account for the evaluation of offers.

Clarifications or submission of additional evidence shall not constitute an ex post replacement of documents or a submission, for the first time, of evidence, in order to make the offer compliant to the terms and conditions of the Call. Clarifications or submission of additional

evidence may only relate to already submitted documents and / or evidence and to terms and conditions which are not explicitly required under penalty of rejecting the offer.

4. Evidence to be submitted following offer evaluation

4.2.1 Following offer evaluation, the Participant to whom the project 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 project 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.

4.2.2 In order to prove that a disqualification ground does not apply, participant must submit the following evidence:

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

(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 is not included in the UNDP List 1267/1989 or the UN Ineligibility List.

4.2.3 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.

5. Contract award - Cancellation

5.1. 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 5% of the contract value without VAT.

5.2 Termination / cancelation / repetition / reformulation of the procurement procedure

1. The Contracting Authority may, by a reasoned decision, and after the opinion of the competent body, cancel the procurement procedure by annulment of the respective Call, either due to failure to submit a tender or the rejection of all tenders or the exclusion of all bidders in accordance with the terms and conditions of the Call.
2. Cancellation of the procurement procedure may take place by a reasoned decision of the Contracting Authority, 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 the Contracting Authority
 - 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 the contracting Authority 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.
3. If errors or omissions are found at any stage of the award procedure, the Contracting Authority 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 or omission occurred.
4. The Contracting Authority 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 the Contracting Authority.
5. Under no circumstances shall the Contracting Authority be obliged to pay to Bidders / Participants any compensation for expenses or other positive or consequential damages that may have been incurred by their participation in the proceedings.

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 SCOULLOS

ANNEXES

Annex 1: Submission Letter

[insert: *Location*], [insert: *Date*]

To: GWP-MED, c/o MIO-ECSDE, (The Contracting Authority)
12 Kyristou str. 105 56 Athens, Greece

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Call for Offers dated [insert: *Date*] and our Offers. We are hereby submitting our Offer, which includes the Technical Offer and Financial Offer sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Offer are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or GWP-MED/MIO-ECSDE.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this Call for Offers.

We agree to abide by this Offer for [insert: period of validity as indicated in Call for Offers].

We undertake, if our Offer is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that GWP-MED/MIO-ECSDE is not bound to accept this Offer, that we shall bear all costs associated with its preparation and submission, and that GWP-MED/MIO-ECSDE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [*In full and initials*]: __

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

[please mark this letter with your corporate seal, if available]

Annex 2: Solemn Self-Declaration Establishing the Eligibility and Qualifications of the Participant

Tender Information Form¹

Part 1: Information concerning the call for offers

Date: [insert date (as day, month and year) of Offer Submission]
 Call for Offers:

Page _____ of _____ pages

Part II: Information concerning the participant

A: INFORMATION ABOUT THE PARTICIPANT

<i>Identification:</i>	<i>Answer:</i>
Name:	
VAT-number, if applicable: If no VAT-number is applicable, please indicate another national identification number, if required and applicable	
Postal address:	
Contact person or persons Telephone: E-mail: Internet address (web address) (<i>if applicable</i>):	
If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?	[] Yes [] No [] Not applicable
<i>Form of participation:</i>	<i>Answer:</i>

¹The Tender shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

To be part of **FOLDER A “PARTICIPATION DOCUMENTS – TECHNICAL OFFER”**.

Is the economic operator participating in the call for offers together with others ² ?	[] Yes [] No
<i>If yes, please ensure that the others concerned provide a separate ESPD form.</i>	
If yes: (a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks.): (b) Please identify the other economic operators participating in the procurement procedure together: (c) Where applicable, name of the participating group:	(a): (b): (c):

Actual or intended country of Registration/Operation:	<i>[insert actual or intended Country of Registration]</i>
Year of Registration:	<i>[insert Participant's year of registration]</i>
Countries of Operation	<i>[insert Participant's countries of operation]</i>
No. of staff in each Country	<i>[insert Participant's No OF STAFF IN EACH COUNTRY OF operation]</i>
Years of Operation in each Country	<i>[insert Participant's YEARS of operation IN EACH COUNTRY]</i>

B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

<i>Representation, if any:</i>	<i>Answer:</i>
Full name; accompanied by the date and place of birth, if required:	[.....] [.....]

² Notably as part of a group, consortium, joint venture or similar.

Position/Acting in the capacity of:	[.....]
Postal address:	[.....]
Telephone:	[.....]
E-mail:	[.....]
If needed, please provide detailed information on the representation (its forms, extent, purpose ...):	[.....]

Part III: Exclusion grounds

A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

<p><i>Grounds relating to criminal convictions under national provisions regarding</i></p> <p><i>(a) Participation in a criminal organization</i></p> <p><i>(b) Corruption</i></p> <p><i>(c) Fraud</i></p> <p><i>(d) Terrorist offences or offences linked to terrorist activities</i></p> <p><i>(e) Money laundering or terrorist financing</i></p> <p><i>(f) child labour and other forms of trafficking in human beings</i></p>	<p><i>Answer:</i></p>
<p>Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for one of the reasons listed above, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i></p> <p>[.....] [.....] [.....]³</p>
<p>If yes, please indicate ⁴:</p> <p>(a) Date of conviction, specify which of points 1 to 6 is concerned and the reason(s) for the conviction,</p>	<p>(a) Date: [], point(s): [], reason(s): []</p> <p>(b) [.....]</p>

³ Please repeat as many times as needed.

⁴ Please repeat as many times as needed.

