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Swiss Agency for Development
and Cooperation SDC

INTEGRATED WATER RESOURCES MANAGEMENT IN KOSOVO (IWRM-K)

Phase 1
May 2020 – April 2024

Technical Support to Agriculture in Kosovo in the Context of Integrated Water Re- sources Management

Request for Proposal

03/2021

March 2021

The IWRM-K Program is funded by the Swiss Agency for Development and Cooperation (SDC) implemented by Skat Consulting Ltd. (Switzerland) in consortium with the Environment Agency Austria (EAA)

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Acronyms/Abbreviations

CSO	Civil Society Organization
CGS	Competitive Grants Scheme
EAA	Environment Agency Austria
ECSO	Environmental Civil Society Organisation
EU WFD	European Union Water Framework Directive
HMI	Hydro-Meteorological Institute
IWRM	Integrated Water Resource Management
IWRM-K	Integrated Water Resource Management in Kosovo
KEPA	Kosovo Environmental Protection Agency
MEE	Ministry of Economy and Environment
NGOs	Non-Governmental Organization
RBDA	River Basin District Authority
RBMP	River Basin Management Plan
WIS	Water Information System

1. INVITATION FORM

Integrated Water Resources Management in Kosovo (IWRM- K) Program	DATE: March 12, 2021
	REFERENCE: Technical Support to Agriculture in Kosovo in the Context of IWRM

Dear Sir / Madam:

The "Integrated Water Resources Management in Kosovo" Program¹ (hereinafter the Program or IWRM-K) kindly invites you to submit your Proposal² in EUR (VAT excluded) for RFP 03/2021 Technical Support to Agriculture in Kosovo in the Context of IWRM. The proposal must be submitted in a sealed envelope on or before 16.30 CET on 7 April, 2021, to the address below:

Skat Consulting Kosovo, IWRM-K Program
RFP03/2021 Technical Support to Agriculture in Kosovo in the Context of IWRM
136 Pashko Vasa street
Floor I. No.5, Pejton, Pristina, Kosovo
DO NOT OPEN BEFORE 7 April 2021

PLEASE NOTE THAT TECHNICAL AND FINANCIAL OFFERS MUST BE SUBMITTED IN
SEPARATE SEALED ENVELOPES.

Alternatively, the Proposals can be submitted electronically to the following dedicated email:
tender@skat.ch

**Please use the following e-mail subject: RFP03/2021 Technical Support to Agriculture in
Kosovo in the Context of IWRM**

**The technical offer must be submitted in one PDF document. The financial offer must be
submitted in one file as well and encrypted with a password. The financial offer shall be
DIGITALLY signed or signed and scanned in the .pdf format. The same submission time
as for hard copy offers to pertain.**

Max. size of uploaded files (per document) must not exceed 20 MB

**Password for Financial OFFER SHALL be provided to the IWRM-K only upon conclusion
of the deadline and required by e-mail³.**

Companies failing to meet this requirement will be disqualified. Your Proposal must be valid for a minimum period of 120 days.

¹ The Program is funded by the Swiss Agency for Development and Cooperation and implemented by the Consortium of Skat Consulting Ltd., St. Gallen, Switzerland and the Environment Agency Austria. This procurement is organized by Skat Consulting Branch Office in Kosovo.

² Please be guided by the form attached hereto as **Annex 2**, in preparing your Proposal.

³ Password protection of a PDF document can be done by using free software, such as Adobe Reader for example. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password. Companies that will pass the technical evaluation will be approached by IWRM-K to share the passwords to the financial offers.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of this procurement.

Any discrepancy between the unit price and the total price shall be re-computed by the IWRM-K Program, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on the IWRM-K's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the IWRM-K after it has received the Proposal. At the time of Award of Contract or Purchase Order, the IWRM-K reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any contract that will be issued as a result of this RFP shall be subject to the Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of the IWRM-K.

Please be advised that the IWRM-K is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

The IWRM-K encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to the IWRM-K if you, or any of your affiliates or personnel, were involved in the preparation of the Terms of References, or other requirements, cost estimates, and other information used in this RFP.

Thank you and we look forward to receiving your Proposal.

2. DESCRIPTION OF REQUIREMENTS

1	Brief Description of the Required Services	<p>The main objective of this assignment is to develop and support the implementation of activities aiming at prototyping approaches and practices for reducing the pressures from diffuse pollution from agriculture in selected areas of Kosovo. This will be based on a thorough analytical process aiming at quantifying the pressures and risks associated with diffuse pollution from agriculture, as well as prioritization (of crops, areas and target farmer groups and other agriculture stakeholders) based on the application of a number of social, economic and environmental criteria.</p> <p>The assignment involves the design and implementation of a grants programme for farmers, including but not limiting to: pre-selection of farmers, design and delivery of specialized trainings, assessing of the newly acquired knowledge of trainees in selection of grantees, support to negotiations with grant recipients on the type of support to be provided by the Program, hands-on training/field activities targeting grantees, evaluation of results of implementation, summary of lessons learnt and advice on future related activities.</p> <p>Lastly, based on the experiences from the implementation of the grants programme, the Contractor will provide advice on adjustments of Kosovo's existing financing mechanisms in agriculture (e.g., subsidies, grants, and other) to maximize the possibilities of scaling-up/replication of the relevant achievements of the IWRM-K.</p>																					
2	List and Description of Expected Outputs to be Delivered	<table border="1"> <thead> <tr> <th></th> <th>Deliverable</th> <th>Tentative timeline (months upon signing of contract)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Context analysis (in English)</td> <td style="text-align: center;">4 months</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Complete material for implementation of grants (in English and Albanian)</td> <td style="text-align: center;">4 months</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Assessment of pressures and risks from diffuse pollution (in English)</td> <td style="text-align: center;">6 months</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Training material (selected practices on selected crops) (in English and Albanian)</td> <td style="text-align: center;">7 months</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Evaluation report from implementation of the first call of the grants scheme (in English)</td> <td style="text-align: center;">17 months</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Final report (in English)</td> <td style="text-align: center;">30 months</td> </tr> </tbody> </table>		Deliverable	Tentative timeline (months upon signing of contract)	1.	Context analysis (in English)	4 months	2.	Complete material for implementation of grants (in English and Albanian)	4 months	3.	Assessment of pressures and risks from diffuse pollution (in English)	6 months	4.	Training material (selected practices on selected crops) (in English and Albanian)	7 months	5.	Evaluation report from implementation of the first call of the grants scheme (in English)	17 months	6.	Final report (in English)	30 months
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3	Frequency of Reporting and Progress Reporting Requirements	As proposed in the company's methodology and agreed with IWRM-K prior to contract signing (see ToR)																					
4	Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location & in selected regions in Kosovo																					
5	Expected duration of work	30 months from the signing of the contract																					
6	Target start date	03 May 2021																					
7	Estimated completion date	September 2023																					
8	Language of the Proposal	English																					
9	Pre-proposal conference	Not Applicable																					
10	Travels Expected	Representatives of the expert team are expected to travel to Kosovo as needed. All travel related costs need to be included in company's offer.																					
11	Implementation Schedule indicating breakdown	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																					

