**Call For**

**The Procurement Of Individual Consultancy Services On**

**Support The Task Force Of The Financial Strategy**

**Of The Ufm Water Agenda**

The Global Water Partnership-Mediterranean (GWP-Med) is seeking to hire an Individual Consultant in the framework of the project ‘Making Water Cooperation Happen in the Mediterranean’, in relation to its activity line “Support to the UfM Water Agenda – Component 2“.

The background of the assignment and details about the duties 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

**Duty Station: N/A**

**Period of assignment/services:** 4 months

**Occupation:** Part time engagement

**Application deadline: 22 June 2018**

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 62 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (Global Water Partnership Organisation). For more information: [www.gwp.org](http://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](http://www.gwpmed.org)

1. **Application procedure**

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

Interested candidates can apply by not later than 22nd of June 2018, by:

- Sending an e-mail to the attention of **Ms. Zoe Karka (zoe@gwpmed.org),** with the indication in the subject: **‘‘Individual Consultancy Services on SUPPORT THE TASK FORCE OF THE FINANCIAL STRATEGY OF THE UFM WATER AGENDA”**, attaching the **Technical Note** consisting of the following documents:

* **A Cover letter** explaining why they are a suitable candidate for the advertised position, describing their experience, qualifications and competencies responding to the position’s needs. Contents should focus on the background and experience relative to the position’s requirements. The cover letter should be 1 page max.
* **Their detailed CV,** using the model CV form provided in **Annex II**, including past experience in similar projects and contact details of referees.

- Sending by post, **by the set deadline,** to **the GWP-Med address: 12, Kyrristou str., 10556 Athens, Greece,** in a sealed envelope with the indication **Financial Offer for the ‘‘Individual Consultancy Services on SUPPORT THE TASK FORCE OF THE FINANCIAL STRATEGY OF THE UFM WATER AGENDA, their Financial Offer specifying a total lump sum amount (Annex III). The maximum available budget for this contract is 24,000 euros, including all taxes: EUR 20,000 for fees; EUR 3,200 for incidental expenditures; and EUR 800 for expenditure verification.**

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

1. **Evaluation Procedure**

Applications will be examined by an Evaluation Committee as follows:

1. The Committee will examine the applications and accompanying CVs and motivation letter 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 evaluation 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:
* Responsive to the procedure described herein;
* Compliant to the ToR of the post;
* Having received the highest score out of a pre-determined set of weighted criteria (see below)

**Evaluation Criteria - max. 100 points:**

• Criteria A – Academic Qualifications/Education as indicated under the ToR section entitled “Qualification and Experience” (max points: 15)

• Criteria B – Required Experience as indicated under the ToR section entitled “Qualification and Experience”, and evaluation of the motivation letter (max points: 35).

• Criteria C – Number of similar projects as indicated under the ToR section entitled “Qualification and Experience” (max points: 50)

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

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

OSi = 0,7\* (TNi/TNmax ) + 0,3 \* (FOmin /FOi).

With TN: Technical Note

And FO: Financial Offer

For further information or clarification, please contact: secretariat@gwpmed.org

**Athens 12 June 2018**

**The Chairman of GWP-Med**

**Prof. Michael Scoullos**

**ANNEX I**

**SUPPORT THE TASK FORCE OF THE FINANCIAL STRATEGY**

**OF THE UFM WATER AGENDA**

**Terms of Reference**

**Background and rationale**

In April 2017 the Water Ministers of the Union for the Mediterranean (UfM) mandated the Water Expert Group (WEG) to develop a Water Agenda as well as a Financial Strategy. In order to develop the Financial Strategy, the WEG has elaborated on contents during its meetings (July 2017, Barcelona, Spain and February 2018, Dead Sea, Jordan) and created a Task Force, co-chaired by Jordan and the EC. The first meeting of the Water Financing Task Force took place in Brussels on 3-4 May and discussed the process for developing the Financial Strategy as well as the structure of the document.

The Global Water Partnership-Mediterranean (GWP-Med) technically assists the UfM in the process of developing the UfM Water Agenda, including the elaboration of the Financial Strategy. For these, GWP-Med mobilizes financial resources and internal capacities, including the ‘Making Water Cooperation Happen in the Mediterranean’ (Med Water Matchmaker) Project, Component 2.1 on providing support to the UfM Water Agenda, supported by Sweden/Sida.

Based on these, GWP-Med is looking to engage a consultant to support the work of the UfM Water Financing Task Force.

**Objective**

The objective of this assignment is to support the work of the UfM Water Financing Task Force, particularly in producing a draft of the UfM Water Agenda’s Financial Strategy ready for endorsement by the Water Expert Group (WEG).

**Tasks**

*1. Development of a first draft of the Financial Strategy.* This will involve (i) revising the annotated outline of the Financial Strategy based on the conclusions of the first meeting of the UfM Water Financing Task Force, (ii) develop information requests for the members of the Water Financing Task Force (this might take the form of, for example, a questionnaire for country representations); and (iii) develop a first draft of the Financial Strategy based on the inputs provided by the members of the UfM Water Financing Task Force.

*2. Supporting the organisation of the second meeting of the UfM Water Financing Task Force.* This will involve (i) preparing a concept note for the second meeting of the Water Financing Task Force, (ii) attending the second meeting of the UfM Water Financing Task Force and delivering presentations, as needed, and (iii) preparing the minutes of the second meeting of the UfM Water Financing Task Force.