<p>(b) Identify who has been convicted [] ;</p> <p>(c) Insofar as established directly in the conviction:</p>	<p>(c) Length of the period of exclusion [.....] and the point(s) concerned [1</p> <p><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i></p> <p>[.....][.....][.....]⁵</p>
<p>In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ⁶ ('Self-Cleaning')?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please describe the measures taken⁷:</p>	<p>[.....]</p>

B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

<p><i>Payment of taxes or social security contributions:</i></p>	<p><i>Answer:</i></p>	
<p>Has the economic operator met all its obligations relating to the payment of taxes or social security contributions, both in the country in which it is established and in Greece if other than the country of establishment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If not, please indicate:</p> <p>a) Country concerned;</p> <p>b) what is the amount concerned;</p> <p>c) How has this breach of obligations been established:</p> <p>1) through a judicial or administrative decision:</p> <p>– Is this decision final and binding?</p>	<p>Taxes</p>	<p>Social contributions</p>
	<p>(a) [.....]</p> <p>(b) [.....]</p> <p>(c1) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– [.....]</p>	<p>(a) [.....]</p> <p>(b) [.....]</p> <p>(c1) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– [.....]</p>

⁵ Please repeat as many times as needed.

⁶ In accordance with national provisions implementing Article 57(6) of Directive 2014/24/EU.

⁷ Taking into account the character of the crimes committed (punctual, repeated, systematic ...), the explanation should show the adequacy of the measures to taken.

<p>– Please indicate the date of conviction or decision.</p> <p>– In case of conviction, insofar as established directly therein, the length of the period of exclusion:</p> <p>2) by other means? Please specify:</p> <p>d) has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?</p>	<p>– [.....]</p> <p>(c2) [.....]</p> <p>(d) []Yes []No</p> <p>If yes, please provide details:</p> <p>[.....]</p>	<p>– [.....]</p> <p>(c2) [.....]</p> <p>(c) []Yes []No</p> <p>If yes, please provide details:</p> <p>[.....]</p>
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C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT

<i>Information concerning possible insolvency, conflict of interest or professional misconduct</i>	<i>Answer:</i>
<p>Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law ⁸?</p>	<p>[]Yes []No</p> <p>If yes, has the economic operator taken measures to demonstrate its reliability despite the existence of this ground for exclusion ('Self-Cleaning')?</p> <p>[]Yes []No</p> <p>If it has, please describe the measures taken:[.....]</p>
<p>Is the economic operator in any of the following situations:</p> <p>(a) Bankrupt, or</p> <p>(b) The subject of insolvency or winding-up proceedings, or</p> <p>(c) In an arrangement with creditors, or</p> <p>(d) In any analogous situation arising from a similar procedure under national laws and regulations, or</p>	<p>[]Yes []No</p> <p>– [.....]</p> <p>– [.....]</p>

⁸ *As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.*

<p>(e) That its assets are being administered by a liquidator or by the court, or</p> <p>(f) That its business activities are suspended?</p> <p>If yes:</p> <ul style="list-style-type: none"> — Please provide details: — Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances? <p><i>If the relevant documentation is available electronically, please indicate:</i></p>	
<p>Is the economic operator guilty of grave professional misconduct?</p> <p>If yes, please provide details:</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No,</p> <p>[.....]</p> <p>If yes, has the economic operator taken self-cleaning measures? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>If it has, please describe the measures taken:</p> <p>[.....]</p>
<p>Has the economic operator entered into agreements with other economic operators aimed at distorting competition?</p> <p>If yes, please provide details:</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>[.....]</p> <p>If yes, has the economic operator taken self-cleaning measures? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>If it has, please describe the measures taken:</p> <p>[.....]</p>
<p>Is the economic operator aware of any conflict of interest due to its participation in the procurement procedure?</p> <p>If yes, please provide details:</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>[.....]</p>
<p>Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>[.....]</p>

<p>preparation of the procurement procedure? If yes, please provide details:</p>	
<p>Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract? If yes, please provide details:</p>	<p>[]Yes [] No [.....] If yes, has the economic operator taken self-cleaning measures? []Yes [] No If it has, please describe the measures taken: [.....]</p>
<p>Can the economic operator confirm that:</p> <p>(a) It has 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,</p> <p>(b) It has not withheld such information,</p> <p>(c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and</p> <p>(d) It has not undertaken to unduly influence the decision-making process of the contracting authority or contracting entity, 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?</p>	<p>[]Yes [] No</p>

D: OTHER GROUNDS OF EXCLUSION

<p>Is the economic operator in the UNPD List 1267.1989 or UN Ineligibility List?</p>	<p align="center"><input type="checkbox"/> YES or <input type="checkbox"/> NO</p>
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Part IV: Selection criteria

Concerning the selection criteria (Section a or Sections A to D of this part), the economic operator declares that:

GLOBAL INDICATION FOR ALL SELECTION CRITERIA

The economic operator should only fill in this field in case the contracting authority or contracting entity has indicated in the relevant notice or in the procurement documents referred to in the notice that the economic operator can limit itself to filling in Section a of Part IV without having to fill in any other Section of Part IV:

Meeting all required selection criteria	Answer
It satisfies the required selection criteria:	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No

A: TECHNICAL AND PROFESSIONAL ABILITY

The economic operator should only provide information where the selection criteria concerned have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.

