

ANNEX II: TERMS OF REFERENCE

How to complete these standard terms of reference:

Please insert the information requested between the <> brackets, as appropriate for each tender procedure. Square brackets [] and parts shaded in grey indicate options to choose: they should be included when applicable. All other text should only need to be amended in exceptional cases, depending on the requirements of specific tender procedures. **In the final version of each set of terms of reference, please remember to delete this paragraph, any other text with yellow highlighting, and to suppress all brackets.**

1. BACKGROUND INFORMATION	2
1.1. Partner country	2
1.2. Contracting Authority	2
1.3. Country background	2
1.4. Current situation in the sector	2
1.5. Related programmes and other donor activities	2
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS	3
2.1. Overall objective.....	3
2.2. Purpose	3
2.3. Results to be achieved by the Contractor.....	3
3. ASSUMPTIONS & RISKS	4
3.1. Assumptions underlying the project	4
3.2. Risks	4
4. SCOPE OF THE WORK.....	4
4.1. General.....	4
4.2. Specific work.....	5
4.3. Project management.....	5
5. LOGISTICS AND TIMING	5
5.1. Location	5
5.2. Start date & Period of implementation of tasks	5
6. REQUIREMENTS	5
6.1. Staff	5
6.2. Office accommodation.....	Error! Bookmark not defined.
6.3. Facilities to be provided by the Contractor.....	Error! Bookmark not defined.
6.4. Equipment.....	Error! Bookmark not defined.
7. REPORTS	5
7.1. Reporting requirements	6
7.2. Submission and approval of reports	6
8. MONITORING AND EVALUATION...ERROR! BOOKMARK NOT DEFINED.	
8.1. Definition of indicators.....	Error! Bookmark not defined.
8.2. Special requirements.....	Error! Bookmark not defined.

1. BACKGROUND INFORMATION

Partner country

Albania

Contracting authority

Association of Albanian Municipalities

Country background

In this programme area there is a joint problem of the lack of integrated plans in case of floods and landslides, which often endangers river valleys and lake areas, primarily in Montenegro and Albania. Both countries, Montenegro and Albania, have these integrated plans in case of floods and landslides, but as plans are built on different methodologies they are not aligned with each other, and there is no common model for joint action in the case of floods and landslides which causes problems of engaging forces on international level, due to differences in legislative and operational procedures.

As well, there is insufficiently developed communication between the three neighboring countries during floods, landslides and other crisis situations, non-standardized equipment is used, so there is a problem in case of need to hire additional rescue teams from neighboring countries.

There is a regularity reporting floods in both areas, because Montenegro and Albania are connected through the river system that flows into the Skadar lake, which territorially belongs to both countries, so during the high-water level of the river Zeta, the level of lake increases. However, despite the directly natural coherence and joint endangerment from floods in these two countries there is no adequate response to crises situations on international level.

Also, the common challenge is the lack of technical capacities, tools, equipment, and particular problem is the lack of qualified and trained personnel, especially in Montenegro and Albania.

Current situation in the sector

The capacities of rescue teams in Montenegro and Albania are insufficient, which was proved during the floods in the year of 2010. and 2012. As well there is a lack of qualified personnel which could perform professional trainings for the rescue teams, so impart of knowledge from Italy as the most developed country is needful.

Although, Montenegro and Albania are in the most part bordering, and are directly connected through the Skadar lake, there is no sufficient communication between the two of countries, and it's impossible to efficiently act in the case of floods and landslides on international level, which shows the scope of economic damage, indicated by the previous floods.

As well, at the level of three countries there is a lot of differences in the way of acting in the case of floods and landslides, so forming the web platform and Unified procedure document will significantly improve the efficiency of operations and facilitate the international cooperation and assistance.

By forming the Regional resource center all the three of the countries would acquire the capacities with which they will be directly specialized for performing the trainings on the field of rescue in the case of floods and landslides, where the rescue teams from all of the three countries would be able to organise various types of trainings according to their needs, with the use of joint equipment, and also joint trainings, knowledge exchange, primarily from Italian experts who have more experience in this programme area.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

Overall objective

The overall objective of the project of which this contract will be a part is as follows:

Improvement of institutional capacity and creating conditions to establish an efficient flood and landslide management system Results Improved protection and risk management in flood-prone and landslide areas.