	and timing of activities/sub-activities	[A detailed breakdown/timeline of activities needs to be included as part of the company's methodology reflecting the main requirements from the Terms of Reference]		
12	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required		
13	Currency of Proposal	<input type="checkbox"/> Other currency (if required) <input checked="" type="checkbox"/> Euro		
14	Value Added Tax on Price Proposal⁴	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes		
15	Bid Security	Will not be applied		
16	Liquidated Damages	Will be applied at the rate of 3.33 % of the price of the contract per month, for up to 10% or 3 months, upon which the Contract will be considered for termination.		
17	Performance Security	Required, to be submitted by the Contractor, within 15 days from signing of contract, in EUR, in the amount of 10% of the contract value. The receipt of the performance security by the IWRM-K shall be a condition for rendering the contract effective		
18	Financial Standing	Required. Minimum annual turnover of 1/2 of the amount of the financial offer for 2018 and 2019, for each year		
19	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, the IWRM-K may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.		
20	Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted		
21	Payment Terms⁵		Tentative timeline (months upon signing of contract)	
		15%	Context analysis (in English) & complete material for implementation of grants	4 months
		15%	Assessment of pressures and risks from diffuse pollution (in English) & Training material (selected practices on selected crops)	7 months
		35%	Evaluation report from implementation of the first call of the grants scheme	17 months
		35%	Final report	30 months

⁴ IWRM-K is VAT exempt in the country and all activities implemented by the Program directly or through contracts are also VAT exempt.

⁵ IWRM-K's preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, IWRM-K shall require the Service Provider to submit a bank guarantee or bank cheque payable to IWRM-K, in the same amount as the payment advanced by IWRM-K to the Service Provider.

22	Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Other Type of Contract [pls. specify]
23	Evaluation Method for the Award of Contract	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively <input checked="" type="checkbox"/> Full acceptance of the IWRM-K's General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of the services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
24	Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> The expertise of the Firm 200 <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan 250 <input checked="" type="checkbox"/> Qualification of Key Personnel 250 <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by the IWRM-K.
25	IWRM-K will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
26	Contract General Terms and Conditions⁶	Terms and Conditions for contracts (goods and/or services)
27	Annexes to this RFP⁷	<input checked="" type="checkbox"/> Annex 1: Terms of Reference <input checked="" type="checkbox"/> Annex 2: Bidder Submission Form <input checked="" type="checkbox"/> Annex 3: Bidder Information Form <input checked="" type="checkbox"/> Annex 4: Qualification Form <input checked="" type="checkbox"/> Annex 5: Format of Technical Proposal <input checked="" type="checkbox"/> Annex 6: Financial Proposal Submission Form <input checked="" type="checkbox"/> Annex 7: Joint Venture/Consortium/Association Information Form <input checked="" type="checkbox"/> Annex 8: Evaluation Criteria <input checked="" type="checkbox"/> Annex 9: Terms and Conditions
28	Contact for Inquiries (Written inquiries sent by email only)⁸	Email to: kosovo@skat.ch Any delay in the IWRM-K's response shall be not used as a reason for extending the deadline for submission unless the IWRM-K determines that such an extension is necessary and communicates a new deadline to the Proposers.
29	Deadline for Submission of requests for clarification	3 working days before the deadline
30	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	By e-mail to the requesting bidder and also posted on the Skat Consulting Ltd., St. Gallen website (https://skat.ch/jobs/)

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ This contact person and address is officially designated by IWRM-K. If inquiries are sent to other person/s or address/es, even if they are IWRM-K staff, IWRM-K shall have no obligation to respond nor can IWRM-K confirm that the query was received.

31	Documents to be submitted:	<p><input checked="" type="checkbox"/> Annex 2: Bidder Submission Form</p> <p><input checked="" type="checkbox"/> Annex 3: Bidder Information Form</p> <p><input checked="" type="checkbox"/> Copy of the registration from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; (no translation required)</p> <p><input checked="" type="checkbox"/> Annex 4: Qualification Form including proof of minimum required annual turnover</p> <p><input checked="" type="checkbox"/> Annex 5: Format of Technical Proposal including CVs of proposed experts for the assignment, as per the qualification requirements in the TORs (format and full CV)</p> <p><input checked="" type="checkbox"/> Annex 6: Financial Proposal Submission Form</p> <p><input checked="" type="checkbox"/> Annex 7: Joint Venture/Consortium/Association Information Form [JOINT VENTURE/CONSORTIUM IS ALLOWED IN THIS PROCUREMENT CASE]⁹. In such case, the requirement regarding the minimum years of experience needs to be met at least by the Lead Partner in the JV/Consortium/Association. The Lead Partner shall also have at least one (1) of the two (2) required relevant projects of comparable nature and degree of complexity.</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any</p>
32	Other:	<p>Maximum budget for this assignment is 250,000 EUR. The IWRM-K holds the right to eliminate offers exceeding the maximum available budget for this contract.</p>

⁹ In addition, subcontracting of other legal entities in up to 25% of the overall financial offer is possible under this procurement. In case of subcontracting, only the qualification of the main bidder will be evaluated along with the qualifications of the proposed key experts. Involving experts external for the required positions is flexible and is not considered sub-contracting.

Annex 1: Terms of Reference

Technical Support to Agriculture in Kosovo in the Context of Integrated Water Resource Management

Program Title:	<i>Integrated Water Resources Management in Kosovo (IWRM-K)</i>
Contract:	Technical Support to Agriculture in Kosovo in the Context of IWRM
Duty Station:	Home-based (with regular presence in Kosovo) ¹⁰
Duration:	30 months (May 2021 – October 2023)

1. Background

Kosovo is among the most water stressed countries in Southeast Europe owing to its specific natural features, history of lack of investments in water infrastructure, inefficient water management and use, as well as high levels of pollution. The stress levels are expected to grow in the future in light of the climate crisis and the increased water demand for agriculture, industrial operations, mining and urban centres. The management of water resources in Kosovo becomes even more complex when considering the transboundary character of its four river basins.