Technical and professional ability	Answer:								
The economic operator has provided the following main services of the type specified: When drawing up the list, please indicate the amounts, dates and recipients:	<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 30%;">Description</th> <th style="width: 15%;">amount</th> <th style="width: 15%;">date</th> <th style="width: 40%;">recipient</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Description	amount	date	recipient				
Description	amount	date	recipient						
The following educational and professional qualifications are held by: (a) The service provider or the contractor itself, and/or (depending on the requirements set out in the relevant notice or the procurement documents) (b) Its managerial staff:	(a) [.....] (b) [.....]								
The economic operator's average annual manpower and the number of managerial staff for the last three years were as follows:	Year, average annual manpower: [.....],[.....], [.....],[.....], [.....],[.....], Year, number of managerial staff: [.....],[.....], [.....],[.....], [.....],[.....]								
Does the economic operator intend to use local staff?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]								

	Please indicate the number and position; [.....]
--	---

B: QUALITY ASSURANCE SCHEMES AND ENVIRONMENTAL MANAGEMENT STANDARDS

<p><i>The economic operator should only provide information where quality assurance schemes and/or environmental management standards have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.</i></p>	
Quality Assurance Schemes and Environmental Management Standards	Answer:
<p>Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required quality assurance standards, including accessibility for disabled persons? If not, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided: <i>If the relevant documentation is available electronically, please indicate:</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....][.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</p>
<p>Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required environmental management systems or standards? If not, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided: <i>If the relevant documentation is available electronically, please indicate:</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....][.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</p>

Part V: Concluding statements

The undersigned formally declare that the information stated above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, in the call for offers

The undersigned formally consent to MIO-ECSDE gaining access to the end clients of projects indicating technical ability, professional ability and past performance, for reference checking purposes.

Date, place and, where required or necessary, signature (s): [.....]

Annex 3: Technical Offer Form

<p>TECHNICAL OFFER FORMAT INSERT TITLE OF THE SERVICES</p>
--

Note: Technical Offers not submitted in this format may be rejected. The financial Offer should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Offer:	
Address:	
Phone / Fax:	
Email:	

Subcontractors:

Name of Subcontractor 1 / Firm:	
Country of Registration:	
Name of Contact Person for this Offer:	
Address:	
Phone / Fax:	
Email:	

Name of Subcontractor 2 / Firm:	
Country of Registration:	
Name of Contact Person for this Offer:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: APPROACH AND METHODOLOGY
<p>This section should demonstrate the Participant’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics</p>

proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

1.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

1.2. Implementation Timelines: The Participant shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

1.3. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project 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.

1.4. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the Contracting Authority, including a reporting schedule.

SECTION 2 - EXPERTISE OF NATURAL OR LEGAL PERSON OR ENTITY

This section should fully explain the Participant's resources in terms of personnel and facilities necessary for the implementation of this project.

2.1. Brief Description of Participant: Provide a brief description of the Participant submitting the Offer, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

2.2. Financial Capacity: Provide the latest Financial Statement (Income Statement and Balance Sheet) duly certified by a Chartered Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

The annual turnover of the participant for the last two financial years shall be at least equivalent to the maximum amount of the call.

2.3. Track Record and Experiences: Provide the following information regarding corporate experience. Participants are required to have a record of minimum 3 projects over the last 10 years of comparable nature and degree of complexity which are related or relevant to those required for this Contract.

<i>Name of project</i>	<i>Client</i>	<i>Contract Value</i>	<i>Period of activity</i>	<i>Types of activities undertaken</i>	<i>Status or Date Completed</i>	<i>References Contact Details (Name, Phone, Email)</i>

Please note :

A list of projects shall be submitted, stating the Project (**or portion that was solely executed by the consultant**), the end clients, Contract value of the Project (**or portion that was solely executed by the consultant**) and its duration, description of activities undertaken along with contact details for reference checking purposes (please indicate the e-mail addresses of contact persons). In so listing the end clients, the Participant is giving his consent to the Contracting Authority , to contact the relevant clients for reference checking purposes

SECTION 3: PERSONNEL / TEAM COMPOSITION – EXPERT /MANAGEMENT

3.1. Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2. Staff Time Allocation:

Using the Table 1 provided in point 2.2.3.2 c of the present call indicate the names of the experts per area of expertise and the actual number of man-days allocated per expert for each of the areas of expertise. (Note: *This table is crucial, and no substitution of expert will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the Contracting Authority. If substitution is unavoidable it will be with a person who, in the opinion of the Contracting Authority project manager, is at least as experienced as the person being replaced, and subject to the approval of the Contracting Authority. No increase in costs will be considered as a result of any substitution.*)

Also indicate the experts that will be used for each of the tasks listed in the ToR and provide a break-down of planned person-days per task and expert under each task.

3.3. Qualifications of Experts. Provide the CVs of Experts. CVs should demonstrate qualifications in areas of expertise as indicated in Table 1 provided in point 2.2.3.2 c of the present call relevant to the Scope of Services. Please use the format below for each one of the proposed experts:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: Highlight experience in the region and on similar projects.		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
e.g. June 2014-January 2015		
Etc.		
Etc.		
References no.1 (please list the required number of references as stated in the TOR):	Name Designation Organization Contact Information – Address; Phone; Email; etc.	
Reference no.2	Name Designation Organization Contact Information – Address; Phone; Email; etc.	
Reference no.3	Name Designation Organization Contact Information – Address; Phone; Email; etc.	
<p>Declaration:</p> <p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p>		
<p>_____</p> <p>Signature of the Nominated Team Leader/Member</p>		<p>Date Signed</p>
<p>Date:</p> <p>Signature:</p>		
<p>To be completed and signed by the Participant (including each partner in a consortium/group).</p>		

Annex 4: Financial Offer Form

The Participant is required to submit the Financial Offer in an envelope separate from the rest of the offer as indicated in the Instruction to Participants.

The Financial Offer must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Offer. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Phase; the expected deliverables Tasks per phase can be found in the ToR

TASKS / Phases (the full description of the phases and tanks are given in the ToR in Annex 5)	Main Outputs / Deliverables	Percentage of Total Price	Price USD (Lump Sum, All Inclusive)
Work-package A: Development of the Drin SAP investment plan			
A1: Desktop research and communication with beneficiaries for the preliminary identification of the approach to develop the Drin SAP investment plan as well as the identification of information gaps	A1: Inception report summarizing the: (i) information collected through the desk study and (ii) the approaches/methods to develop the Drin SAP costing framework and investment plan. The report should contain in Annexes: (i) evidences of information collected through task A1 (ii) information gaps with minimum set of input data required for cost estimates; (iii) work plan.		
A2: Refining the costing approach and bridging the information gaps	A2: Refined Methodology to assess the cost of the Drin SAP actions. The report should contain mission findings and in Annexes: (i) cost assessment methods to be used for each of the Drin SAP actions; (ii) minutes of the meetings (MoMs) from missions.		
A3: Development of the Drin SAP costing framework and investment plan and of supported documentation	A3: Drin SAP financing framework and Draft Drin SAP investment plan as described in task A3 for commenting purposes. A3a: Final Drin SAP investment plan where comments are fully addressed.		