*3. Development of the second draft of the Financial Strategy,* based on the conclusions of the second meeting of the UfM Water Financing Task Force.

*4. Supporting the organisation of the third meeting of the UfM Water Financing Task Force.* This will involve (i) preparing a concept note for the third meeting of the UfM Water Financing Task Force, (ii) attending the third meeting of the UfM Water Financing Task Force and delivering presentations, as needed, and (iii) preparing the minutes of the third meeting of the UfM Water Financing Task Force.

*5. Development of the final draft of the Financial Strategy*, based on the conclusions of the third meeting of the UfM Water Financing Task Force.

**Outputs**

* 2 meeting concept notes
* 2 meeting reports
* 3 drafts (first, second, final) of the Financial Strategy

**Inputs**

Inputs are estimated to around 45 days of a Senior Expert. However, completion of the assignment is judged according to full and approved delivery of the indicated outputs and not the expert days consumed.

**Timetable**

It is expected that the assignment will start before the end of June 2018. The length and pace of the assignment will be contingent on the schedule for the organisation of the second and third meetings of the Water Financing Task Force. It is currently expected that the second meeting of the Task Force will take place in July 2018 and that the third meeting of the Task Force will take place in later September or early October 2018. Therefore, the contract is expected to run between end June and mid December 2018.

**Qualification and Experience**

The suitable candidate should fulfil the following criteria:

- Advanced (Master or higher) university degree in Economics for Sustainable Development, Water Economics, Environmental Economics, or related subject on Economics (required)

- A minimum of 15 years working experience (required)

- A minimum of 10 assignments of similar contents (required) ie. advice / support for developing financial strategies, water financing recommendations, investment frameworks, and expenditure reviews at regional or country or local levels

- Proven knowledge of the Mediterranean water financing agenda, at regional and country level

- Strong experience working with the Union for the Mediterranean, International Financing Institutions including development banks, and multilateral organisations including EU, UN, OECD.

- Excellent command of English and adequate of French (required).

**Contract value**

A total of 24,000 euros, including all taxes: EUR 20,000 for fees; EUR 3,200 for incidental expenditures; and EUR 800 for expenditure verification.

**Annex II**

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| INSTRUCTIONSPlease answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. | **GLOBAL WATER PARTNERSHIP MEDITERRANEAN****CV TEMPATE** | PLEASE ATTACH A RECENT PHOTO |
| 1. Family Name  | First Name | Middle name |  |
| 2. Date of Birth | Da | Mo | Yr | 3. Place of Birth  | 4. Nationality (ies) at birth  | 5. Present nationality (ies)  | 6. Sex  |
|  | 7. Marital status  Single Married Separated Widow Divorced  |
|  |
| 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.  |
| 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?  |
|  | READ | WRITE | SPEAK | UNDERSTAND |
| OTHER LANGUAGES (add rows if necessary) | Fluent | Confident | Basic | Fluent | Confident | Basic | Fluent | Confident | Basic | Fluent | Confident | Basic |
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| 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 | MAIN COURSE |
|  | Mo./Year | Mo./Year | DISTINCTIONS OBTAINED | OF STUDY |
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| 13. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS (add rows if necessary) |
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|  |
| 14. PLEASE LIST ALL SIGNIFICANT AND RELEVANT PUBLISHED BOOKS, ARTICLES, JOURNALS AND REPORTS THAT YOU HAVE WRITTEN (Do not attach. Add rows if necessary)  |
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|  |
| 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.A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT) |
| 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, InternationalOrganization, Non-Government Organization (NGO), PrivateSector, 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)***

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| --- | --- | --- | --- |
| 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, InternationalOrganization, Non-Government Organization (NGO), PrivateSector, 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)  |
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| FROM | TO | EXACT TITLE OF YOUR FUNCTION (functional title at this employer): | DUTY STATION |
| MONTH/YEAR | MONTH/YEAR |
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| NAME OF EMPLOYER: | TYPE OF BUSINESS (such as, Consulting, Government, InternationalOrganization, Non-Government Organization (NGO), PrivateSector, 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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| FROM | TO | EXACT TITLE OF YOUR FUNCTION (functional title at this employer): | DUTY STATION |
| MONTH/YEAR | MONTH/YEAR |
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| NAME OF EMPLOYER: | TYPE OF BUSINESS (such as, Consulting, Government, InternationalOrganization, Non-Government Organization (NGO), PrivateSector, 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)  |
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| --- | --- | --- | --- |
| 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, InternationalOrganization, Non-Government Organization (NGO), PrivateSector, 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)  |
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| DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)  |
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| FROM | TO | EXACT TITLE OF YOUR FUNCTION (functional title at this employer): | DUTY STATION |
| MONTH/YEAR | MONTH/YEAR |
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| NAME OF EMPLOYER: | TYPE OF BUSINESS (such as, Consulting, Government, InternationalOrganization, Non-Government Organization (NGO), PrivateSector, 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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| DESCRIPTION OF YOUR DUTIES (max 2500 characters)  |
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| DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)  |
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| 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 |
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| 18. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE ONLY INFORMATION THAT IS RELEVANT TO JOB YOUR 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. |

**ANNEX III**

**Financial Offer**

**Price Table**

|  |  |
| --- | --- |
|  | Total lump sum in €(Taxes included) |
| Expert Fees  |  |