

Athens, 30/07/2020

**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**

**ANNOUNCES THE PRESENT CALL FOR OFFERS**

**For the**

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

**SUBMISSION OF OFFERS BY: 4<sup>th</sup> September 2020 at 17:00 h Athens Time**

**MAX AVAILABLE BUDGET: USD 100.000 including VAT.**

The amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service apart from travel costs.

AWARD Criterion: Most Economical Advantageous offer with criterion best price/quality ratio

## **1. Description of Service**

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.

The objective of the GEF/UNDP/GWP-Med Project “Enabling Transboundary Cooperation and Integrated Water Resources Management in the Extended Drin River Basin” 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, North Macedonia, Kosovo and Montenegro are the beneficiaries.

The GEF/UNDP/GWP-Med Project “Enabling Transboundary Cooperation and Integrated Water Resources Management in the Extended Drin River Basin” is structured around five components:

Component 1: Consolidating a common knowledge base

Component 2: Building the foundation for multi-country cooperation

Component 3: Institutional strengthening for Integrated River Basin Management (IRBM)

Component 4: Demonstration of technologies and practices for IWRM and ecosystem management

Component 5: Stakeholder Involvement, Gender Mainstreaming and Communication Strategies

The Project is implemented by the 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 is responsible for the realization of the Project. The Drin Core Group is the Steering Committee (SC) of the Project.

## 2. Procurement basis

The procurement will proceed having regard to:

- ✓ General principles of EU law on procurements.
- ✓ Internal Rules and Regulations of MIO-ECSDE/GWP-MED.
- ✓ The present Call for Offers
- ✓ The Terms of Reference.

## 3. Place and Time of Offer Submission / Deadline for submission of offers

Interested Parties should submit an offer including the following:

- **Solemn Self-Declaration** in the form attached hereto in Annex 1.
- **The Technical Offer Form** in the form attached hereto in Annex 2.
- **Financial offer** in a separate sealed envelope in the form attached hereto in Annex 3.

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/MIO-ECSDE Address: 12 Kyristou str, 10556 Athens, Greece (Tel: +30-2103247267, -3247490) on the condition that offers shall reach GWP-Med/MIO-ECSDE's premises by the indicated in the call submission deadline.

The **deadline** for submission of offers is set to be **4<sup>th</sup> September 2020 at 17:00 h Athens Time**

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

Mr. Novak Cadjenovic Tel: +30-210-3247267, -2103247490 | e-mail: [novak.cadjenovic@gwpmed.org](mailto:novak.cadjenovic@gwpmed.org)

## 4. Qualification and Experience

Participants in the call are required to have solid experience in developing and managing complex projects in the field related to the tasks described in the ToR. 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.

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 cover 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– Evaluation of Technical offers. Desired qualifications will be awarded additional points as indicated in section Evaluation.

TABLE 1

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

		<ul style="list-style-type: none"> <li>○ Experience in working in the Drin Basin and/or its sub-basins (Desirable)</li> <li>○ Experience in drafting project proposals in her/his field of expertise (Desirable)</li> </ul>	
<u>4.</u>	<u>Key expert 4: Environmental expert:</u>	<ul style="list-style-type: none"> <li>○ At least MSc degree or equivalent in field of Environment or Water management or Biology or Natural Sciences</li> <li>○ Minimum 10 years of professional experience in the field of Environment and/or Water management (Required).</li> <li>○ Minimum 1 assignment related to nature based solutions (Required).</li> <li>○ Experience in working in the Drin Basin and/or its sub-basins (Desirable)</li> <li>○ Experience in drafting project proposals in her/his field of expertise (Desirable)</li> </ul>	
<u>5.</u>	<u>Key expert 5: Draught management expert:</u>	<ul style="list-style-type: none"> <li>○ At least MSc degree or equivalent in field of Environment or Climate change or Water management</li> <li>○ Minimum 10 years of professional experience in the field of Environment and/or Climate change and/or Water management (Required).</li> <li>○ Minimum 2 assignments in Drought management (Required).</li> <li>○ Experience in working in the Drin Basin and/or its sub-basins (Desirable)</li> <li>○ Experience in drafting project proposals in her/his field of expertise (Desirable)</li> </ul>	

#### 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 cover 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.

The Technical Offer Form in the form attached hereto in Annex 2 shall be in conformity to the Project Description in the TOR (Annex 4) of the present Call for Offers and the documents as described under Section 1-3 in Annex 2.

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**

## 5. Evaluation process

### Grounds for Exclusion

Tenders shall be excluded from the procurement process:

- a) If they have been convicted of one of the following legal offences: Participation in a criminal organization; Corruption; Bribery; Fraud; Money laundering, Terrorist; Child labour and human trafficking;
- b) if they are included in the UNDP List 1267/1989 or the UN Ineligibility List;
- c) if they have not fulfilled their obligations relating to the payment of social security contributions;
- d) If they have not fulfilled their obligations relating to the payment of taxes and dues.

Please refer to the **Solemn Self-Declaration Statement in Annex 1 which should be filled in and signed as indicated. Failure to comply with the requirements included in the Self Declaration is considered ground for exclusion.**

### Selection Criteria (Pass/Fail)

Successful candidates:

Must be enrolled in one of the official professional or trade register kept in their country of registration.

Must have a record of minimum 3 projects over the last 10 years of comparable nature and degree of complexity related or relevant to those required for this Contract.

Their annual turnover for the last two financial years must be at least equivalent to the maximum amount of this call.

The proposed expert team should have the minimum required qualifications for all 5 experts as presented in Table 1.

### Award Criteria and evaluation

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under part 4. Qualification and Experience 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		

**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 at 100 points (when minimum requirements are met) and can reach 150 points depending on the description of the participant and the number of projects implemented in excess of 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:

$$B_i = w_1 \times c_1 + w_2 \times c_2 + \dots$$

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 70%, and the financial offer with 30%.

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

$$\Lambda_i = 0,7 * (B_i/B_{max}) + 0,3 * (K_{min}/K_i).$$

Where:

B<sub>max</sub>: the max score received by the best of the technical offers received

B<sub>i</sub>: the score of the technical offer

K<sub>min</sub>: The cost of the financial offer with the minimum price offered.

K<sub>i</sub>: The cost of the financial offer

The most advantageous offers is the one with the greater value of  $\Lambda$ .

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

#### Duration of the Contract

The overall duration of the contract will be maximum 6 months.

#### Contract Price, Deliverables and Schedule of Payment

The maximum fee for the tasks described above is 100.000 USD. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service. All payments except the advance payment shall be upon reception and acceptance/verification of the deliverables.

The agreed fee is payable as follows:

Deliverable	Verification	Payment
Contract signature	Advance payment upon signature of Contract	20%
All Deliverables of A1,B1,A2,B2	Submission and assessment/acceptance of Deliverables	30%
All Deliverables of A3,B3	Submission and assessment/acceptance of Deliverables	30%
All Deliverables of A3a,B3a	Submission and assessment/acceptance of Deliverables	20%
		TOTAL

#### 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.

<b>Termination / cancellation / repetition / reformulation of the procurement procedure</b>
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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.

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

The Chairman of GWP-Med/MIO-ECSDE

Prof. Michael J. Scullos