<p>Work-package B: Development of four (one per Riparian) full project proposals on the priority actions identified</p>		
<p>B1: Desk studies on the priority topics and planning of the scoping missions</p>	<p>B1: Inception report with four brief consolidated reports summarizing information collected through the desk studies along with consultants' work plan and mission preparation documents (separate for each Riparian).</p>	
<p>B2: Scoping missions and formulation of concept notes</p>	<p>B2: Four concept notes as a result of the scoping missions. Materials from the mission (including respective MoMs) should be presented as Annexes.</p>	
<p>B3: Development of the four full project proposals (one per Riparian)</p>	<p>B3: Four Draft full project proposal documents (one per Riparian, presented separately) as per requirements described in task B3 of the Methodology chapter of this ToR for commenting purposes. B3a: Final versions of the four full project proposal documents (one per Riparian, presented separately) where comments are fully addressed</p>	

B. Cost Breakdown per phase:

The Participants are requested to provide the cost breakdown for each phase (see ToR) based on the following format. The Contracting Authority will use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Phases (the full description of the phases and tanks are given in the ToR in Annex 5)	Remuneration per Unit of Time (e.g., day, month, etc.) or per Item	Number of Units/Items	No. of Personnel	Total
A1				
1. Personnel Services				
1a. Expertise 1				
1b. Expertise 2				
1c. Expertise 3				
1d.				
1e.				
2. Travel Costs				
3. Daily Allowance				
4. Communications				
5. Printing Costs				
6. Communication				
7. Others				
A2				
1. Personnel Services				
1a. Expertise 1				
1b. Expertise 2				
1c. Expertise 3				
1d.				
1e.				
2. Travel Costs				
3. Daily Allowance				
4. Communications				
5. Printing Costs				
6. Communication				
7. Others				
A3				
1. Personnel Services				
1a. Expertise 1				
1b. Expertise 2				
1c. Expertise 3				
1d.				
1e.				

2. Travel Costs				
3. Daily Allowance				
4. Communications				
5. Printing Costs				
6. Communication				
7. Others				
B1				
1. Personnel Services				
1a. Expertise 1				
1b. Expertise 2				
1c. Expertise 3				
1d.				
1e.				
2. Travel Costs				
3. Daily Allowance				
4. Communications				
5. Printing Costs				
6. Communication				
7. Others				
B2				
1. Personnel Services				
1a. Expertise 1				
1b. Expertise 2				
1c. Expertise 3				
1d.				
1e.				
2. Travel Costs				
3. Daily Allowance				
4. Communications				
5. Printing Costs				
6. Communication				
7. Others				
B3				
1. Personnel Services				
1a. Expertise 1				
1b. Expertise 2				
1c. Expertise 3				
1d.				
1e.				
2. Travel Costs				
3. Daily Allowance				
4. Communications				
5. Printing Costs				
6. Communication				
7. Others				

Terms of reference
***Development of the Drin SAP
investment plan and four project
proposal documents***

In the framework of:

Memorandum of Understanding
for the Management of the Extended Transboundary Drin Basin

GEF Project “Enabling Transboundary Cooperation and Integrated Water
Resources Management in the Extended Drin River Basin”

April 2020

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 countries 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.

For more information, please contact



Web: www.gwpmed.org

Headquarters:

12, Kyrristou str., 10556

Athens, Greece

T: +30210-3247490, -3247267, F: +30210-3317127

1. Introduction

The Drin Basin extends in a large part of the Western Balkans. It consists of several sub-basins, the uppermost of which is that of the Prespa Lakes, while the lowest that of the Buna/Bojana River, adjacent to the Adriatic Sea. The Drin River is the “connecting agent” of the Drin Basin, linking tributary rivers, lakes, aquifers, and other aquatic habitats into a complex ecosystem of major importance.

The Prespa Lakes sub-basin comprises of two lakes; the Micro (small) Prespa shared by Greece and Albania, and the Macro (big) Prespa shared by Albania, Greece and North Macedonia. Water flows through underground karst channels from the Prespa to the Lake Ohrid. Shared by Albania and North Macedonia, Ohrid is the largest lake in terms of water volume in SEE. The only surface outflow of Lake Ohrid, the Black Drin, flows north through North Macedonia and it enters Albania where it meets the White Drin -originating from Kosovo- to form the Drin River. Flowing westward through Albania, the Drin joins the Buna/Bojana River 1 km downstream of the outlet of Lake Skadar/Shkoder, near the city of Shkodra. Shared by Albania and Montenegro, Skadar/Shkoder is the largest lake in terms of surface in SEE. The Buna/Bojana River drains Lake Skadar/Shkoder sub-basin and flows into the Adriatic Sea; its final tract (23 km) forms the Albania - Montenegro borderline.

The Drin transboundary system offers an excellent example of interdependencies created among different anthropogenic uses (agriculture, hydropower generation, industry, fisheries, tourism, urban settlements, etc.) as well as among uses and ecosystems, in four major inter-connected inland water bodies and a receiving sea.

