

REQUEST FOR EXPRESSION OF INTEREST:

ROSTER OF EXPERTS/CONSULTANTS

for the needs of the

INTEGRATED WATER RESOURCE MANAGEMENT IN KOSOVO (IWRM-K) PROGRAM

Location:	Kosovo, Pristina
Post Level:	National and Regional
Type of Service:	On-demand short-term consultancy assignments
Type of Contract:	Individual Contract
Application Deadline:	10 December 2020, at 16:00
Duration validity:	January 2021-April 2024

PROGRAM BACKGROUND

The Swiss-funded Integrated Water Resources Management in Kosovo (IWRM-K) Program aims to build long-lasting water resources management capacities at national and river basin levels in line with Kosovo's socio-economic and political priorities, as well as the needs of sustainable development. It strives to help replace the current fragmented approach with a more comprehensive, and highly participatory approach of managing water resources at river basin scale, aligned with the principles of IWRM and the EU Water Framework Directive.

The IWRM-K works toward fundamentally improving the capacity and strengthen the role of the (newly created) Ministry of Economy and Environment (MEE), and especially the River Basin District Authority (RBDA) as an institution with a central role over river basin management planning and development. This is carried out in parallel to efforts to clarify roles and strengthen functional relationships with a wide range of institutional and non-institutional stakeholders charged with responsibilities over the main components of the country's IWRM System (Planning, Monitoring, Implementation, Permitting and Inspection, Communications and Stakeholder Participation, and Data Exchange and Management).

The four-year Phase 1 of the IWRM-K (May 2020 – April 2024) focuses on:

1. Development of plans & implementation of pilot measures

Kosovo will be provided with a consolidated water resource management planning framework comprising three River Basin Management Plans (RBMPs) for Ibër, Morava e Binçës and Lepenc (in line with EU Water Framework Directive), along with a unified RBMP development methodology. The planning process is backed by a targeted water monitoring programme that will also be used to enhance national-level monitoring capacities.

2. Improving legislation, institutional capacity, knowledge & skills

The Program provides significant opportunities for improving and streamlining the water legislation as well as enhancing institutional and organizational capacity building among the key water stakeholders. A number of educational and skills development opportunities are foreseen, targeting current and future water professionals.

3. Improving stakeholder involvement & awareness raising

The MEE will benefit from the Program's support in creating stakeholder participation mechanisms in IWRM in line with contemporary concepts and approaches. Civil Society/Non-Governmental Organizations (CSOs/NGOs) representing different societal interests in IWRM are particularly targeted. Following specialized capacity development support, selected CSOs/NGOs will contribute to the over-all Program goals and country's priorities by implementation of Program-backed grants.

CONTEXT

PURPOSE AND CONTENT OF ROSTER

Positioning the IWRM-K Program on the right path toward enabling such a long-term transformation, requires the engagement of diverse technical expertise and support services¹. For this purpose the IWRM-K through the Program Facilitation Unit (PFU), based in Pristina, is establishing a Roster of Experts for short- to mid-term consultancies.

Hereby, IWRM-K/PFU invites qualified experts to express their interests in possible consultancies under the Roster of Experts in the following thematic areas and support services:

Thematic areas:

- Water resource management
- Industrial pollution and environmental permitting
- Good agricultural practices (irrigation, plant protection, plant nutrition)
- Groundwater monitoring and management
- Water quality monitoring / chemistry
- Water quality monitoring / biology
- Water information database management / GIS
- Environment / Water Legislation
- Integrated water resource management education
- Communication & Public Relation

Support services:

- Translation/Interpretation/Proofreading Services
- Procurement

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities required for each specific thematic area and support services are provided in the Annex 1 attached.

