

## 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.**

<b>1. BACKGROUND INFORMATION .....</b>	<b>2</b>
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
<b>2. OBJECTIVE, PURPOSE &amp; EXPECTED RESULTS .....</b>	<b>3</b>
2.1. Overall objective.....	3
2.2. Purpose .....	3
2.3. Results to be achieved by the Contractor.....	3
<b>3. ASSUMPTIONS &amp; RISKS .....</b>	<b>3</b>
3.1. Assumptions underlying the project .....	3
3.2. Risks .....	4
<b>4. SCOPE OF THE WORK.....</b>	<b>4</b>
4.1. General.....	4
4.2. Specific work.....	4
4.3. Project management.....	4
<b>5. LOGISTICS AND TIMING .....</b>	<b>5</b>
5.1. Location .....	5
5.2. Start date & Period of implementation of tasks .....	5
<b>6. REQUIREMENTS .....</b>	<b>5</b>
6.1. Staff .....	5
6.2. Office accommodation.....	<b>Error! Bookmark not defined.</b>
6.3. Facilities to be provided by the Contractor.....	<b>Error! Bookmark not defined.</b>
6.4. Equipment.....	<b>Error! Bookmark not defined.</b>
<b>7. REPORTS .....</b>	<b>5</b>
7.1. Reporting requirements .....	5
7.2. Submission and approval of reports .....	5
<b>8. MONITORING AND EVALUATION...ERROR! BOOKMARK NOT DEFINED.</b>	
8.1. Definition of indicators.....	<b>Error! Bookmark not defined.</b>
8.2. Special requirements.....	<b>Error! Bookmark not defined.</b>

## 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 neighbouring 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 neighbouring 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 Web Site Expert 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.

### *Results to be achieved by the contractor*

Design and establish the website in cooperation with Albanian Association of Municipalities or any other expert introduced by them. The web site main structure should be:

- (i) capable of hosting a considerable number of documents
- (ii) allow to show of short videos and photos from the project activities;
- (iii) capable to have a considerable number of web site visitors;
- (iv) capable to load maps and graphs and tables of the project info
- (v) maintenance of the web site for at least one year
- (vi) periodical update of web site during course of implementation of the program for the first year.
- (vii) capable to have links of the EU Civil protection institution and the institution of the three project regions.

## **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 experts, 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**

Design and establish the website in cooperation with Albanian Association of Municipalities or any other expert introduced by them. The web site main structure should be:

- (i) capable of hosting a considerable number of documents
- (ii) allow to show of short videos and photos from the project activities;
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- (vii) capable to have links of the EU Civil protection institution and the institution of the three project regions.

#### **Project management**

##### **3.1.3. 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 16, 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.