1.1 The Drin Memorandum of Understanding

Coordinated action at the Drin Basin level has been absent until the development of the Shared Vision for the sustainable management of the Drin Basin and the signing of a related Memorandum of Understanding (Tirana, 25 November 2011) by the Ministers of the water and environment management competent ministries of the Drin Riparians i.e. Albania, North Macedonia, Greece, Kosovo and Montenegro. This was the outcome of the Drin Dialogue coordinated by Global Water Partnership Mediterranean (GWP-Med) and UNECE.

The main objective of the Drin MoU is the attainment of the Shared Vision: “*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 **ultimate goal** of the work in the Drin Basin is to reach a point in the future where the scale of management lifts from single water bodies to the hydrological interconnected system of the Drin Basin, eventually leading from the sharing of waters among Riparians and conflicting uses, to the sharing of benefits among stakeholders.

1.2 The Drin Coordinated Action

A process called the “Drin CORDA”, Drin Coordinated Action for the implementation of the Drin MoU, was put in place after the signing of the latter.

Following the provisions of the MoU an institutional structure was established in 2012. 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:
 - Water Framework Directive implementation EWG.
 - Monitoring and Information exchange EWG.
 - Biodiversity and Ecosystem EWG.
 - Floods management EWG (established in 2019).

The **DCG Secretariat** provides technical and administrative support to the DCG; GWP-Med serves by appointment of the Parties through the MoU as the Secretariat.

An Action Plan was prepared to operationalize the Drin CORDA. This has been subject to updates and amendments in accordance with the decisions of the Meeting of the Parties to the Drin MoU and the DCG. The DCG and its Secretariat guides the implementation of the action plan while its implementation is currently being supported by the Global Environment Facility⁹ (GEF); see below.

1.3 The GEF Drin Project

The GEF supported Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin” (GEF Drin Project) is aligned in content, aims and objectives with the Action Plan and the activities under the Drin CORDA.

The objective of the project is to *promote joint management of the shared water resources of the transboundary Drin River Basin, including coordination mechanisms among the various sub-basin joint commissions and committees*. Albania, Kosovo, Montenegro and North Macedonia are the Project beneficiaries.

The GEF Drin project is structured around five components:

- a. Component 1: Consolidating a common knowledge base
- b. Component 2: Building the foundation for multi-country cooperation
- c. Component 3: Institutional strengthening for Integrated River Basin Management (IRBM)
- d. Component 4: Demonstration of technologies and practices for IWRM and ecosystem management
- e. Component 5: Stakeholder Involvement, Gender Mainstreaming and Communication Strategies

The Project is implemented by UNDP and executed by the Global Water Partnership (GWP) through GWP-Med in cooperation with the United Nations Economic Commission for Europe (UNECE); GWP-Med is responsible for the realization of the Project. The Drin Core Group is the Steering Committee (SC) of the Project.

It is managed by a Project Coordination Unit (PCU) with staff in Tirana, Podgorica, Ohrid, Pristina, and Athens. The duration of the Project is four years.

⁹ www.thegef.org

2. Objective

To develop the Drin SAP investment plan for the implementation of all Management Actions defined in Strategic Action Plan (SAP) for the extended Drin basin during the period 2021-2031 and to prepare full project proposals on four SAP priority actions (one per Riparian).

3. Background information

The Transboundary Diagnostic Analysis/Strategic Action Programme (TDA/SAP) approach is a highly collaborative process that has proven to be a major strategic planning tool for GEF International Waters Projects over the last 20 years¹⁰.

The main technical role of a TDA is to identify, quantify, and set priorities for environmental problems that are transboundary in nature. Consequently, a TDA provides the factual basis for the formulation of a SAP.

The Drin TDA synthesizes the findings of basin-wide Thematic Reports, undertaken at three levels: Sub-basin level; Riparian level within each sub-basin; and the extended Drin basin:

- Thematic Report on Institutional and Legal setting
- Thematic Report on Socioeconomics
- Thematic Report on Biodiversity and Ecosystems
- Thematic Report on Hydrology and Hydrogeology
- Thematic Report on Pollution and Water Quality
- Thematic Report on the Nexus¹¹.

The Thematic Reports developed, assist in enhancing the knowledge basis of the Drin Riparians regarding the state of the natural and anthropogenic environment in the basin and provide more technical information on the transboundary issues identified.

The Strategic Action Plan (SAP) is a negotiated policy document endorsed at the highest level. It establishes clear priorities for action to resolve the priority transboundary problems identified in the TDA. Two key elements of the SAP are: (1) a well-defined baseline - provided by the TDA- (2) monitoring and evaluation procedures to measure effectiveness of the outcomes of the process for the implementation of the managerial actions agreed by the Riparians and included in the SAP.

The draft Drin Basin SAP is ready (to be provided to the selected consultant); the Riparians have approved it and it is expected that the line Ministers will endorse it -should an agreement is reached- during the second quarter of 2020.

The Drin Basin SAP draws -in addition to the TDA- on the Drin MoU. The Drin MoU presented a clear vision (titled 'Objective') and identified seven 'common concerns' which are reaffirmed in the SAP as '**Goals**' to be achieved through the implementation of specific **Objectives**. For each Objective, a series of **Management Actions** are detailed which include: Timescale; Priority; Location; Responsible organisation; Financing; Budget; Process indicators; Link to TB Problem; and Link to Thematic Report.

The **Goals** are:

- Goal 1: Improving access to comprehensive data and adequate information to fully understand the current state of the environment and the water resources and the hydrologic

¹⁰ IW:LEARN TDA/SAP Methodology and training Course (2013)

¹¹ The Nexus assessment/approach looks into the interlinkages and trade-offs among the sectors of water, land, energy and environment aiming to identify solutions that will foster not only water and environment security, but also energy and food security. In other words, the nexus assessment has no bias towards a specific sector and is multi-centric by definition.

system (including surface, underground and coastal waters) as well as ecosystems of the Drin Basin.

