

CALL FOR Individual Consultancy Services on “Preparation of a Methodological Approach for the establishment and sustaining of a Regional Dialogue and Community of Practice on Transboundary Water Resources Management “

The Global Water Partnership Mediterranean is seeking to hire an Individual External Consultant in the framework of the project “International Waters: Learning Exchange and Resource Network (GEF IW:LEARN)”, Activity 2.3: Supporting Regional Cooperation on Shared Water Resources through Dialogue”.

The background of the Project and details about the consultancy services are provided in the Terms of Reference in Annex I.

Type of Contract:	Service Contract , the successful candidate will be contracted by GWP-Med’s Host Institute, MIO-ECSDE a civil non-profit society, based in Greece
Period of services:	4 months
Engagement:	Part time engagement
Application deadline:	<u>20 August 2018 at 17:00 h Athens time.</u>

The Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP’s mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (Global Water Partnership Organisation). For more information: www.gwp.org

The Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSDE), holding non-governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSDE. GWP-Med is serviced by the GWP-Med Secretariat. For more information: www.gwpmed.org

Application procedure

Applicants are requested to study carefully the Terms of Reference provided in Annex I.

Interested candidates can apply by sending not **later than 20 of August 2018:**

- A. An e-mail to the attention of **Ms Anna Maria Papaioannou** (anna-maria@gwpmed.org) with the indication **“Preparation of a Methodological Approach for the establishment and sustaining of a Regional Dialogue and**

Community of Practice on Transboundary Water Resources Management” in the subject, attaching the Technical Note **consisting of the following documents:**

- **A Qualifications and Approach Note (two pages maximum):** explaining the (1) approach and methodology to be followed for the development of the Methodological Approach (2) the Expert’s qualifications and experience in relation to the requested services.
 - **CV of the Expert.**
- B. **Send by post to the GWP-Med address 12, Kyrristou str., 105 56 Athens, Greece (attention of Ms. Zoe Karka) by the set deadline of 20 August 2018** in a sealed envelop with the indication **Financial Offer for the “Preparation of a Methodological Approach for the establishment and sustaining of a Regional Dialogue and Community of Practice on Transboundary Water Resources Management”**, their Financial Offer specifying a total lump sum amount (Annex IV). The maximum available budget for this contract is **17.000 USD**, including all taxes.

Qualifications and Requirements

Required Qualifications (Failure to provide the following is considered a ground for disqualification):

The successful Consultant must be an expert with the following qualifications:

- An **advanced university degree/s** (PhD is an asset) in water resources management, or environmental management or equivalent;
- **At least 12 years of proven experience in Transboundary Water Resources Management (TWM)** including among others: active engagement in multi-stakeholder processes for the enhancement of TWRM; facilitation of processes for the improvement of cooperation in transboundary basins; establishment of cooperation among riparian countries in transboundary basins.
- **At least 5 years Experience in working in TWRM** in the Western Balkans.

Additional qualifications:

- Experience in political processes for the enhancement of TWRM in the Western Balkans.
- Proficiency in written and spoken English, demonstrated through documentation of language skills. Such documentation may include indication of being a native speaker, language proficiency degrees, full-time studying for one uninterrupted academic year at a university-level institution in which English is the language of instruction and/or work experience in English speaking environments or projects.

Incomplete applications will not be considered. Please make sure you have provided all requested information.

Evaluation Procedure

Applications will be examined by an evaluation committee as follows:

1. The Committee will examine the applications and accompanying CVs received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The remaining applications will be further evaluated by the Evaluation Committee, concluding with a short list.
2. The Evaluation Committee may decide to hold personal interviews with the short-listed applicants. Applicants called to an interview may be requested to submit in printed format prior to their interview all documentation supporting their declared qualifications.
3. The final selection will be based on the evaluation of the technical and financial offer. The candidate to be selected will be the one evaluated and determined as having received the highest score out of a pre-determined set of weighted criteria (see below)

Technical Evaluation - max. 100 points:

Evaluation Criteria	Points (max) (A)
Approach and Methodology Note	20 points
Academic Qualifications	10 points
Experience	60 points
Language skills	10 points
Total:	Max 100 points

For the overall score (OS) which will determine the ranking of offers, technical evaluation will be weighted with 80%, financial offer with 20%.