EXPECTED KEY EXPERIENCE AND QUALIFICATIONS

The expected key experience and qualifications for each specific thematic area and support services are provided below:

- Master's degree or higher related to the subject area;
- A minimum of 8 years of relevant experience as an expert or researcher in the area relevant to the field of specialization;
- Strong analytical skills and demonstrated capacity to draft concise, to-the-point, and thorough reports from assessments, provide expert recommendations, and develop case studies;

¹ These support services are delivered to a wide range of stakeholder through the IWRM-K/PFU staff

- Experience and capacity to work effectively with a range of stakeholders including government institutions, private sector, and CSOs;
- Experience from working with international/donor-funded capacity building projects in Kosovo and other countries from the region;
- High level of independence, integrity and impartiality;
- Strong interpersonal skills, and highly developed cultural and gender sensitivity;
- Fluency in English is essential; knowledge of other local languages is an advantage.

EVALUATION OF APPLICANTS

Responding experts to the call will be registered in the IWRM-K/PFU Roster of Experts following screening against qualification requirements and the competencies specified for each thematic area and support services. Applicants may be further contacted by PFU for interviews and/or clarification discussions on possibility, overall interest and availability for a specific assignment. The inclusion into the Roster of Experts will be offered to those experts whose offers have been evaluated and determined as compliant and having received high scores specific to the assignment. The following evaluation criteria will be applied:

Technical Criteria – 70% of total evaluation – max. 70 points:

- Relevance of education to the selected thematic area: 10 points;
- Relevance of specific professional experience to the area: 15 point;
- Proven drafting and formulation skills (based on the record of existing publications²): 15 points;
- Experience from working with other international organizations on capacity development projects: 5 points;
- Fluency in English: 5 points;
- Interview: 20 points (Only highest ranked candidates who would be found qualified for the job based on the application review will be invited for an interview).

Financial Criteria – 30% of total evaluation – max. 30 points³.

- IWRM-K applies the ‘best value-for-money’ approach - the final selection will be based on the combination of the applicants’ qualifications and financial proposal.

CONTRACTING AND PAYMENT ARRANGEMENTS

The selected applicants will be included in the IWRM-K/PFU Roster of Experts for the period of up-to 3 years. However, inclusion on the list entails no obligation on the PFU concerning the award of the contract or an invitation to submit an offer. Each time specific consulting services will be required, depending on the estimated costs, the PFU will invite one or several experts to verify their interest and submit other documents as required (e.g., methodology and approach for the specific work). The invitation to take part in such opportunities will be done on the basis of objective and non-discriminatory criteria. Once pre-selected for an assignment, the expert will receive the terms of reference (ToR) from the PFU for that assignment. Once the selection is

² The considered candidates will be asked to provide sample reports from their previous work

³ The lowest proposed fee by qualified applicants will receive a total of 30 points. Other offers with higher prices will receive their respective scores according to the following formula (lowest offer/proposed offer) x 30. The final ranking and inclusion of experts in the Roster will be made based on a combined technical and financial evaluation scores.

confirmed, a contract will be signed between the PFU (through Skat Consulting Ltd. Kosovo Branch⁴) and the selected expert.

Payments will be made as specified in the contract upon confirmation of PFU respective staff on delivering the work in a satisfactory manner.

PREREQUISITES

The applicant must not currently be working for the:

- IWRM-K as a long-term staff or in any other related role;
- Key beneficiary institutions (i.e. MEE).

APPLICATION PROCEDURE

Interested applicant shall submit their application to kosovo@skat.ch by **10 December 2020, at 16:00**. The application needs to comprise the following documents:

- Cover letter (summarizing qualifications and relevance for the advertised position based on previous experience and stating a clear identification of above thematic area or support service of interest for which the applicant is applying). If applying for more than one thematic area/support service, the applicant shall submit one cover letter per each thematic area/support service applied;
- Most updated professional CV;
- Contacts of at least three persons for reference checking purposes;
- Financial proposal. The financial proposal must be expressed in the form of an all-inclusive daily fee in EUR (this includes daily expert fee, cost of any work-related travel, communication, any other expenses related to this assignment as well as all taxes).

Skat Consulting Kosovo Branch/IWRM-K is committed to achieving diversity within the Pristina-based PFU, and encourages all qualified applicants, irrespective of gender, nationality, culture, religious and ethnic backgrounds to apply. All applications will be treated in confidence.

