

REQUEST FOR EXPRESSION OF INTEREST

ROSTER OF EXPERTS/CONSULTANTS

for the needs of the

INTEGRATED WATER RESOURCES MANAGEMENT IN KOSOVO (IWRM-K) PROGRAM PHASE 2

Location:	Kosovo, Pristina
Post Level:	International, Regional and National
Type of Service:	On-demand short- to mid-term consultancy assignments
Type of Contract:	Individual Contract
Application Deadline:	17 June 2024, at 16:00 CEST
Roster validity:	July 2024 – April 2029

PROGRAM BACKGROUND

The Swiss Agency for Development and Cooperation (SDC) and Government of Kosovo (GoK) funded Program on Integrated Water Resources Management in Kosovo (IWRM-K) seeks to catalyse a whole-of-society approach to address Kosovo's water resources management challenges and maximize sustainable development opportunities as strategized in its Phase 1 (May 2020 – April 2024). Building upon the results of Phase 1, including the newly created River Basin Management Plans (RBMPs), Phase 2 of the IWRM-K is designed primarily to support their implementation. The overall structure of the Program's Phase 2 will remain identical to the previous one, comprising the following three components:

- Plans & Measures
- Legislation, Institutions & Knowledge
- Stakeholder Involvement & Awareness

The Program will provide simultaneous support to all components of the IWRM system (Planning, Monitoring, Implementation of Measures, Permitting and Inspection, Communications and Stakeholder Participation, and Data Management), focusing primarily on those of importance for raising the RBMP implementation capacity. Phase 2 is planned to be implemented over a 5-year period that will give sufficient time for the implementation of the planned measures and ensuring the sustainability of results. The expected results of the Program's interventions in Phase 2 include but are not limited to:

Component 1. Plans & Measures

This outcome foresees catalysing the harmonisation of relevant sectoral policies, strategies, and plans with the IWRM/RBMPs objectives. Such a high-level harmonisation is expected to contribute to a favourable IWRM/RBMPs implementation context, by diversifying and enhancing the financial streams, as well as managing the possible competing or conflicting priorities in managing water resources applied by different sectors. The outcome will enhance the foundational data analytics that enables addressing the gaps identified during RBMP preparation, paving the way for the second iteration of RBMPs planned to be completed in the second half of Phase 2. Furthermore, to showcase best practices in turning the IWRM theory into tangible results, this outcome supports the implementation of innovative approaches (small-scale investments) to address the identified challenges in a highly targeted way (e.g., reducing pressures from agricultural activities, and industrial operators, as well as promoting Nature-based Solutions – NbS).

Component 2: Legislation, Institutions & Knowledge

This outcome comprises a complex set of interrelated interventions aiming to create the necessary national, basin and local-level, primarily institutional, IWRM capacity along its main components and functions. The achievement of the earlier established capacity aspirations will be possible thanks to the mix of simultaneously run legal/regulatory, institutional/organizational, and knowledge-building processes. Considering the overall Phase 2 orientation, creating IWRM/RBMP implementation capacities will be particularly emphasized, along with catalysing the introduction of viable funding instruments.

Important building blocks are the processes supporting the advancement of the monitoring and (water) information capacities of the country's relevant institutions. Further, national institutions will be supported in advancing transboundary cooperation in water resource management, paving the way for Kosovo's accelerated international/EU integration agenda. Lastly, the outcome will work to improve the (water) education offering and research capacities as cornerstones for the country's future water professionals' base – the key to accomplishing the IWRM objectives and ensuring sustainability.

Component 3: Stakeholder Involvement & Awareness

The interventions underpinning this outcome are flexibly designed to ensure the further democratization of water resources management through stakeholder empowerment and participation. The 'leave no one behind' (LNOB) principle is at the core of the overall approach, ensuring that gender mainstreaming, social inclusion, and integration principles gain even greater importance during Phase 2 implementation. The multi-stakeholder participation mechanisms established during Phase 1 will be further enhanced and backed by appropriate sustainability instruments, including long-term government funding.

The Program will expand its partnership with the most committed CSOs/NGOs, facilitating a networking and capacity development process that will bring about a new level of quality in achieving inclusive water resources management. In such a context, the YWP-Kosovo will continue to play a critically important role in building knowledge and skills, as well as providing professional orientation for future water professionals.