- Goal 2: Establish conditions for a sustainable use of water and other natural resources.
- Goal 3: Develop cooperation and measures to minimise flooding especially in the lower parts of the Drin Basin.
- Goal 4: Improve management and appropriate disposal of solid wastes.
- Goal 5: Decrease nutrient pollution deriving from untreated or poorly treated wastewater discharges and unsustainable agricultural practices.
- Goal 6: Decrease pollution from hazardous substances such as heavy metals and pesticides.
- Goal 7: Minimise effects of hydro-morphologic interventions that alter the nature of the hydrologic system and the supported ecosystems, resulting in their deterioration.

The draft Drin basin SAP contains around 100 management actions (grouped in 7 goals) to be implemented by the Riparians which form the base for development of the Drin SAP investment plan.

The TDA (along with thematic reports) provide complementary information for the development of the costing of the Drin SAP management actions and a solid basis for the development of the four project proposals (one per Riparian). The TDA and six Thematic reports are ready and will be provided to the selected consultant.

4. Scope of work

On the basis of the objective set, the work of the consultant is divided into two interconnected work-packages (A & B). It is required that the consultant develops both work-packages in parallel in order to utilize available resources in the most efficient way.

Work-package A: Development of the Drin SAP investment plan

The implementation of the Drin SAP as a Strategy for the achievement of the shared vision should be supported by an appropriate investment plan that will take into consideration: (i) an estimation of the cost of the management actions (using an appropriate methodology); (ii) the current status of implementation of these or compliant activities in the Riparians and the level to which the respective costs are financed (or have potential to be financed) through existing or potential financing sources.

The development of the sound financial framework for implementing the Drin SAP will assist the:

- Riparians to appropriately plan implementation of the management actions (from this point forward, Drin SAP actions; short-term, mid-term and long-term), either through integration of the actions and related costs in their annual national programs (and budgets) or by seeking for other financial instruments (already available or to be available) to support Drin SAP actions' implementation;
- Developmental Partners (donor countries, international financial institutions etc.) to better understand financial needs of the Drin Riparians in the field of Water management and align/adjust their strategies offering assistance for the implementation of multi-Riparian programs that will be of synergetic effect to achieve integrated management of the Extended Drin basin.

Further to the above, an appropriate Investment plan for the Drin SAP will: assist in the estimation of overall costs of the interventions that are needed to achieve the shared vision, enhancing existing transboundary cooperation and political willingness to achieve this aim; enable tangible monitoring of the financial aspects of the SAP implementation.

Work-package B: Development of four (one per Riparian) full project proposals on priority management actions

Through the highly collaborative process for the development of the SAP, the Drin Riparians have identified fields (one per Riparian) of priority in terms of implementing of Drin SAP actions. These are as follows:

1. Nature based solutions for the Ohrid lake, North Macedonia;
2. Implementation of Climate Change mitigation and adaptation measures through small/medium scale structural interventions for combating floods and water scarcity in the areas of Morača and Zeta rivers in Montenegro;
3. Preparation of a Drought Management plan for White Drin basin in Kosovo.
4. Albania Water management pilot project.

The development of the full project proposals on the above fields will assist the Riparians either in a prompt and structured implementation of priority Drin SAP actions (where national financing sources can be made available) and/or to seek financial support from Developmental Partners.

5.Methodology

Work-package A: Development of the Drin SAP investment plan

A1: Desktop research and communication with beneficiaries for the preliminary identification of the approach to develop the Drin SAP investment plan as well as the identification of information gaps.

During this task the consultant will conduct desktop research and communicate with the beneficiaries with the aim to:

- Understand in detail the actions described in the Drin SAP. To properly plan the estimation of costs, the consultant needs to have a comprehensive understanding of processes and outputs associated with each activity. Only when processes and outputs are clear the necessary input requirements for the consultant can be accurately defined.
- Identify approach(es) and methods that may be used for the estimation of costs for the implementation of the Drin SAP and development of the Drin SAP strategic investment plan.
- Identify actions from those listed in the SAP that are implemented or are planned to be implemented either using national budgets or in the framework of transboundary or regional compliant programs or projects, along with their respective costs and sources of financing.
- Identify and list information gaps for this assignment.

The implementation of this task will not be a straightforward process as the Drin SAP actions vary with regard to the level of availability of details necessary for appropriate cost estimations. In some cases there will be little or no information for appropriate cost estimations. In such cases, the consultant is expected to propose a model on how associated costs can be presented for different activities (i.e. as base unit cost) and seek assistance from the beneficiaries and GWP-Med project team in relation to the necessary input parameters (e.g. estimation of the number of staff members to be trained or ha of the area to be reforested). The necessary input parameters (minimum set of input data required) for the respective cost estimates will be enlisted by the consultant in the inception report, along with other information gaps identified. The collection of missing information should be pursued also during execution of task A2 (see below). If this approach would give no results, investigation of other options (comparison with the cost of similar actions, programs, projects) should be performed.

A2: Refining the costing approach and bridging the information gaps

Aiming to have the most accurate possibly cost estimation of the Drin SAP actions the consultant (at this stage) is expected to adjust/refine costing methodology for each of the actions (group of actions) by collecting and using input data for conducting appropriate cost assessment, that are found through task A1 to be missing.

In that respect the consultant will:

- Define appropriate cost assessment method of each of the SAP actions (group of actions; i.e. bottom up costing, parametric costing, analogy costing, expert opinion) based on the results from task A1;
- Conduct a mission in each of the Drin riparian's to collect missing information;
- Adjust /refine the cost assessment method of each of the Drin SAP actions.

The consultant should all times take into account the objective and scope of this assessment and resources available so cost effective and efficient management of assignment is achieved. Mission in the Riparians should be planned in advance (with indication of the people/places to be visited along with respective agendas).