Purpose

The purpose of this contract is as follows:

This assignment for the IT Data Collection Expert – Team Leader is related to gather and process information related to the Project research work on three countries, which include reports, analysis, practical guides, photos, videos as well as other documents developed during the assignment and all the other information in the project region, compiling processing them for creating the web site of the project.

Team leader will coordinate the working group with experts from Italy and Montenegro, collect data for Albania and lead the process of designing and establishing of the joint rescue service database platform for the project area – cross-border municipalities of Montenegro, Albania and Puglia region from Italy which will contain data from all countries.

Results to be achieved by the contractor

Data collecting for the website in cooperation with Albanian Association of Municipalities or any other expert introduced by them The Data Collection will be based on:

- (i) Collection and processing of all the project documents from working teams of the project on three countries, such are report, practical guides, photos, videos and all other documents necessarily needed to be involved in the web site;
- (ii) Collection, processing and providing all the region authority contacts dealing with the civil emergency protection;
- (iii) Keeping close cooperation with the Albanian Association of Municipalities and the project offices in the region;
- (iv) Submit the final report with all data collected to the Albanian Association of Municipalities allow them to have access to the IT Data gathered for the project

ASSUMPTIONS & RISKS

Assumptions underlying the project

Detailed planning and division of responsibilities for the implementation of each of the project activities and detailed planning of the project costs in budgets of each partner institution.

Risks

Change of policies in partner countries

Alteration of legislative regulations or policies which are of significance for the project activities in some of the partner countries are possible. This might affect the change of management principles and general priorities of the partner institutions, and as well have impact on potential delays of activity implementation.

3. SCOPE OF THE WORK

General

3.1.1. Description of the assignment

Albanian Association of Municipalities located in Tirana is responsible for hiring the expert, which potentially can be involved providing services and technical advice and implementation activities to support the implementation of the program's activities.

The need for the consultancy services as well as the level of involvement will be dedicated to design and establish the joint Rescue service database platform for the project area – cross-border municipalities of Montenegro, Albania and Puglia region from Italy

Geographical area to be covered

All partner countries involved.

3.1.2. Specific work

3.1.3. Data collecting for the website in cooperation with Albanian Association of Municipalities or any other expert introduced by them The Data Collection will be based on:

3.1.4. (i) Collection and processing of all the project documents from working teams of the project on three countries, such are report, practical guides, photos, videos and all other documents necessarily needed to be involved in the web site;

3.1.5. (ii) Collection, processing and providing all the region authority contacts dealing with the civil emergency protection;

3.1.6. (iii) Keeping close cooperation with the Albanian Association of Municipalities and the project offices in the region;

(iv) Submit the final report with all data collected to the Albanian Association of Municipalities allow them to have access to the IT Data gathered for the project

Project management

3.1.7. Responsible body

Project manager Agron Haxhimali.

4. LOGISTICS AND TIMING

Location

Albania

Start date & period of implementation of tasks

The intended start date is June 20, 2020 and the period of implementation of the contract will be <5> months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

5. REQUIREMENTS

Staff

Professional capacity of the tenderer

The reference period which will be taken into account will be the last three years from submission deadline.

Professional criteria for tenderer:

- is currently working/has worked during the past 5 years in leading positions in fields related to this contract;
- has excellent knowledge on local fiscal system in Albania;
- be fluent in Albanian and English.

Technical capacity of candidate. The reference period which will be considered will be the last five years from submission deadline.

Technical criterion for tenderer:

- the tenderer has worked successfully on at least 3 projects in fields related to this contract in the past five years.
- Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

6. REPORTS

Reporting requirements

The contractor will submit the following reports in English in one original.

Draft final report on work carried out in preparation of the online platform. This report shall be submitted no later than one month before the end of the period of implementation of tasks.

Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 5 days after receipt of comments on the draft final report.

Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.