CONTEXT

PURPOSE AND CONTENT OF ROSTER

To position the IWRM-K Program for long-term transformational success, it is essential to engage a wide range of technical expertise and support services. 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 international, regional, and national experts to express their interests in possible consultancies under the Roster of Experts in the following thematic areas and support services:

Thematic areas

- Water resources management
- Environmental and water permitting
- Industrial pollution management/process engineering
- Meteorology and weather forecasting
- Water information database management/GIS
- Water information database management/Desing and programming
- Environmental/water economics

- Environmental/water legislation
- Publication design, illustration, and video production
- Communications, public participation, and stakeholder engagement
- Local governance/municipal development
- Capacity and organisational development
- Environmental/water enforcement

Support services

- Digitalization and automatization of business processes
- Translation/Interpretation/Proofreading Services
- Translation/Proofreading in native-level English
- Procurement
- IT services
- General legal services

DUTIES AND RESPONSIBILITIES

An outline of the indicative 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 10 years of relevant experience as an expert or researcher in the area relevant to the field of specialization. This should be highlighted in the CV;
- Strong analytical skills and demonstrated capacity to draft concise, to-the-point, and thorough reports from assessments, provide expert recommendations, and develop case studies;
- 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;
- Availability to work in PFU and beneficiary's premises as required;
- 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. The roster will be grouped into three sub-sections: National, Regional, and International. This grouping will be based on the country of origin and the experience of the applicants (international, regional¹, national). 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:

¹ *Western Balkans region.*

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 thematic area: 15 points;
- Proven drafting and formulation skills (based on record of existing publications²): 15 points;
- Experience from working with other international organizations on capacity development projects: 5 points³;
- Fluency in English: 5 points;
- Interview: 20 points⁴.

Financial Criteria – 30% of total evaluation – max. 30 points⁵.

The IWRM-K applies a 'best value-for-money' approach in its selection process. The final decision will be based on a combination of the applicants' qualifications and their financial proposals.

Note: *Candidates do not need to provide financial offers at the time of application. Once considered for a specific work package, at least two highest-ranked candidates⁶ per area of expertise in the respective sub-section (International, Regional, National)⁷, based on the technical evaluation, will be required to submit financial offers. The cumulative (technical + financial) score will then be computed, and the work package will be offered to the consultant with the highest score provided the offered fee does not exceed the Program's budgetary allocations for the given work package.*

CONTRACTING AND PAYMENT ARRANGEMENTS

The selected applicants will be included in the IWRM-K/PFU Roster of Experts for the period of up to 5 years with a maximal involvement of 36 working months. 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, the PFU will invite highest ranking experts (wherever possible at least two) to verify their interest and submit other documents as required (e.g., methodology and approach for the specific work).

Once pre-selected for an assignment, the expert will receive detailed Terms of Reference (ToR) from the PFU for that assignment. Once the selection is confirmed, a contract will be signed between the PFU (through Skat Consulting Ltd. Kosovo Branch⁸) 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;

² Interested candidates are required to submit sample products from their previous work along with their applications. These samples should be relevant to the area they are applying for, such as reports, publications, designs, or examples of IT solutions.

³ Interested candidates need to submit any reference/recommendation letters from previous employers as part of their applications.

⁴ Only highest ranked candidates found to be qualified for the job based on the application review will be invited for an interview)

⁵ 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 selection of experts will be made based on a combined technical and financial evaluation score.

⁶ This will not apply if only a single candidate is qualified for a given area of expertise.

⁷ Depending on the nature and scope of work, and the availability of expertise for the specific working package.

⁸ The governing body of Skat Consulting Ltd. Kosovo Branch is the founder company Skat Consulting Ltd., based in Switzerland.

- Key partner institutions and beneficiaries of the Program.

APPLICATION PROCEDURE

Interested applicant shall submit their application to skatconsultingkosovo@skat.ch by **17 June 2024, at 16:00 CEST**. 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. The 10 years of relevant experience as an expert or researcher in the area of application should be highlighted in CV. In addition, the CV should show specific previous assignments relevant to the thematic area for which the candidate is applying.
- Provide the full names and valid email addresses of at least three supervisors who can serve as references for projects relevant to the area of application. Available references/letters of recommendations need to be attached.
- At least 2 sample products from their previous work. These samples should be relevant to the area they are applying for, such as reports, publications, designs, or examples of IT solutions (links to websites, other platforms).

The 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.

ANNEX 1: DUTIES AND RESPONSIBILITIES

Indicative duties and responsibilities for each specific thematic area/support service are provided below:

Thematic Area: Water resources 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, thematic studies, monitoring programs. • 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 its beneficiaries and other stakeholders on sustainable use and protection of water resources based on international models and best practices. • Providing expert 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. • Providing supervision, monitoring, and evaluation of water resources management / water infrastructure development projects / initiatives. • Performing additional tasks as may be assigned by the Program.