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

A3: Development of the Drin SAP costing framework and investment plan and of supported documentation

- Assess the cost for the implementation of the Drin SAP by implementing the approach for each of the actions (group of actions) -based on the results from A1 & A2- and **develop the costing framework for the Drin SAP¹²** i.e. a matrix including the cost of each Drin SAP action. Associated costs should be broken down using the following parameters: incremental and existing costs, investment and capital costs per Riparian, year and source of financing (existing or potential).
- Use the costing framework and further elaborate its findings to develop the **Drin SAP investment plan¹³** that will include (the list is not exhaustive):
 - Assessing and presenting Investment return rate for applicable Drin SAP actions (e.g. provision of utility services);
 - Description of potential for utilization of the identified financing sources based on the costing framework and results of A1 & A2 ;
 - Presenting financial requirement by year of implementation and per Riparians (summary);
 - Presenting financial requirements by Drin SAP goals (summary);
 - Assessing and presenting major financial challenges and opportunities for implementation of the actions related to each of the Drin SAP goals;
 - Description of necessary preconditions for the implementation of the Drin SAP investment plan.

The Consultant will deliver a draft Drin SAP investment plan to GWP-Med for comments; a revised (final) Drin SAP investment plan will integrate/address the comments made.

Work-package B: Development of four (one per Riparian) full project proposals on the priority actions identified

The consultant is expected to perform the following tasks:

B1: Desk studies on the priority topics and planning of the scoping missions

¹² The Consultant is required to document all the cost estimates findings used for the development of the costing framework as Annex of the Drin SAP investment plan (clearly marking how cost estimation was conducted on each of the actions).

¹³ Drin SAP investment plan's purpose is to further mobilize public and private financial resources and assist in the development of financing schemes for the implementation of the Drin SAP actions.

The desk studies (per each priority topic) should take into account the findings of the Drin TDA/SAP process and also, relevant published, unpublished and draft reports/project proposals at Riparian level related to the four priority actions (see list in Scope of Work, Work-package B). It is expected that this task is done in synergy with task A1 (sections 3 & 4), as described above. The desk studies should also consult relevant (also draft) programmes/projects with similar topics implemented in the other neighbouring Riparians with the assistance of Developmental Partners. In addition to this, the consultant is encouraged to consult project concept notes¹⁴ developed for the topic B2 and Guidelines for preparation of the Drought Management plans developed by the GWP-CEE¹⁵ for the topic B3.

Based on the desk studies' findings and the Annotated Table of Contents for the project proposal document (available as Annex I; a-d to this call) the consultant will plan the mission in each of the Riparians (including a list of relevant meetings to be requested and draft agendas with respective meeting topics).

B2: Scoping missions and formulation of concept notes

The consultant is required to conduct scoping missions with the aim to understand the needs and expectations of the beneficiaries for each of the four projects, with the aim to reflect these in the project documents to be prepared.

The needs and expectations and other related information should be used to develop concept notes for each Project. Each Concept Note will be discussed with the beneficiaries and GWP-Med. Once finalised they will be the basis for the development of the full project proposals (see next task).

Travel costs associated to the missions (air ticket and accommodation for minimum one team member per Riparian) will be covered by the consultant (to be included in financial offer) at no additional expenses to the contractor.

In this stage the consultant is encouraged to maintain contacts with the beneficiary officials via electronic means of communication (i.e. mail, skype) also after the missions in order to better understand and Riparians' needs and reflect these in the full project proposals to be developed.

B3: Development of the four full project proposals (one per Riparian)

Based on the results from the B1 & B2 the consultant will develop Full project proposals on the following themes/Riparians:

- 1. Nature based solutions for the Ohrid lake, North Macedonia;*
- 2. Implementation of CC mitigation and adaptation measures through small/medium scale structural interventions for combating floods and water scarcity in the areas of Morača and Zeta rivers in Montenegro;*
- 3. Preparation of the Drought Management plan for Kosovo;*
- 4. Albania Water management pilot project.*

The draft Project proposal documents for all themes will be delivered fully in accordance with Annex I (a-d): Annotated ToC for the project proposal document.

Additionally, for theme 2 (where a donor has been already identified) the content of the draft Project Proposal will be transferred into the templates of the GCF (Green climate fund) in accordance to the related process and requirements¹⁶ (including all associated Annexes).

The draft project proposal documents will be submitted to the beneficiaries for comments. The final full project proposal documents should address all comments received.

¹⁴ Internal document; to be provided to the successful consultant.

¹⁵ Global Water Partnership Central and Eastern Europe (2015). Guidelines for the preparation of Drought Management Plans. Development and implementation in the context of the EU Water Framework Directive, Global Water Partnership Central and Eastern Europe, 48pp; to be provided to the successful consultant.

¹⁶ Funding Proposal template available at: <https://www.greenclimate.fund/document/funding-proposal-template>.

It is expected that consultant will prepare four full project documents.

6. Deliverables/Outputs

The deliverables/outputs of this assignment are:

A1: Inception report summarizing the: (i) information collected through the desk study and (ii) the approaches/methods to develop the Drin SAP costing framework and investment plan. The report should contain in Annexes: (i) evidences of information collected through task A1 (ii) information gaps with minimum set of input data required for cost estimates; (iii) work plan.

A2: Refined Methodology to assess the cost of the Drin SAP actions. The report should contain mission findings and in Annexes: (i) cost assessment methods to be used for each of the Drin SAP actions; (ii) minutes of the meetings (MoMs) from missions.

A3: Drin SAP financing framework and Draft Drin SAP investment plan as described in task A3 for commenting purposes.

A3a: Final Drin SAP investment plan where comments are fully addressed.

B1: Inception report with four brief consolidated reports summarizing information collected through the desk studies along with consultants' work plan and mission preparation documents (separate for each Riparian).

B2: Four concept notes as a result of the scoping missions. Materials from the mission (including respective MoMs) should be presented as Annexes.

