



Enabling
& Transboundary Cooperation
Integrated Water Resources Management
in the extended **DRIN RIVER BASIN**



Terms of reference: Training on laboratory analyses of water samples with emphasis on priority substances

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”

31 August 2017

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.

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Introduction - Background

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, The Former Yugoslav Republic of Macedonia, Greece, Kosovo* and Montenegro. This was the outcome of the Drin Dialogue coordinated by the 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.

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 Drin MoU an institutional structure was established. It includes:

- The **Meeting of the Parties**.
- The **Drin Core Group (DCG)**. This body is given the mandate to coordinate actions for the implementation of the MoU.
- Three **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.

The **DCG Secretariat** provides technical and administrative support to the DCG; Global Water Partnership – Mediterranean (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 Facility¹ (GEF); see below.

¹ www.thegef.org

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, The Former Yugoslav Republic of Macedonia, Kosovo and Montenegro are the Project beneficiaries.

The GEF Drin Project 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.

It is managed by a Project Coordination Unit (PMU), based in Tirana, Albania; staff is stationed also in Podgorica, Ohrid, Pristina, and Athens. The duration of the Project is four years.

Description of the assignment

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.

A set of activities under *Component 1. Consolidating a Common Knowledge Base, Outcome 1: Consensus Among Countries on Key Transboundary Concerns, Including Climate Change and Variability, Reached Through Joint Fact Finding*, and within work on Output 1. *Transboundary Diagnostic Analysis (TDA)* consists of an analysis of priority transboundary environmental problems. What sectoral activities cause the degradation and how serious this is? Which are the actual drivers, causing the degradation? What are the information gaps on the existing environmental state, policy distortions and institutional deficiencies? Available and new scientific knowledge, national environmental documents and plans will inform the responses to the aforementioned questions and will provide inputs for preparing this analysis as well as identifying priorities among environmental concerns.

The Surveillance Monitoring is planned to improve the understanding of the present baseline conditions of the Drin Basin and the major transboundary concerns or more specifically, to amend and improve the existing data and information of the current state of water resources, and fill the data and info gaps.

The objective of the assignment is to conduct a Training on laboratory analyses of water samples with emphasis on priority substances.

The training should cover water samples management (storage, maintenance, preservation etc.) in the laboratory, laboratory analyses and methodologies, with hands-on experience for the trainees.

The trainees will be a group of professionals (8-10) from national institutions in the Drin Riparian Countries.

The training should be carried out fully in accordance with EU Water Framework Directive (EU WFD 2000/60/EC) and pertaining guidelines and standards.

The training should be carried out in October 2017.

INPUT BY GWP-Med

GWP-Med will provide:

- i. List of trainees from national institutions in the Drin Riparian Countries.
- ii. The logistical arrangements and financing for the trainees following and participating in the training.

REQUESTED SERVICES

The Laboratory/Institution will:

1. Provide trainings on water samples handling, analyses, and data interpretation related to water quality, to the institutional authorities' representatives.
 - a. Brief training on sampling protocols, samples handling and management
Presentation of sampling protocols of surface and groundwater, including procedures for samples pretreatment, storage, and preservation.
 - b. Training on Standard Methods for analyses of various priority substances and/or groups of priority substances
 - c. Training on use of up-to-date laboratory equipment for water quality analyses, including priority substances, and including training on, but not limited to:
 - i. UV/VIS Spektrofotometers and
 - ii. Atomic Absorbers, AAS
 - d. Presentation of the general requirements for the establishment of minimum performance criteria for methods of analysis, as well as rules for demonstrating the quality of analytical results.
 - e. Presentation of environmental quality standards, guidelines and emission limit values specified for the parameters pertaining to the EU WFD (including priority substances) by the European legislation.
2. Analysis of the water samples in a certified laboratory (certification has to be provided for each of the analyses), i.e. hands-on-training of participants, accompanied by analyses reports;
3. Training Report: The laboratory/institution should provide a brief Training Report within the timeframe of the assignment.
4. The Training has to be completely carried out by the Institution, including training venue and/or a laboratory, provision of samples, laboratory equipment and consumables, complete laboratory services, presentation tools etc.
5. The logistical arrangements for the trainees following and participating in the training will be arranged and financed by the PMU, in coordination with the Laboratory/Institution.

Required Qualifications and Skills

- Certified Laboratory/Institution with expertise in Chemistry, Water/Environmental Sciences, or a similar field related to water resources management.
- Knowledge and experience in the EU Water Management sector and practices, as well as EU WFD acquis in general.