While the country has made important progress in terms of legal framework and institutions, and the formulation of strategies and action plans for the water sector, coordinated action towards an **Integrated Water Resources Management (IWRM)** approach is needed to: **a)** reduce pressures on water bodies and help reverse degradation trends; **b)** optimize the use of water's economic potential for the country's development by balancing between water demand and its availability in space and time; **c)** reduce water-related risks such as floods and droughts; and **d)** improve the absorption capacity of river basins and achieve more equitable distribution of the water-related benefits across society.

The Swiss-funded **Integrated Water Resources Management in Kosovo (IWRM-K)** Program (hereinafter the Program or IWRM-K) 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 future sustainable development. It aims 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 (EU WFD)**. The Program is designed in a way to initiate and guide a long-term process of addressing the root causes to the limited functionality of Kosovo's Water Resources Management system.

The overall goal of the Program is to introduce **efficient and sustainable management and use of water resources**, balancing the conflicting interests in water management. Aware of the challenges, complexity and uncertainties associated with such an ambitious transformative process, the IWRM-K is a long-term Program (planning horizon of 12 years) that will attempt to integrate and scale-up earlier results, address systemic deficiencies, and support capacity development towards modern water governance.

¹⁰ The Contractor is expected to ensure regular presence of their experts in Kosovo. However, schedule of activities under this contract and the overall methodology needs to be tailored in a way to adjust to the COVID-19 restrictions with respect to ability to travel to the country, and have (physical) meetings with stakeholders.

The central activity of the Program’s first four-year Phase 1 (May 2020 – April 2024)¹¹ is the development of a consolidated water resource management planning framework comprising **three River Basin Management Plans (RBMPs)** for Ibër, Morava e Binçës and Lepenc river basins¹². Series of capacity building, stakeholder participation and **pilot/demonstration initiatives** will be organized surrounding the RBMP preparation process.

To provide a critical **number of positive examples of measures**, the Program also encompasses prototyping a variety of interventions, in relation to the significance of water management issues¹³ in the target river basins (e.g., **measures in agriculture**, industrial pollution, wastewater treatment, **water abstraction**). Lessons learnt from these demonstration interventions will provide valuable inputs to the Program’s subsequent phases, as well as Government and other donor funding priorities. Depending on the nature of prioritized pilot measures, the Program will apply different implementation modalities, including a multi-level **Competitive Grants Scheme (CGS)**.

To help addressing the **diffuse pollution related challenges** (especially associated with **agricultural activities**), the Program intends to provide **direct support to farmers** in priority areas of one or more of the target river basins to modify their farming practices so as to: **a)** reduce/better control the use of agrochemicals (including both fertilizers and pesticides) and irrigation water and **b)** prevent the loss of nutrients from land to water bodies with agricultural runoff, erosion processes and percolation into groundwater bodies.

The **conceptual basis** for formulation of the support measures will be sought in the contemporary principles of **agro-ecological/agri-environmental farming, good agricultural practices, precision agriculture, family farming and climate-resilient agriculture**. The current **Operational Manual for the CGS**¹⁴ summarizes the following **possible/recommended measures**, eligible applications and type of support that can be provided as part of the Program.

Recommended measures ¹⁵	Eligible Applicants	Eligible IWRM-K support	Expected contributions by grantees
<ul style="list-style-type: none"> • On-demand (pressurized) irrigation systems and modern irrigation techniques; • Introduction of modern systems for irrigation scheduling; • Combined irrigation and plant nutrition (so-called ‘fertigation’); • Soil/agro-chemical analyses; 	<ul style="list-style-type: none"> • Individual farmers from selected farming areas • Farmer’s associations and/or cooperatives 	<ul style="list-style-type: none"> • Expertise / Training on sustainable farming practices (theoretical and hands-on) • Equipment for implementation of sustainable farming practices 	<ul style="list-style-type: none"> • Standard farming costs (purchase of planting material, agro-chemicals, different farm operations)

¹¹ The implementation mandate for Phase 1 of the IWRM-K Program is entrusted to the consortium of Skat Consulting Ltd. (Switzerland) and the Environment Agency Austria (EAA).

¹² The consulting company to support development of the River Basin Management Plans for Ibër, Morava e Binçës and Lepenc, is expected to be contracted soon. This assignment and the development of RBMPs will be carried out in parallel, and the two contractors are expected to cooperate closely.

¹³ For example, based on the pressures and risk assessment of the RBMPs.

¹⁴ Available in draft to be shared with the selected Contractor as a basis for further developing and supporting the implementation of the grants programme targeting farmers.

¹⁵ This is not an exhaustive list. Based on the assessment, the Contractor will propose adjustments and further elaboration of the initially considered measures.

Recommended measures ¹⁵	Eligible Applicants	Eligible IWRM-K support	Expected contributions by grantees
<ul style="list-style-type: none"> • Controlled use of pesticides through improved monitoring of pests and diseases, as well as application of non-pesticide control methods; • Use of riparian strips, ecotones, and wetlands for diffuse pollution control. • Preventing contamination of domestic or irrigation wells by agricultural activities 	<ul style="list-style-type: none"> • Professional NGOs (agriculture & environment) 	<ul style="list-style-type: none"> • Laboratory analyses 	

The selected grantees will benefit from direct support in equipment, and production material following a successful completion of a **comprehensive training programme**, demonstration of the **acquired new knowledge and skills**, and showing genuine interest in behaviour change. Efforts will be made to ensure that **the new knowledge is transferred to a sufficient number of local agriculture experts and farmers** (e.g. from state agencies, universities, institutes, young professionals and local experts).

To be able to carry out the envisaged activities and achieve the ambitious set of objectives in relation to agriculture/reduction of diffuse source pollution, the Program now wishes to contract an experienced **consulting company** (hereinafter Contractor) that will provide broad-based complementary expertise that will contribute to:

- **Pressure and risk assessment** in relation to diffuse pollution for the needs of the RBMPs, as well as **prioritization of areas and crops** suitable for demonstration of pilot measures in agriculture
- Provision of **capacity development support to implementation of the grants programme** among selected farmers.