B3: Four Draft full project proposal documents (one per Riparian, presented separately) as per requirements described in task B3 of the Methodology chapter of this ToR for commenting purposes.

B3a: Final versions of the four full project proposal documents (one per Riparian, presented separately) where comments are fully addressed.

7. Monitoring and Progress Controls

Mr. Novak Cadjenovic will be providing oversight and guidance from the side of the PCU. Services will be rendered and will be considered completed upon approval of the deliverables by the Project Coordinator and the GWP-MED Executive Secretary Mr. Vangelis Constantianos.

8. Place of Performance

This assignment is home based. The tasks will be carried out from a place of the Consultant's preference.

9. Qualification and Experience

Consultant is required to have solid experience in developing and managing complex projects in in the field of financial and economic analyses and environment.

The consultant should have the following team composition (in terms of qualification and experience):

NOTE: there is no limitation on the number of experts or number of experts per area of expertise Failure to provide relevant minimum expertise is considered a ground for disqualification; the consultant may include as many experts as deemed required for the implementation of the activity – additional experts will increase the scoring of the consultant during the evaluation.

TABLE 1

Team members and/or areas of expertise	Qualifications
Key expert 1: Financial expert (Team Leader)	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in Economics and/or Environmental economics and/or Finance ○ Minimum 10 years of professional experience in the field of economics and/or finance (Required). ○ Minimum 2 assignments in cost estimate, financial due diligence or/and financial and/or economic analyses (Required). ○ Leading or participating in minimum 2 project proposals development for international financial organizations (as an example GEF, GIZ, ADA, UNDP, etc.) (Required). ○ Experience in the water management sector (Desirable) ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable)
Key expert 2: Water management expert:	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in the field of Environment or Water management or Engineering ○ Minimum 10 years of professional experience in the field of Environment and/or Water management or engineering (Required). ○ Minimum 2 assignments in water management sector (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of expertise (Desirable)
Key expert 3: Climate change expert	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in field of Environment or Climate change or Water management ○ Minimum 10 years of professional experience in the field of Environment and/or Climate change and/or Water management (Required). ○ Minimum 2 assignments in climate change sector (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of expertise (Desirable)
Key expert 4: Environmental expert:	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in field of Environment or Water management or Biology or Natural Sciences ○ Minimum 10 years of professional experience in the field of Environment and/or Water management (Required). ○ Minimum 1 assignments related to nature based solutions (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of

	expertise (Desirable)
Key expert 5: Draught management expert:	<ul style="list-style-type: none"> ○ At least MSc degree or equivalent in field of Environment or Climate change or Water management ○ Minimum 10 years of professional experience in the field of Environment and/or Climate change and/or Water management (Required). ○ Minimum 2 assignments in Drought management (Required). ○ Experience in working in the Drin Basin and/or its sub-basins (Desirable) ○ Experience in drafting project proposals in her/his field of expertise (Desirable)

10. Duration of the Contract

- The duration of the agreement is 7 months.

11. Contract Price, Deliverables and Schedule of Payment

The maximum fee for the tasks described above is 110.000 USD. This amount includes all other costs, income taxes, VAT and any other amount payable or cost that may be required for the completion of the work/service. All payments except the advance payment shall be upon reception and acceptance/verification of the deliverables.

The agreed fee is payable as follows:

Deliverables	Time frame	Payment
		Advance Payment 20%
A1: Inception report including the following Annexes:	3 months after the date of the signing of the contract	20%
a) evidences of information collected through task A1		
b) information gaps with minimum set of input data required for cost estimates		
c) work plan		
B1 Inception report		
A2: Refined Methodology to assess the cost of the Drin SAP actions including the following Annexes:		
a) cost assessment methods to be used for each of the Drin SAP actions		
b) minutes of the meetings (MoMs) from missions		
B2: Four concept notes		
A3: Draft Drin SAP investment plan as described in task A3 for commenting purposes	5 months after the date	30%

B3: Four draft full project proposal documents (one per Riparian, presented separately)	of the signing of the contract	
A3a: Final version of the Drin SAP investment plan	7 months after the date of the signing of the contract	30 %
B3a: Final versions of the four full project proposal documents (one per Riparian, presented separately) as follows:		
a) Full project proposal document for Nature based solutions for the Ohrid lake, North Macedonia		
b) Full project proposal document for Implementation of CC mitigation and adaptation measures through small/medium scale structural interventions for combating floods and water scarcity in the areas of Morača and Zeta rivers in Montenegro and		
c) Fully completed GCF funding proposal template		
d) Full project proposal document for Preparation of the Drought Management plan for Kosovo		
e) Full project proposal document for Albania Water management pilot project		

NOTES:

- There is no limitation on the number of experts per area of expertise, but only the key experts per area of expertise will be evaluated according to the detailed evaluation / scoring. Thus, please indicate key expert for each area of expertise.
- If the qualifications of an expert covers the requirements of more than one area of expertise, that expert can be also proposed for these other areas.
- 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.

12. Terms and Conditions

- *Language*

The language of the deliverables/outputs is English.

- *Data and information*

The PCU will provide the Consultant with the following:

- Project related documentation (SAP-attached to this call, TDA, TDA thematic reports);
- Concept note for development developed for the topic B:2 and Guidelines for preparation of the Drought Management plans developed by the GWP-CEE for the topic B3 (from the Scope of the work chapter);
- Contact details of stakeholders.

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

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

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

- *Cooperation requirements*

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

- Review and quality assurance

Review of the work carried out by the Consultant throughout the implementation of the assignment as well as review of the deliverables listed in section 11 of this ToR may be carried out by an independent external expert or expert team.

Review of the project final deliverables may be carried out by relevant Expert Working Groups of the Drin Core Group.

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

- Public consultations / meetings

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