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Thematic Area: Environmental and water permitting	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supporting the Program's beneficiaries on reviewing environmental/water permitting applications, on implementing all required procedures and drafting permits. • Providing expert advice and/or carry out environmental assessments (e.g., EIA, SEA), pressure assessment as part of permitting procedures. • 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 advice to Program beneficiaries on issues related to the country requirements stemming from the EU emission control directive, implementation strategies and best practices. • Performing additional tasks as may be assigned by the Program.

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Thematic Area: Industrial pollution management/process engineering	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing expert advice and support to the Program on developing and implementing grants for industrial operators. • Supporting the identification, selection of relevant industrial operators for

	<p>cooperation under the grant scheme.</p> <ul style="list-style-type: none"> • Examining the technological processes of certain industrial operators which are potential candidates for cooperation with the Program and assessing their suitability for support/grants. • Supporting the Program's beneficiaries on reviewing of and providing feedback to technical reports on issues dealing with industrial and other similar types of pollution. • Evaluating proposals for interventions from industrial operators and providing support and recommendations for process improvements. • Preparing individual grant implementation reports for beneficiary industrial operators, and an overall cumulative report, assessing impacts on the environment, water, energy efficiency, economic benefits, and related factors. • Performing additional tasks as may be assigned by the Program.
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Thematic Area: Meteorology and weather forecasting	
Duties & Responsibilities:	<p>The primary objective is to support meteorological services staff at Hydro-meteorological Institute of Kosovo (HMIK) by providing technical assistance, capacity building, and strategic guidance to enhance the performance and capabilities of the meteorological services in Kosovo, specifically in:</p> <ul style="list-style-type: none"> • Developing and delivering training programs tailored to address identified needs, including the use of new technologies and methodologies in meteorology; • Drafting technical specifications for procuring service providers for calibrating and maintaining meteorological instruments and equipment; • Assisting in the development and implementation of standard operating procedures for meteorological data collection and analysis in alignment with national and international standards; • Supporting the integration of meteorological data with water resource management systems; • Improving data management practices to ensure accuracy, reliability, and accessibility of meteorological data; • Guiding staff in advanced data analysis techniques and the interpretation of meteorological and forecast data for various applications; • Support promoting the use of modern software and tools for data analysis and forecasting; • Contributing to revising the strategic planning and development of HMIK meteorological services; • Facilitating partnerships and collaborations with national/regional and international meteorological institutions; • Preparing regular progress reports on capacity building and technical assistance activities; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Water information database / GIS	
Duties & Responsibilities:	<p>Providing expertise to the Program’s beneficiaries on developing environment/water monitoring information applications and system (EIS/WIS) by:</p> <ul style="list-style-type: none"> • 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 Information 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; • 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: Water information database management / Desing and programming	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Developing custom applications and scripts to automate data processing, reporting, and visualization tasks; • Integrating database functionalities with web-based platforms and GIS systems to enhance data accessibility and usability ensuring the applications supports integration with various data sources, including meteorological, hydrological, and water quality monitoring systems; • Customizing database interfaces and dashboards to meet the specific needs of various stakeholders; • Implementing data models and schemas that facilitate data collection, storage, retrieval, and analysis; • Establishing and implementing application management procedures, including data entry, validation, backup, and recovery; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Environmental/water economics	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Developing a detailed economic model for water charges that incorporates principles of cost recovery, affordability, equity, and sustainability; • Designing structures and mechanisms for water charges suitable for different types of water users (e.g., residential, industrial, agricultural);

Thematic Area: Environmental/water economics	
	<ul style="list-style-type: none"> • Ensuring the model accounts for variations in water availability, demand, and supply costs; • Providing recommendations for regulatory and policy adjustments needed to support the new water charging model; • Developing training materials and conducting training sessions for relevant stakeholders on the new water charge model and its implementation; • Establishing a monitoring and evaluation framework to assess the impact of the new water charge model; • Providing guidance on data collection and analysis to track the performance and outcomes of the model; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Environmental/Water legislation	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Assessing environmental/water-related policy and legal acts; • Drafting water related legislation acts as required by the national and local level institutions; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Publication design, illustration, and video production	
Duties & Responsibilities:	<p>Developing visually appealing, professional, and impactful publications, infographics and presentations that effectively convey the IWRM-K Program's messages, findings, and outcomes by:</p> <ul style="list-style-type: none"> • Designing and layout reports, brochures, and other printed materials to ensure they are visually appealing and easy to read; • Creating professional and engaging PowerPoint presentations that effectively communicate key messages; • Designing infographics that simplify complex data and concepts for easier understanding; • Ensuring that all publications and presentations adhere to the Program's branding guidelines; • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Communications, public participation, and stakeholder engagement	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Revising/updating the Program's communications strategy and action plan.