The pressure and risk assessment needs to provide a **country-wide picture** on the diffuse pollution from different agricultural sources. Emphasis will be placed on **plant production**, but the corresponding report will also tackle pollution from **animal farms** as well¹⁶. When it comes to support to implementation of the grants programme, the Program, and the corresponding Contractor's support, will focus primarily on the three target river basins (Ibër, Morava e Binçës and Lepenc)¹⁷.

In performing the duties and responsibilities defined in these TOR, the Contractor will rely on the supervisory guidance of the Skat's Pristina-based Program Facilitation Unit, as well as thematic advice of the experts from the Environment Agency Austria.

¹⁶ At this stage, the Program will primarily focus on plant production, hence the greater emphasis in the analyses required by these TOR. The assessment of pressures from animal farms will be primarily based on existing data (statistics, studies, and other documentation) and will be presented in the required deliverables only in general terms.

¹⁷ This approach may be adjusted at latter stages of the Program to include agricultural areas outside the three river basins, subject to management decision.

2. Objectives & Scope of work

The main objective of this assignment is to **develop and support the implementation of activities aiming at prototyping approaches and practices for reducing the pressures from diffuse pollution from agriculture** in selected areas of Kosovo¹⁸. This will be based on a thorough analytical process aiming at quantifying the **pressures and risks associated with diffuse pollution from agriculture**, as well as prioritization (of crops, areas and target farmer groups and other agriculture stakeholders) based on the application of a number of social, economic and environmental criteria.

In its core, the assignment involves the **design and implementation of grants programme for farmers** based on the previous analyses, prioritization and selection process, including but not limiting to: pre-selection of farmers, design and delivery of specialized trainings, assessing of the newly acquired knowledge of trainees in selection of grantees, support to negotiations with grant recipients on the type of support to be provided by the Program, hands-on training/field activities targeting grantees, evaluation of results of implementation, summary of lessons learnt and advice on future related activities.

Lastly, based on the experiences from the implementation of the grants programme, the Contractor will provide **advice on adjustments of Kosovo's existing financing mechanisms** in agriculture (e.g., subsidies, grants, and other) to maximize the possibilities of scaling-up/replication of the relevant achievements of the IWRM-K.

3. Duties and Responsibilities

Under the supervision of the management of the IWRM-K Program, in consultations with the experts of the Environment Agency Austria (EAA), as well as close collaboration with the beneficiaries and relevant stakeholders, the Contractor shall be responsible for the following main tasks:

Task 1 – Assessment of environmental and socio-economic impacts of agriculture in Kosovo

This work will include data collection and analysis targeting diffuse pollution¹⁹ associated with agricultural activities across Kosovo. The analysis will focus on the use of fertilizers, and pesticides (e.g., by categories, quantity, crops, regions), as well as the irrigation practices influencing agricultural runoff²⁰. These analyses will follow a detailed land-use assessment²¹. When it comes to assessment of pressures from animal farming, the assignment will only consider analysis of existing data (statistics, existing studies and reports), and general assessment of quantities of generated waste material, way of handling, and a preliminary assessment of the corresponding environmental impacts (pressures and risks).

¹⁸ The selection to be made as part of the analytical phase of this assignment and will consider areas within one or more of the target river basins of the IWRM-K. The measures under the grants programme will focus on plant production, while animal farming will be considered only for the needs of the analytical phase of the Contract (Task 1).

¹⁹ Emphasis on plant production and general overview of pollution from animal farms (the later one based on available data only)

²⁰ Possible/recommended methods for this purpose include: a) use of OSPAR guideline approach as a first step; b) use of dedicated Models (MONERIS, MoRE, Nutting'N,P as a second step. However, it is up to the interested companies/bidders to come up with methodologies and approaches that will meet the objectives of the TOR.

²¹ To be coordinated with parallel RBMP preparation process.

Wherever possible, depending on data availability, these assessments need to be analysed in light of relevant water quality assessments in areas where intensive farming activities are taking place (e.g., from earlier studies, monitoring campaigns, research projects, official databases). The assessment will also look into nature degradation trends in relation to agricultural developments (e.g., conversion of sensitive natural land and ecosystem elements for farming needs). To the extent possible, these data need to be collected and analysed in line with methodological guidelines of the EU WFD and other related directives so that the resulting outputs can contribute to the RBMPs.

As part of this task, the Contractor will also analyse the basic socio-economic and livelihoods context in relation of agriculture, primarily based on available data and exiting literature. Existing socio-economic data gaps can be addressed through a targeted sociological survey. The findings of the assessment of the environmental impacts and the socio-economic conditions will feed into the process of prioritization/selection of agricultural areas and crops to be targeted by the subsequent grants programme.

More specifically, the Contract will carry out the following specific tasks:

- 1.1. **Study Program documentation** including relevant work under the **RBMPs**, and other relevant studies, and the **Operational Manual for the CGS**;
- 1.2. Analyse **legislative, organizational, and behavioural aspects of agriculture**, taking into account the overall policy mix in the country and the socio-economic context. This entails mapping and understanding the (socio-economic) context, mechanisms (types of interventions), and outcomes produced under the current setting (e.g., in terms of value of products, economic results, environmental consequences), as well as the key agriculture stakeholders²²;
- 1.3. A more **detailed data collection and analysis of diffuse pollution** associated with agricultural activities considering the current land-use across the country;
- 1.4. Assessment of **data gaps and proposals on future (agricultural) data management** for better assessment of diffuse pollution;
- 1.5. Support the identification of **possible nitrate vulnerable zones (NVZ)** according to EU Nitrates Directive (the activity will feed into the RBMPs preparation and will only need to be applied in the three target river basins - Ibër, Morava e Binçës and Lepenc);
- 1.6. **Design and implement a (sociological) survey among selected farmer's population** to address, as much as possible, identified data gaps. This survey will be used to obtain other important relevant information not only in relation to environmental aspects, but also socio-economic/livelihood/vulnerability characteristics in relation to farming in Kosovo. **At least 250 farmers** from the main agricultural regions need to be involved in the survey²³;
- 1.7. **Identify the priority agricultural areas and crops**²⁴ to be supported by the subsequent grants programme through a transparent and objective evaluation process based on a set

²² For example, relevant institutions, agricultural associations/cooperatives/networks, extension agencies, agricultural laboratories (e.g., soil/agro-chemical).

²³ The intended methodology for the survey needs to be summarized in the bidder's proposals as it will be subject to evaluation. The focus of the survey will be on agricultural areas within the three target river basins, unless proposed differently by the bidders in their proposals and/or by the selected Contractor during the inception phase of contract implementation.