General professional experience of the trainers

- At least 10 years of relevant professional experience in the field of water monitoring and water quality assessment.
- Good knowledge on WFD monitoring.
- Team of experts with communication and team working skills

Specific professional experience

- Practical experience in providing technical expertise for water quality analyses Physical-Chemical, Heavy Metals, Priority Substances - and reporting; relevant working experience in the environmental/water quality field.
- Experience with water quality assessment including sampling, analyses and/or data interpretation.
- Experience with regard to the implementation of WF Directive requirements related to water quality assessment.
- Experience in providing on the job training and capacity building activities.
- Regional working experience would be considered an advantage.
- Proximity to Drin Riparians would be considered a strong asset due to logistical and cost considerations.

Deliverables and timeframe of the assignment

Tasks, deliverables and the timeframe, as well as estimated expert days needed for completion of the assignment are presented in the table below:

Tasks	Deliverable	Timeframe/ deadline	Working days
Preparation of detailed schedule of the training	A. <u>Detailed Plan and Schedule of the Training</u>	By 15th October 2017	
Training and laboratory Analyses	B. <u>Training of 8 – 10 professionals</u>	November 2017	
Training Report 2017 Preparation of a summary report - overall findings	C. <u>Brief Training Report</u>	By 10 th December 2017	

Location and language of the assignment

The location of the assignment will be in the place of the Laboratory/Institution.

The language for all documents and reports as well as for all communication is English.

Procurement procedure

The procurement will proceed having regard to:

- ✓ General principles of EU law on procurements.
- ✓ Internal Rules and Regulations of MIO-ECSDE/GWP-MED.
- ✓ The CALL FOR OFFERS.

Awarding Criterion

Best score as per the Evaluation Criteria in The ToR/CfO.

The evaluation of qualified offers will be made as follows:

Evaluation Criteria	Points (max)
Approach and Methodology	25 points
Plan and Schedule of the Training	25 points
CVs of experts	25 points
Certifications & References	25 points
Total:	100 points

The score of each one of the offers received will be calculated with the following simple formula:
Sx=Cx/Ex, where:

- **Cx** is the amount of the Financial Offer
- **Ex** is the total sum of the evaluation criteria points
- **Sx** is the final score round it up to the first digit.

The selected offer will be the one with the smaller Sx

Offer Submission

Interested Parties should submit an offer including the following:

- **Qualifications and Approach Note** (three pages maximum): explaining the approach and methodology to be followed for execution of the Training, proposed plan and schedule of the Training, the composition of the team and the qualifications and experience of the experts in

relation to the requested services/topics. The Note should indicate (in a Tasks Table) the experts that will be used for each of the tasks and training listed above and provide a break-down of planned person-days per task and expert under each task.

- **CVs of the team members / trainers.**
- **List of implemented and ongoing projects** - references.
- **Financial Offer.**
- **Official registration certificate**, VAT number registration and legal status form.

Deadline for submission of offers

SUBMISSION OF OFFERS UNTILL: September 14th, 2017 at 17:00 h Athens Time

The successful candidate will be informed within 10 working days following the submission deadline.

Qualification Requirements and Criteria

- (i) Failure to provide the following is considered a ground for disqualification.
 - **The successful Offeror must be a registered Laboratory / Institution / Research-Scientific and/or Educational Organization**
 - **Extensive experience** in water quality and implementation of EU Water Framework Directive.
 - **Certification** for water quality analyses, with special emphasis on priority substances according to WFD.
 - **Adequate communication skills to conduct the assignment:** The Laboratory/Institution need to demonstrate fluency in English. Knowledge of some of the languages of the Riparians will be considered an asset.
- (ii) The qualified offers will be evaluated based on the following:
 - **Approach and Methodology:** The Offeror should indicate the planned methodology, explaining the approach to be followed and methodology of the Training. The Approach Note should indicate (in a Tasks Table) the experts that will be used for each of the tasks listed above and provide a break-down of planned person-days per task and expert under each task/training topic. Here also the composition of the team and the qualifications and experience of the experts in relation to the requested services should be briefly presented.
 - **Plan and Schedule of the Training:** Detailed explanation on the topics to be covered, analyses presented and the timetable of the training.
 - **Composition, Expertise and Experience (years) of Team of experts:** The scope of work requires an **interdisciplinary team** of skilled professionals with previous experience in water quality assessment and analyses.
 - **Number of projects implemented and ongoing - references:** A record of successfully implemented projects of this kind in the last 10 years and ongoing. **Expertise in the Project area:** experience in projects and activities in the Drin Riparians is will be considered a strong asset.

- Location/seat of the Laboratory/Organization will be taken into account for logistical and cost considerations and limitations.