Upon submission of your application, you will receive an e-mail acknowledging receipt of your application.

⁴ The governing body of Skat Consulting Ltd. Kosovo Branch is the founder company Skat Consulting Ltd., based in Switzerland

ANNEX 1: DUTIES AND RESPONSIBILITIES

Duties and Responsibilities for each specific thematic area/support service are provided below.

Thematic Area: Water resource management	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supporting the Program's beneficiaries on reviewing of and providing feedback to technical reports on issues such as: hydrological analyses, water balance assessments, river basin management plans, design of meteorological and hydrological monitoring system; • Supporting data collection efforts, studies, research and other analyses for Kosovo's water resources (e.g. water use and assessment of pressures from different sources); • Assisting the Program in reviewing and providing input to different training courses on water resource management issues especially with respect of challenges pertinent to Kosovo's water resources; • Providing expert advice to the Program and it's beneficiaries and other stakeholders on sustainable use and protection of water resources based on international models and best practices; • Providing advice to Program beneficiaries on issues related to the country requirements stemming from the EU water related directives, implementation strategies and best practices; • Providing training on specific water resource management issues; • Perform additional tasks as may be assigned by the Program.

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Thematic Area: Industrial pollution and environment permitting	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supporting the Program's beneficiaries on reviewing of and providing feedback to technical reports on issues dealing with industrial and other types of pollution; • Providing support to the Program and its beneficiaries on data collection, studies, research and other analyses on issues related to pollution from industry, solid waste, and household wastewaters; • Providing technical expertise to potential grantees of the Program (e.g., industrial operators) on issues related to pollution prevention and control (e.g., preparation of application for obtaining of permits, advice on best available technologies for pollution control with focus on pollution to water resources); • Providing expert advice to the Program's beneficiaries on reviewing environmental permitting; • Providing training on relevant issues (e.g. assessment of point source pollution, environmental permitting approaches based on EU directives and best practices); • Providing advice to Program beneficiaries on issues related to the country requirements stemming from the EU emission control directive, implementation strategies and best practices; • Perform additional tasks as may be assigned by the Program.

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Thematic Area: Good agricultural Practices (irrigation, plant protection, plant nutrition)	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supporting the Program's beneficiaries on reviewing of and providing feedback to technical reports on assessing and mitigating environmental impacts from agricultural activities, adoption of good agricultural practices; • Providing support to the Program and its beneficiaries on data collection, studies, research and other analyses on issues related to pressures to water bodies from agricultural activities; • Assist the Program in reviewing and providing input to different training courses on agriculture-related topics (e.g., through permitting); • Provide technical expertise and training to potential grantees of the Program (e.g. farmers, farmer's associations) on issues related to improving irrigation efficiency, improving plant nutrition, and reducing the use of pesticides; • Providing training courses on issues related to the country requirements stemming from the EU's agricultural policies, implementation strategies and best practices; • Perform additional tasks as may be assigned by the Program.