²⁴ Priority to be given to agricultural areas within the three river basins and they will be targeted by the first cycles of the grants programme. However, the Contractor may provide insights into the situation in the Drini i Bardhë River Basin as well which may be valuable for future similar activities.

of criteria²⁵ such as: **a)** magnitude of pressures from certain agricultural areas/crops to water bodies identified throughout pressure and risk assessments carried out as part of the three RBMPs and/or other expert studies; **b)** possibility to create synergies with other funding instruments (e.g., government subsidies, other donor-funded grant programmes); **c)** sociological data revealing the interests of local farmers to join such an effort and share costs for implementation of novel measures; **d)** level of organization of farmers (e.g., in associations, cooperatives) and the partnering possibilities in support of future replication/scaling-up activities; and **e)** availability of local expertise and/or willingness of local agronomists to learn and transfer knowledge on innovative farming practices to farmers.

Task 2 – Support to implementation of the grants programme

Based on the context analysis in Task 1, the activities under this task entail **design and delivery of capacity building programme** (e.g., theoretical and hands-on trainings) targeting local (plant production) farmers (in selected regions/for selected crops) toward adopting **more sustainable farming practices**. The assignment also involves **support to the implementation of the consequent grant programme**. While the training for farmers may focus on all main aspects of farming (e.g., irrigation, plant nutrition, plant protection, production methods), the subsequent grants programme would primarily concentrate on promoting precision agriculture²⁶, use of ecosystem approaches to diffuse pollution control, and other complementary modern approaches (e.g., agro-ecological measures, climate-resilient agriculture).

Considering the level of ambition and the complexities in implementing such activities, the Program intends split the grants in two separate cycles²⁷. Such an approach would allow for the experiences and lessons learnt from the first call to be applied in the second call. Based on the concept and the Operational Manual of the CGS, the Contract will be responsible for the following:

- 2.1. Design for **public call** for identification of participants in the training based on the pre-selected regions, crops, target farmer groups and other contextual elements;
- 2.2. **Identification of other participants/stakeholders** to be involved in the co-design and delivery of the training programme – as supporters and trainees (e.g., representatives from relevant state institutions, local experts, authorities, education/research professionals, young professionals);
- 2.3. **Design and delivery of a specialized training programme** among the selected farmers (to be specified following the selection of crops and assessment of current farming practices);
- 2.4. Support to **selection of grantees from the group of trainees** (e.g., through design and implementation of a **test of knowledge** among trainees);
- 2.5. Support to **negotiation with selected grantees on the type of support** to be provided by the Program (e.g., equipment and other material) prior to signing of grant agreements;
- 2.6. **Support to implementation of measure in the field** backed by provision of **hands-on training & on-demand support**²⁸ ;
- 2.7. **Evaluation** of results, analysis of lessons learnt and suggestions for future initiatives.

²⁵ The bidders, in the Methodology section, should propose their approach, possible criteria and preliminary thoughts for identification of the priority areas based on the understanding of the local context and the requirements of the TORs.

²⁶ “Precision agriculture” in the sense of demand-oriented and environmentally friendly.

²⁷ This is flexible, and other approaches can be proposed by the bidders as part of their methodologies.

²⁸ A detailed description of this approach needs to be presented bidders’ methodologies particularly with respect to networking with farmers, delivery of trainings in the field and accessibility for on-demand technical assistance during implementation of grants.

4. Deliverables and Timeline

	Deliverables	Tentative content²⁹	Tentative timeline (months upon signing of contract)
1.	Context analysis (in English)	<ul style="list-style-type: none"> • Mapping of the agricultural production across Kosovo • Mapping of current production practices • Policy environment (government support measures) • Stakeholder analysis including identification of main stakeholders (national level and per considered regions) • Mapping of other initiatives (e.g., donor supported, past, ongoing and future) • Analysis of results from the sociological survey • Training needs assessment targeting farmers particularly in adoption of contemporary farming practices (prioritizing smallholders) • Suggestions on long-term data management (based on data gap analysis) 	4 months
2.	Complete material for implementation of grants (in English and Albanian)	<ul style="list-style-type: none"> • Application and evaluation forms, selection criteria • Detailed grant implementation methodology and guild 	4 months
3.	Assessment of pressures and risks from diffuse pollution (in English)	<ul style="list-style-type: none"> • Identification of agricultural processes with the most significant impact on the environment and economic aspects and identify regions mostly impacted by these pressures • Assessment of diffuse source pollution from agriculture (greater emphasis on plant vs. animal farming) • Preliminary assessment of nitrate vulnerable zones • Selection of regions that could benefit mostly from the Program (in socio-economic and environmental terms) 	6 months
4.	Training material (selected practices on selected crops) (in English and Albanian)	Complete training material (based on selected crops and identified most significant practices), such as manuals on: <ul style="list-style-type: none"> • Plant protection • Irrigation • Plant nutrition • Other farming practices 	7 months
5.	Evaluation report from implementation of the first call of the grants scheme (in English)	<ul style="list-style-type: none"> • Outline of process • Achieved results (in terms of changes in the use of water and agrochemicals, yield – quantity and quality) • Lessons learnt and recommendations for the second call 	17 months
6.	Final report (in English)	<ul style="list-style-type: none"> • Evaluation report from the second call and the whole grant programme • Lessons learnt & recommendations on follow up activities to be considered by the IWRM-K • Recommendation on improvement of country's financial instruments targeting farmers 	30 months

²⁹ To be adjusted upon selection of the Contractor in line with their methodology and approach.

5. Qualification requirements

The Consulting company (the Contractor) shall have extensive experience (**at least 10 years**) in developing and managing **complex projects in the area of agricultural development, water resource management, environment and/or sustainable development**. It will have a record of **minimum 2 projects** of comparable nature and degree of complexity³⁰ (e.g., research and applicative projects in sustainable farming practices, agro-ecological farming, Good Agricultural Practices, feasibility studies for complex environmental investment projects that include agriculture-related issues or other).

The scope of work requires an **interdisciplinary team** of skilled professionals with compatible qualifications and previous experience in similar projects. Team members will possess excellent relevant technical and language skills to successfully implement the assignment. This includes knowledge of local language(s), primarily Albanian so as to reach out to the target farmer community.