Thematic Area: Communications, public participation, and stakeholder engagement	
	<ul style="list-style-type: none"> • Conducting communication, and public relations activities (e.g., media, and social media posting, publishing news, articles, and press releases, organizing interviews). • Maintaining the Program’s website and social media accounts. • Supporting the Program and its beneficiaries on organizing different public events. • Assisting the Program in the compilation of results and reporting. • Adjusting existing Program public consultation documents to meet future needs and expectations. • Supporting the work of the stakeholder participation mechanisms established with the help of the Program. • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Local governance / municipal development	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Conducting a comprehensive assessment of the existing institutional frameworks and capacities, challenges, and needs of local governments related to water resource management. • Analysing and identifying areas for improvement. • Supporting local governments in updating and harmonising the current plans based on RBMPs. • Assisting in the establishment or strengthening of local water management committees or units. • Promoting inter-municipal cooperation and collaboration on shared water resource issues. • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Capacity and organisational development	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Developing and implementing tailored capacity-building programs to address identified gaps and strengthening organizational capabilities for national and local institutions. • Facilitating the creation of action plans and roadmaps for achieving strategic and operational goals. • Developing and implementing change management strategies to support organizational transformation and adaptation. • Supporting in drafting human resource related standard procedures. • Utilizing tools such as process mapping to streamline workflows and reduce inefficiencies. • Providing training of trainers enhancing facilitating skills. • Performing additional tasks as may be assigned or delegated by the Program.

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Thematic Area: Environmental/water enforcement	
Duties & responsibilities	<ul style="list-style-type: none"> • Assessing environmental/water enforcement capacity and capacity development needs. • Designing and implementing capacity development support (e.g., training, coaching) targeting (water) enforcement authorities at national and local/municipal levels. • Providing on-demand advisory support/coaching targeting (water) enforcement authorities on a wide range of enforcement-related aspects, including: <ul style="list-style-type: none"> - Assessing compliance with environmental/water regulations - Formulating enforcement strategies/approaches - Conducting field inspections - Preparing detailed reports - Recommending corrective actions to address violations, and - Providing insights into the latest methodologies and regulatory updates to effectively monitor and enforce environmental/water standards

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Support Service: Digitalization and automatization of business processes	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Overseeing the procurement, customization, and deployment of proposed digital tools and systems for Program implementation. • Ensuring the integration of data and information management system with newly proposed digital infrastructure. • Providing continues support and training to PFU staff on new digital tools and automated processes. • Performing additional tasks as may be assigned or delegated by the Program.

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Support Service: Translation/Interpretation/Proofreading 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. • Providing translation of Program documents. • Proofreading and editing of translated materials to ensure linguistic accuracy and clarity.

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Support Service: Translation/Interpretation/Proofreading for English-Serbian-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.

	<ul style="list-style-type: none"> • Provide translation of Program documents. • Proofreading and editing of translated materials to ensure linguistic accuracy and clarity.
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Support Service: Translation/Proofreading in native-level English	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Providing native English level translation of Program documents. • Proofreading and editing of translated materials to ensure native English level linguistic accuracy and clarity.

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Support Service: Procurement	
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supporting PFU staff in implementing Procurement Manual accurately into the management information system. • Supporting 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. • Guiding/assisting the Program in handling procurements related complaints/grievances.

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Support Service: IT services	
Duties & Responsibilities:	<p>The objective of the support is provision of Information and communication technology (ICT) support services for the Pristina-based Skat office and staff, specifically basic maintenance of the ICT equipment including:</p> <ul style="list-style-type: none"> • Troubleshooting of reported software and hardware problems; • Formatting/installation/deinstallation of software; • Training on use of ICT equipment/software for the office staff; • Maintenance of the internal networks including network related troubleshooting; • Go-to place for office staff on any ICT related issues.

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Support Service: General legal services	
Duties & Responsibilities:	<p>The objective of the support is to provide legal services related to administration of office including:</p> <ul style="list-style-type: none"> • Advising on interpretation of Kosovo Labor Law and other related laws; • Other legal services as necessary.