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Thematic Area: Groundwater monitoring and management	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supporting the Program's beneficiaries and stakeholders on reviewing of and providing feedback to technical reports on groundwater monitoring and management (e.g. issuing of water abstraction permits, etc.); • Supporting the Program and its beneficiaries to review and provide feedback to groundwater monitoring system design (to be prepared by other external experts); • Conducting groundwater-related studies, research, analysis including geospatial information, developing related maps; • Providing expert advice to the Program and its beneficiaries on sustainable use and protection of groundwater resources based on international models and best practices; • Providing reports as directed and requested by the Program assuring proper documentation; • Support in other groundwater-related tasks as per requirements of EU Water Framework Directive and Groundwater Directive; • Providing training on issues related to the groundwater monitoring and management best practices; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Water quality monitoring (chemistry)	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing support to the Program's beneficiaries in upgrading the water quality monitoring program (e.g., including through selection of monitoring sites and monitoring parameters in line with the national legislation); • Supporting the Program's beneficiaries in sampling procedures, analytical methods and the use of available laboratory equipment; • Take part/support sampling campaigns and laboratory activities (provision of on-the-job training to relevant beneficiary staff); • Providing training on issues related to the water quality monitoring (physical-chemical and chemical parameters as per the EU WFD); • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Water quality monitoring / biology	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing support to the Program's beneficiaries in identifying biological monitoring needs in line with the national legislation (e.g., phytoplankton, macrozoobenthos, macrophytes & fish); • Take part/support sampling campaigns and laboratory activities (provision of on-the-job training to relevant beneficiary staff); • Providing training on issues related to the water quality monitoring (biological monitoring parameters as per the EU WFD); • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Water information database / GIS	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing expertise to the Program's beneficiaries on developing environment/water information system (E/WIS) by: carrying out the quality analysis of existing databases with a view on their usefulness and ability of staff manipulating with these databases; and providing methodologies to improve the water information system as per legal requirements; • Providing technical support to the E/WIS officers of the Program's beneficiaries in developing effective tools and processes to collect, manage and combine spatial and numeric datasets; • Leading field data collection efforts as necessary using different data collection techniques such as mobile data collection devices and applications; • Developing the tools for (i) loading/transferring GIS data between different systems (ii) creating advanced visual (dashboard) reporting;

Thematic Area: Water information database / GIS	
	<ul style="list-style-type: none"> • Providing training courses on issues related to the environment/water information system management best practices; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Environment/Water legislation	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Conducting an assessment of environmental/water-related policy and legal acts; • Conducting a comprehensive assessment of the abilities and constraints faced by Kosovo institutions in implementing water-related regulations in place, and provide practical recommendations to overcome these constraints, including approaches to leverage existing abilities and new policies or laws. Specific attention shall be paid towards constraints, needs and recommendations to deepening process ownership of Ministry in charge for environment, considering the existing and required human, financial, and technology capacities; • Providing reports as directed and requested by the Program assuring proper documentation; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Integrated water resource management education	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supporting the Program and its beneficiaries by conducting a training need assessment on integrated water resource management (IWRM); • Supporting the Program on reviewing and providing feedback to reports on education/training (including drafting of syllabuses) drafted by other Program consultants; • Supporting the Program on accrediting a master degree course on IWRM; • Assisting the Program in the compilation of results and reporting on education/training; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Communication & Public Relation	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Conducting public relations activities through publishing, and editing in order of promoting the Program activities; • Supporting the Program and its beneficiaries on organizing different public debates; • Assisting the Program in the compilation of results and reporting on public consultations for river basin management plans;

Thematic Area: Communication & Public Relation	
	<ul style="list-style-type: none"> • Adjusting existing Program public consultation documents to meet future needs and expectations; • Performing additional tasks as may be assigned or delegated by the Program.

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Support Service: Procurement Expert	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Preparing, reviewing, and finalizing procurement documents, e.g. invitation to tenders, RFP, bidding documents, bid and proposal evaluation report, etc., for Program contracts in compliance with the applicable Procurement Manual of Skat Kosovo Ltd.; • Guiding the Program tender evaluation committees to perform all functions including formulating appropriate evaluation criteria, preparing comprehensive bid/proposal evaluation report, making summary points to clarify the bidders and other members of the committee in conformity with Procurement Manual of Skat Kosovo Ltd.; • Guiding/assisting the Program in handling procurements related complaints/grievances.

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Support Service: Translator/ Interpreter for English-Albanian (and vice versa)	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing consecutive and simultaneous interpretations during meetings, conferences, seminars, workshops, and other events organized by the Program; • Provide translation of Program documents.

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Support Service: Translator/ Interpreter for English-Serbian (and vice versa)	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing consecutive and simultaneous interpretations during meetings, conferences, seminars, workshops, and other events organized by the Program; • Provide translation of Program documents.

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Support Service: Albanian Language Native Proofreading	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing editing/proofreading of Program documents in Albanian language.

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Support Service: English Language Native Proofreading	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing editing/proofreading of Program documents in English language.