The team of experts shall be able to respond to the requirements of the mandatory areas of expertise described in the table below:

	Team members and/or areas of expertise	Qualification requirements
	1. Team Leader, Agricultural Policy & Economics ³¹	<ul style="list-style-type: none"> ○ Minimum university degree in relevant field (agricultural science, agricultural engineering, economics, management, engineering, or similar) ○ Minimum 10 years of professional experience in similar assignments (research and practical projects in agriculture, agro-ecological farming practices, GAP, value chain analyses in agriculture, business planning in agriculture and similar) ○ Relevant experience from at least 3 projects of comparable nature and degree of complexity (research and practical projects in agriculture, agro-ecological farming practices, GAP, value chain analyses in agriculture, business planning in agriculture and similar) ○ Experience from at least 1 project of comparable size and degree of complexity in lead position (team leader, project manager, coordinator)
	2. Plant Protection, Integrated Crop Protection	<ul style="list-style-type: none"> ○ Advanced university degree (minimum M.Sc.) in agriculture, plant protection, integrated crop management, and similar; relevant PhD is considered an asset ○ Minimum 8 years of experience in projects that involved plant protection, integrated pest control, use of pesticides and similar ○ Record of at least 3 relevant projects that involve plant protection, integrated pest control, use of pesticides or non-pesticide plant protection methods, or similar
	3. Soil Science and Plant nutrition	<ul style="list-style-type: none"> ○ Advanced university degree (minimum M.Sc.) in agriculture, soil science, plant nutrition and related ○ Minimum 8 years of experience in soil science, plant nutrition, use of fertilizers, fertilization, land-use and related ○ Record of at least 3 relevant projects that involve soil science, plant nutrition, use of fertilizers, fertilization

³⁰ While there is no strict requirement regarding the size/value of the proposed reference projects, it is expected that each of the minimum 2 required reference projects will be with value no lower than 50% of the bidder's financial offer for this assignment. Projects with lower value can also be considered subject to elaboration on degree of complexity in relation with the requirements of these RFP/TORs.

³¹ If found appropriate, based on their methodologies, bidders may also foresee a Deputy Team Leader position (considering local/Kosovo professionals for such position shall be considered an asset).

4.	Irrigation (contemporary approaches)	<ul style="list-style-type: none"> ○ Advanced university degree (minimum M.Sc.) in agriculture, irrigation/fertigation management, crop water demand evaluation and management and related ○ Minimum 8 years of experience in irrigation/fertigation management, crop water demand evaluation and management and use of innovative irrigation techniques and similar ○ Record of at least 3 relevant projects that involve irrigation/fertigation management, crop water demand evaluation and management and related)
5.	Animal science/livestock production	<ul style="list-style-type: none"> ○ Advanced university degree (minimum M.Sc.) in animal science, livestock production, agricultural science/engineering or similar ○ Minimum 8 years of experience in livestock/animal farming (e.g., in production methods, assessment of pollution, mitigation of environmental impacts from animal farming) ○ Record of at least 3 relevant projects that involved projects, consultancy and/or research work on relevant aspects (e.g., design of animal farm operations, production methods, assessment of pollution from animal farmers, mitigation of environmental impacts from animal farming or similar)

In addition, to these key areas of expertise, the Contractor needs to demonstrate the ability of providing additional diverse expertise that will be required to complete the tasks of these TOR. This includes different profiles of agriculture experts that will depend on the type of selected crops (e.g., fruits, vegetables). These experts and their CVs can be added to the contract once the decision on the crops and farming methods is done.

NOTES: **a)** There is no limitation on the number of experts per area of expertise. The inclusion of experts able to respond to all areas of expertise defined in the table is mandatory. Failure to provide relevant expertise for each of the proposed areas is considered grounds for disqualification. In case of more than one expert per area of expertise, companies need to indicate the key expert (her/his qualification would have a key role in the scoring/evaluation process); **b)** Wherever possible, companies are encouraged to involve local experts (on key or non-key positions) and/or other support personnel. While there is no strict requirement, the involvement of local expertise should account to at least 30% of the planned number of expert-days. This will be considered a strong asset.

6. Terms and Conditions

- *Language*

The language of the required deliverables is indicated in the Main Outputs/Deliverables Section of these TOR. The quality of the documents is subject to review prior to approval. High quality proofreading in English and Albanian is mandatory.

- *Sources of data*

The Program will make best possible efforts to provide all relevant documentation/information to the selected Contractor. In certain instances, it will only point to the sources of information. In such cases, the Contractor will have the general responsibility for evaluating its quality, collecting and analysing.

- *Duration of the assignment*

Maximum available time for completing the assignment is 30 months upon signing of the contract.

- *Methodology*

The interested bidders need to develop a concise methodology describing the approach and all the steps to be undertaken that will lead toward successful completion of the assignment.

- *Ownership and submission of data, reports and other material produced*

All primary data, reports, and other documentation in the course of this assignment shall be made available to Program in electronic format. The ultimate ownership of the deliverables rests within the Donor (the Swiss Agency for Development and Cooperation) and the Program beneficiaries. The Program has the right to use the results of the work in various publications, citing the results of work carried out, and/or asking the experts to contribute as authors/co-authors. The experts of the Contractor can use the findings of this work only following a written consent by the owners.

- *Travel & Local Presence*

Representatives of the expert team are expected to be present in Kosovo regularly, especially for the trainings and the field activities (to be proposed in companies' methodologies). While for the local staff this is easily achievable, the key international staff will be expected to regularly travel to Kosovo³² for the trainings, stakeholder consultations and other activities. All travel related costs need to be calculated in company's offers.

- *Payment schedule*

Tentatively the full contract amount can be processed in line with the following instalments which can be adjusted prior to signing of contract and in line with company's methodology³³:

Instal-ment	Deliverables	Tentative timeline (months upon signing of contract)
15%	Context analysis (in English) & complete material for implementation of grants	4 months
15%	Assessment of pressures and risks from diffuse pollution (in English) & Training material (selected practices on selected crops)	7 months
35%	Evaluation report from implementation of the first call of the grants scheme	17 months
35%	Final report	30 months

³² Subject to COVID-19 restrictions.

³³ The payment schedule is for orientation purposes only. It can be adjusted during negotiations with the selected company prior to signing of contract

Annex 2: Bidder Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
2. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
3. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the IWRM-K.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Bidding documents, including the General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should the IWRM-K accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Annex 3: Bidder Information Form

The legal name of Bidder	
Legal address	
Year of registration	
Bidder's Authorized Representative Information	
Country/ies of operation	
No. of full-time employees	
Quality Assurance Certification³⁴ (e.g. ISO 9000 or Equivalent) (If yes, provide a copy of the valid Certificate):	
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a copy of the valid Certificate):	
Person the IWRM-K may con- tact for requests for clarification during the Proposal evaluation	

³⁴ The possession of such certification is not a mandatory requirement. However, it may result in acquiring slightly higher score on the Bidder's qualifications, capacity and experience assessment.