The final listing of the most advantageous offers will be made on the basis of the following formula: $OS_i = 0,8 * (TN_i / TN_{max}) + 0,2 * (FO_{min} / FO_i)$.

With TN: Technical Note and FO: Financial Offer

For any clarifications on the present call please contact:

Ms. Anna Maria Papaioannou | Tel: +30-210-3247267, -2103247490 (ext 300) |

e-mail: anna-maria@gwpmed.org

The present call is posted on the website of GWP-Med (www.gwp-med.org).

Athens 2 August 2018

The Chairman of GWP-Med, Prof. Michael Scoullas

ANNEX I : TORs (please refer to the attached file)

Annex II.

<p align="center">INSTRUCTIONS</p> <p>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.</p>	<p>GLOBAL WATER PARTNERSHIP MEDIERRANEAN</p> <p>CV TEMPATE</p>	<p>PLEASE ATTACH A RECENT PHOTO</p>
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1. Family Name	First	Middle name
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2. Date of Birth Da Mo Yr	3. Place of Birth	4. Nationality (ies) at birth	5. Present nationality (ies)	6. Sex
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7. Marital status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Widow <input type="checkbox"/>	Divorced <input type="checkbox"/>
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8. Permanent address Telephone No. Fax No.	9. Present Address (if different) Telephone No. Fax No.	10. Office Telephone No. Office Fax No. Office E-mail No.
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11. KNOWLEDGE OF LANGUAGES. (• Fluent: The capacity to achieve most communicative goals and express oneself on a familiar range of topics.
• Confident - The ability to communicate in a limited way in familiar situations and to deal in a general way with nonroutine information. • Basic - The ability to deal with simple, straightforward information)

What is your mother tongue?

OTHER LANGUAGES (add rows if necessary)	READ			WRITE			SPEAK			UNDERSTAND		
	Fluent	Confident	Basic	Fluent	Confident	Basic	Fluent	Confident	Basic	Fluent	Confident	Basic

12. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree directly translated from the original language. Add rows if necessary.

A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		

13. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS (add rows if necessary)

14. PLEASE LIST ALL SIGNIFICANT AND RELEVANT PUBLISHED BOOKS, ARTICLES, JOURNALS AND REPORTS THAT YOU HAVE WRITTEN (Do not attach. Add rows if necessary)

<p>15. EMPLOYMENT RECORD: Starting with your present function, list in reverse order your major employments till today. Use a separate block for each FUNCTION. Duly complete all fields and indicate every employment including internships. In cases where you worked with one employer but held several positions, you must indicate every job title of each position held separately. If you need more space, add fields in section B below of the same size and content as under section A below.</p> <p>A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)</p>			
FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION
MONTH/YEAR	MONTH/YEAR		
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES (max 2500 characters)			
DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)			

B. PREVIOUS FUNCTION (IN REVERSE ORDER)

FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION
MONTH/YEAR	MONTH/YEAR		
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES (max 2500 characters)			
DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)			
FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION
MONTH/YEAR	MONTH/YEAR		
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

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ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
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ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR:	
			NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES (max 2500 characters)				
DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)				
FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION	
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:			TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):	
ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR:	
			NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES (max 2500 characters)
DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)

16. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES NO

DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PAST EMPLOYER(S)? YES NO

17. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed in item 23.

FULL NAME	FULL ADDRESS (including e-mail address and telephone number)	BUSINESS OR OCCUPATION

18. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE ONLY INFORMATION THAT IS RELEVANT TO JOB YOU ARE APPLYING FOR.

19. HAVE YOU BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO
 If "yes", give full particulars of each case in an attached statement.

20. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the current CV form or other document requested by the Organization may result in my exclusion from the selection process, or the termination of the working relationship with GWP-Med, even if selected, without notice.

DATE: _____ SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials.

Financial Offer

Price Table

	Total lump sum in USD (Taxes included)
Expert remuneration	