

Terms of Reference

for an International Specialist for transboundary water management and Project Document Preparation Specialist / Technical Advisor

In the framework of the
**«Implementing the Strategic Action Programme of the Drin Basin to strengthen
transboundary cooperation and enable integrated natural resources
management**

[Initiation Plan / GEF PPG]»

Regional project (Albania, Montenegro, Kosovo , North Macedonia)

Introduction

The Project Identification Form (PIF) of the GEF Project “Implementing the Strategic Action Programme of the Drin Basin to strengthen transboundary cooperation and enable integrated natural resources management” (GEF Drin II project) was approved by the December 2021 GEF Council. UNDP is the implementing agency and GWP is the executing agency. Albania, Montenegro, Kosovo¹, North Macedonia are the Riparians of focus.

The project aims to advance integrated natural resources management and sustainable development in the Drin River Basin and its coastal and marine areas by supporting the implementation of the Strategic Action Program (SAP) agreed upon by the Riparians.

The above will be achieved through four interrelated and mutually supportive components: Component 1) Enhancing the capacity of key institutions and stakeholders to effectively implement integrated natural resources management in the transboundary Drin Basin; Component 2) Consolidating the Drin Basin transboundary institutional, policy, and legal frameworks; Component 3) Drin Riparians implement actions addressing transboundary issues of concern; and Component 4) Mechanisms for ensuring participation, gender consideration, coordination, and monitoring progress.

A PPG phase commenced in January 2022. An Initiation Plan describes related activities. The objective of the GEF PPG is to develop the project concept into a full project. The draft project should be ready and submitted to UNDP by 10 October 2022.

Scope

The scope of the assignment is detailed in the Initiation Plan that is given in Annex 1.

¹ All references to Kosovo are made in the context of UN Security Council Resolution 1244 (1999)

Role

The International Waters Project Development Specialist/Technical Advisor will be responsible for drafting the UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. As part of her/his role, s/he will be reviewing and providing technical advice for the development of reports and documentation, necessary for the development of the UNDP Project Document (ProDoc) and CEO Endorsement Request. The Technical Advisor will work closely with the PPG Team Leader.

Deliverables

- 1) Overall
 - a. Provide advice to ensure that all PPG deliverables are **technically sound**.

- 2) Preparatory Technical Studies and Reviews (Component A): With inputs from the other national and international consultants, as detailed in their respective TORs:
 - a. Compile **baseline/situational analysis** for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
 - b. Review the **gender analysis** and ensure that the findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - c. Define the technical selection criteria and technically advise on the **identification of the project sites**, so there is documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable; propose the list of project sites and work with the Team Leader and National experts for its finalisation.
 - d. Identify, review and technically advise regarding the completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.

- 3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice:
 - a. Develop, present and articulate the project's **theory of change**;
 - b. Develop the **Results Framework** in line with UNDP-GEF policy;
 - c. Develop a detailed **Monitoring and Evaluation Plan and Budget**;
 - d. Provide technical advice for the preparation of a **Stakeholder Engagement Plan**;
 - e. Provide technical advice for the preparation of a **Gender Action Plan and Budget**;
 - f. Oversee and ensure the updating of the **SESP** based on assessments undertaken during Component A, and ensure the development of **environmental and/or social management plan(s)** as required;
 - g. Prepare the required **GEF tracking tool(s)** (if required) and GEF Core Indicators and ensure these are supported by robust and validated data;
 - h. Prepare the indicative procurement plan;

- i. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce **the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes**, using the required templates.²
- 4) **Validation Workshop (Component C):**
 - a. Co-lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
 - b. Integrate all necessary revisions that arise during the workshop; and
 - c. Prepare the Validation Workshop Report.
 - 5) **Final Deliverables:**
 - a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 - b. Completion of the GEF CEO Endorsement Request;
 - c. Finalized SESP (and stand-alone management plans as required);
 - d. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and
 - e. Validation Workshop Report.

Contract Price, duration and Schedule of deliverables and Payment

The maximum fee for this assignment is 40.000,00 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, including VAT.

The overall duration of the contract will be for a maximum of **16** weeks after contract signature.

Payments will be made upon acceptance and verification of the related deliverables, as laid out in the table below.

Table: Schedule of deliverables and payments

Deliverables	Deadline	Payment Schedule
	Upon Contract Signature	20%
Deliverables 1-4	12 Weeks after contract signature	50%
Deliverable 5	16 Weeks after contract signature	30%

Selection Criteria, Qualification and Experience, Awarding Criterion and Evaluation Process

Successful participants must have: (Natural or Legal Person or Entity)

- Excellent command in written and spoken English
- Excellent coordination and facilitation skills (such as managerial employment position in Global Fund / UN Body etc.)

The above mentioned selection criteria must be highlighted and clearly stated at the CV of the participant

Qualification and Experience

The required qualifications are presented below. **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 the section Awarding Criterion and Evaluation process

Work and educational experience (Required)

- At least Master's degree or higher in a relevant field, such as environmental management or science, international relations, economics, development studies or related fields, or equivalent demonstrated experience
- Minimum 10 years of demonstrable experience in the technical area of international waters and project management
- Minimum 3 projects in GEF IW project formulation

Awarding Criterion and Evaluation process

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

Offers shall be evaluated as follows:

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under section "Qualification and Experience", as follows:

Name of Firm / Participant:

(1) Criterion	(2) weighting (w)	(3) points of criterion (c) 100p Base +10p for extra criteria over base up to 50 additional points	(4) Score = (2) x (3)
Required qualifications			
Master's degree or higher in a relevant field, such as environmental management or science, international relations, economics, development studies or related fields, or equivalent demonstrated experience	20%		
Minimum 10 years of demonstrable experience in the technical area of international waters and project management	40%		
Minimum 3 projects in GEF IW project formulation	40%		
Total	100%		

Failure to provide the minimum requirements in any of the above is considered ground for disqualification

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 80%, and the financial offer with 20%.

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

$$L_i = 0,8 * (B_i/B_{max}) + 0,2 * (K_{min}/K_i).$$

Where:

Bmax: the max score received by the best of the technical offers received

Bi: the score of the technical offer

Kmin: The cost of the financial offer with the minimum price offered.

Ki: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ .

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

Monitoring and Progress Controls

Mr. Dimitris Faloutsos, GWP-Med Deputy Regional Coordinator / PPG Team Leader, will be providing oversight and guidance from the side of the Project Team.

Services will be rendered and will be considered completed upon approval of the deliverables by the PPG Team Leader and the GWP-MED Executive Secretary Mr. Vangelis Constantianos.

Place of Performance

This assignment is home based with possible field missions for consultations. The tasks will be carried out from a place of the Consultant's preference.

Terms and Conditions

- *Language*

The language of the deliverables/outputs is English.

Annex 1. Initiation Plan

This is provided in a separate document.