Annex 4: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

Documents to be submitted along with Annex 4:

If JV/Consortium/Association, to be completed by each partner.

Previous Relevant Experience

Please list only previous similar assignments successfully completed [as per the requirements in the Terms of Reference related to relevant experience].

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the IWRM-K

No.	Project name and a brief description	Client & Reference Contact Details	Contract Value	Period of activity and status
1				
2				
3				
4				

Expertise

Please list all experts and their qualifications in the list provided in addition to requirements under Annex 5 [as per the requirements in the Terms of Reference related to relevant experience].

No.	Position	Relevant projects are (please check the requirements in TOR for the relevance of projects)	Education	Total-experience/experience in relevant projects (years)	Other
1.		1. 2. 3.			
2.		1. 2. 3.			

Financial Standing

Annual Turnover for the last 2 years	Year 2018	EUR
	Year 2019	EUR

Financial information (in EUR)	Historic information for the last 2 years		
	Year 2018	Year 2019	
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

[To be checked only if required] Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Annex 5: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and, expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and, project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 The relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures, accreditations and certificates (such as ISO or similar), and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

At a minimum, the CV shall include the following information outlined below

Name of Personnel	[Insert]
Position for this assignment / Area of Expertise (from the TORs)	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, the title of position held, and location of employment. For experience in the last five years, detail the type of activities performed, degree of responsibilities, location of assignments, and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	<p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Annex 6: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

We, the undersigned, offer to provide the services for [Insert RFP Title] in accordance with your Request for Proposal No. **RFP 03/2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in Description of Requirements [Annex 1].

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with the official stamp of the Bidder]

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The currency of the proposal: EUR

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees (THIS IS JUST a SAMPLE)

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump-Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person- days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Payment is deliverables based

Annex 7: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture OR JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to IWRM-K for the fulfilment of the provisions of the Contract.

Name of partner: _____
 Signature: _____
 Date: _____

Annex 8: Evaluation Criteria

A two-stage procedure is utilized in evaluating the proposals, with an evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals (expertise of the firm in similar projects, methodology and approach and qualifications of the staff with relevant experience) and the price has allocated 300 points.

The contract will be awarded to the company with the highest aggregate score based on the technical and financial proposal.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
1.	Expertise of organization	200					
2.	Proposed methodology and approach	250					
3.	Personnel (qualifications and experience)	250					
Total:		700					

		YES/NO for minimum requirements	
Section 1. Bidder's qualification, capacity, and experience			
1.1	Company profile and evidence of capacity/organization capability (see Annex 5, Format of Technical Proposal (SECTION 1: Bidder's qualification, capacity, and expertise)		Max 20
1.2	At least 10 years of experience in developing and managing complex projects in the area of agricultural development, water resource management, environment and/or sustainable development	Max 80	56 points for 10 years 68 points for 15 to 19 years Max 80 points for 20 years and more
1.3	Record of minimum 2 projects of comparable nature and degree of complexity (e.g., research and applicative projects in sustainable farming practices, agro-ecological farming, Good Agricultural Practices, feasibility studies for complex environmental investment projects that include agriculture-related issues or other)	Max 100	70 points for 2 projects 85 points for 3 to 5 projects Max 100 points for 7 projects and more
Total Section 1:			200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Does the proposer understand the task and the project environment?	70
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.	70
2.3	Details on how the different service elements shall be organized, controlled, and delivered.	40
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.	40
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic.	30
Total Section 2:		250

Section 3. Management Structure and Key Personnel			
3.1			
	Team Leader, Agricultural Policy & Economics	YES/NO for minimum requirements	Score
			7 points for BSc
			Max obtainable points
			10

	Minimum university degree in relevant field (agricultural science, agriculture economy, management, engineering, or similar).		Max 10 points for MSc or above	
	Minimum 10 years of professional experience in similar assignments (re-search and practical projects in agriculture, agro-ecological farming practices, GAP, value chain analyses in agriculture, business planning in agriculture and similar).		14 points for 10 years	20
			17 points for 11 to 15 years	
			Max 20 points for 16 years or more	
	Relevant experience from at least 3 projects of comparable nature and degree of complexity (research and practical projects in agriculture, agro-ecological farming practices, GAP, value chain analyses in agriculture, business planning in agriculture and similar).		14 points for 3 projects	20
			17 points for 4 to 6 projects	
			Max 20 points for 7 and more projects	
	Experience from at least 1 project of comparable size and degree of complexity in lead position (team leader, project manager, coordinator).		7 points for 1 project	10
			Max 10 points for 2 projects and more	
			Max points:	60
3.2				
	Plant Protection, Integrated Crop Protection	YES/NO for minimum requirements		
	Advanced university degree (minimum M.Sc.) in agriculture, plant protection, integrated crop management, and similar; relevant PhD is considered an asset.		7 points for MSc	10
			Max 10 points for PhD	
	Minimum 8 years of experience in projects that involved plant protection, integrated pest control, use of pesticides and similar.		14 points for 8 years	20
			17 points for 9 to 13 years	
			Max 20 points for 14 years or more	
	Record of at least 3 relevant projects that involve plant protection, integrated pest control, use of pesticides or non-pesticide plant protection methods, or similar.		14 points for 3 projects	20
			17 points for 3 to 5 projects	
			Max 20 points for 6 and more projects	
3.3			Max points:	50
	Soil Science and Plant nutrition	YES/NO for minimum requirements		
	Advanced university degree (minimum M.Sc.) in agriculture, soil science, plant nutrition and related.		7 points for MSc	10
			Max 10 points for PhD	
	Minimum 8 years of experience in soil science, plant nutrition, use of fertilizers, fertilization, land-use and related.		14 points for 8 years	20
			17 points for 9 to 13 years and more	
			20 points for 14 years and more	
	Record of at least 3 relevant projects that involve soil science, plant nutrition, use of fertilizers, fertilization.		14 points for 3 projects	20
			17 points for 4 to 6 projects	
			Max 20 points for 7 and more projects	
3.4			Max points:	50
	Irrigation (contemporary approaches)	YES/NO for minimum requirements	Sub-Score	
	Advanced university degree (minimum M.Sc.) in agriculture, irrigation/fertigation management, crop water demand evaluation and management and related..		7 points for MSc	10
			Max 10 points for PhD	
	Minimum 8 years of experience in irrigation/fertigation management, crop water demand evaluation and management and use of innovative irrigation techniques and similar.		14 points for 8 years	20
			17 points for 9 to 13 years	
			Max 20 points for 14 years and more	
	Record of at least 3 relevant projects that involve irrigation/fertigation management, crop		14 points for 3 projects	20
			17 points for 4 to 6 projects	

	water demand evaluation and management and related).		Max 20 points for 7 and more projects	
3.5			Max points:	50
	<u>Animal science/livestock production</u>	YES/NO for minimum requirements		
	Advanced university degree (minimum M.Sc.) in animal science, livestock production, agricultural science/engineering or similar..		7 points for MSc	10
			Max 10 points for PhD	
	Minimum 8 years of experience in livestock/animal farming (e.g., in production methods, assessment of pollution, mitigation of environmental impacts from animal farming).		10 points for 8 years	15
			13 points for 9 to 13 years	
			Max 15 point for 14 years and more	
	Record of at least 3 relevant projects that involved projects, consultancy and/or research work on relevant aspects (e.g., design of animal farm operations, production methods, assessment of pollution from animal farmers, mitigation of environmental impacts from animal farming or similar).		11 points for 3 projects	15
			13 points for 4 to 6 projects	
			Max 15 point for 7 projects and more	
			Max points:	40
			Total Part 3:	250

Failing to meet the mandatory requirements (e.g., educational background requirements, years of professional experience, number of relevant previous projects), even one of all will lead to disqualification.

An Offeror’s response to the solicitation document is evaluated and points are attributed based on how well they meet the defined desirable criteria. A proposal shall be considered non-responsive and rejected if it fails to substantially satisfy the requirements of the TOR, or it fails to achieve a minimum technical score (70% of 700 points or 490 points) as specified in the RFP.

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals. The offer with the lowest price will receive a total of 300 points. Other offers with higher prices will receive their respective scores according to the following formula:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times 300$$

The proposal will be awarded with the highest aggregate score based on the technical and financial proposal. The remaining financial proposals of Offeror’s whose technical proposals are deemed unacceptable or unqualified shall remain unopened can be returned.

Annex 9: Terms and Conditions for Contracts

1. LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the IWRM-K. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the IWRM-K. For the purposes of this agreement, the Contractor is defined as a business that agrees to conduct work for the IWRM-K as specified under the terms of a contract. The term "Contract" includes the general terms and conditions set forth in the body of this document (the "Terms and Conditions for Contracts Terms").

2. SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from anyone else but the IWRM-K in connection to its services under this contract. The Contractor shall refrain from any action that may adversely affect the IWRM-K and shall fulfil its commitments with the fullest regard to the interests of the IWRM-K.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims, or obligations under this Contract except with the prior written consent of the IWRM-K.

5. SUB-CONTRACTING:

In the event, the Contractor requires the services of sub-contractors in the course of the implementation of the assignment (unless specified in the Proposal/Offer/Bid), the Contractor shall obtain the prior written approval and clearance of the IWRM-K for all sub-contractors. The approval of IWRM-K of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of IWRM-K has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless, at its own expense, the IWRM-K, its officials, agents, servants, and employees from and against all third-party claims, suits, obligations, causes of action, demands, and all losses, damages, judgments, the liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material, or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES:

The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

9. LIENS:

The Contractor shall not cause or permit any lien, attachment, or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the IWRM-K against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by IWRM-K shall rest with IWRM-K and any such equipment shall be returned to IWRM-K at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to IWRM-K, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate IWRM-K for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS:

Except as is otherwise expressly provided in writing in the Contract, the IWRM-K shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the IWRM-K under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the contract and the Contractor acknowledges and agrees that such products, documents, and other materials constitute works made for hire for the IWRM-K.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the IWRM-K does not and shall not claim any ownership interest thereto, and the Contractor grants to the IWRM-K a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

All maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the IWRM-K, shall be made available for use or inspection by the IWRM-K at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to IWRM-K authorized officials on completion of work under the Contract.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF IWRM-K

The Contractor shall not in any manner whatsoever use the name, emblem, or official seal of the IWRM-K in connection with its business or otherwise unless expressly allowed in writing by authorized IWRM-K officials.

13. CONFIDENTIALITY:

Information and data that is considered proprietary by either Party and that are delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

The recipient ("Recipient") of such information shall:

- a) use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- b) use the Discloser's Information solely for the purpose for which it was disclosed.

Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract, the Recipient may disclose Information to:

- a) any other party with the Discloser's prior written consent; and,
- b) the Recipient's employees, officials, representatives, and agents who have a need to know such information for purposes of performing obligations under the Contract, and employees officials, representatives, and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such information for purposes of performing obligations under the Contract.

The Contractor may disclose Information to the extent required by law, provided that the Contractor will give the IWRM-K sufficient prior notice of a request for the disclosure of information in order to allow the IWRM-K to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

The IWRM-K may disclose Information to the extent as required by national law in Kosovo. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the IWRM-K, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the IWRM-K of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the IWRM-K shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the IWRM-K shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.

IWRM-K reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case the IWRM-K shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination by the IWRM-K no payment shall be due from the IWRM-K to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed

on account of the insolvency of the Contractor, the IWRM-K may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the IWRM-K of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

The parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of this Contract or the breach, termination, or invalidity thereof. This Contract shall be construed and interpreted and the legal relations created hereby shall be determined in accordance with the laws of the Republic of Kosovo. The parties' consent to the exclusive jurisdiction of, and agree that venue lies solely with, the state courts located in the Republic of Kosovo.

17. TAX EXEMPTION

IWRM-K is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IWRM-K's exemption from such taxes, duties, or charges, the Contractor shall immediately consult with the IWRM-K to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes the IWRM-K to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with the IWRM-K before the payment thereof and the IWRM-K has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the IWRM-K with written evidence that payment of such taxes, duties, or charges has been made and appropriately authorized.

18. OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

19. AUTHORITY TO MODIFY:

Only the IWRM-K Authorized Official possesses the authority to agree on behalf of the IWRM-K to any modification of or change in this Contract, to a waiver of any of its provisions, or any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against the IWRM-K unless provided by an amendment to this Contract signed by the Contractor and jointly by the IWRM-K.