



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC

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

May 2024 – April 2029

Strategy and Long-Term Development Plan for HMIK

Request for Proposal: 2025-003

March 2025



Integrated Water Resources
Management in Kosovo

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

skat Swiss Resource Centre and
Consultancies for Development

ENVIRONMENT
AGENCY AUSTRIA **umweltbundesamt**^U

Table of Contents

1. INVITATION FORM.....	3
2. DESCRIPTION OF REQUIREMENTS	5
Annex 1: Terms of Reference	9
Annex 2: Bidder Submission Form.....	17
Annex 3: Bidder Information Form.....	18
Annex 4: Qualification Form.....	19
Annex 5: Format of Technical Proposal.....	21
Annex 6: Financial Proposal Submission Form	24
Annex 7: Joint Venture/Consortium/Association Information Form.....	26
Annex 8: Evaluation Criteria.....	27
Annex 9: Terms and Conditions for Contracts.....	30

Acronyms/Abbreviations

CALMET	Computer Aided Learning In Meteorology
CEST	Central European Summer Time
CV	Curriculum Vitae
EAA	Environment Agency Austria
EU WFD	European Union Water Framework Directive
GIS	Geographical Information System
GoK	Government of Kosovo
GTC	General Terms and Conditions
HMIK	Hydrometeorological Institute of Kosovo
IWRM	Integrated Water Resource Management
IWRM-K	Integrated Water Resource Management in Kosovo
MESPI	Ministry of Environment, Spatial Planning and Infrastructure
RFP	Request for Proposal
SDC	Swiss Agency for Development and Cooperation
SLDP	Strategy and Long-Term Development Plan
TOR	Terms of References
VAT	Value Added Tax
WMO	Water Meteorological Organisation

1. INVITATION FORM

Integrated Water Resources Management in Kosovo (IWRM-K) Program	DATE: March 19, 2025
	REFERENCE: RFP 2025-003 for Strategy and Long-Term Development Plan for HMIK

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 2025-003 for Strategy and Long-Term Development Plan for HMIK. The proposal must be submitted electronically on or before 14:30 CEST on 30.04.2025 to the following dedicated email: tender@skat.ch

Please use the following e-mail subject: RFP 2025-003 for Strategy and Long-Term Development Plan for HMIK

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

Password for Financial OFFER SHALL be provided to 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.

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 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 IWRM-K after it has received the Proposal. At the time of Award of Contract or Purchase Order, IWRM-K reserves the right to vary (increase or decrease) the

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.

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 IWRM-K.

Please be advised that 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.

IWRM-K encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to 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	The assignment aims to enhance the institutional, operational, and technical capacities of the Hydrometeorological Institute of Kosovo (HMIK) for sustainable development aligned with international best practices. The Service Provider will develop a Strategy and Long-Term Development Plan for HMIK, incorporating a phased approach of ten years. The first phase will focus on immediate priorities like funding, investment planning, and asset management. An Ex-post evaluation of the Law on Hydrometeorological Services will be conducted to identify legal gaps and recommend reforms. Additionally, Terms of Reference (ToR) will be developed for outsourcing maintenance of monitoring equipment, and a training program will address HMIK's staffing and technical needs. Finally, a feasibility study for acquiring a meteorological radar will assess Kosovo's capacity and provide recommendations for implementation																																																					
2	List and Description of Expected Outputs to be Delivered	<table border="1"> <thead> <tr> <th rowspan="2">Tasks</th> <th rowspan="2">Description of activities (act) / deliverables (del)</th> <th colspan="2">Estimated distribution of days⁴</th> <th rowspan="2">Tentative timetable</th> </tr> <tr> <th>Profile of expert</th> <th>International</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Task 1</td> <td rowspan="4">Development of the Long-Term Development Plan for HMIK</td> <td>Meteorology</td> <td>17</td> <td rowspan="10">To be proposed by the Service Provider in its methodology and workplan</td> </tr> <tr> <td>Hydrology</td> <td>10</td> </tr> <tr> <td>Water and soil quality</td> <td>10</td> </tr> <tr> <td>Air quality</td> <td>5</td> </tr> <tr> <td rowspan="5">Task 2</td> <td rowspan="5">Ex-Post Evaluation of the Law on Hydrometeorological Services</td> <td>Legislation</td> <td>10</td> </tr> <tr> <td>Meteorology</td> <td>1</td> </tr> <tr> <td>Hydrology</td> <td>1</td> </tr> <tr> <td>Water and soil quality</td> <td>2</td> </tr> <tr> <td>Air quality</td> <td>1</td> </tr> <tr> <td rowspan="4">Task 3</td> <td rowspan="4">Development of ToR for HMIK Equipment Maintenance Company</td> <td>Legislation</td> <td>5</td> </tr> <tr> <td>Meteorology</td> <td>1</td> </tr> <tr> <td>Hydrology</td> <td>1</td> </tr> <tr> <td>Water and soil quality</td> <td>1</td> </tr> <tr> <td>Admin</td> <td>Final report (managing the team, coordination, quality check, and reporting)</td> <td>Team Leader</td> <td>15</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total expert days:</td> <td>80</td> <td></td> </tr> </tbody> </table>				Tasks	Description of activities (act) / deliverables (del)	Estimated distribution of days ⁴		Tentative timetable	Profile of expert	International	Task 1	Development of the Long-Term Development Plan for HMIK	Meteorology	17	To be proposed by the Service Provider in its methodology and workplan	Hydrology	10	Water and soil quality	10	Air quality	5	Task 2	Ex-Post Evaluation of the Law on Hydrometeorological Services	Legislation	10	Meteorology	1	Hydrology	1	Water and soil quality	2	Air quality	1	Task 3	Development of ToR for HMIK Equipment Maintenance Company	Legislation	5	Meteorology	1	Hydrology	1	Water and soil quality	1	Admin	Final report (managing the team, coordination, quality check, and reporting)	Team Leader	15				Total expert days:	80	
Tasks	Description of activities (act) / deliverables (del)	Estimated distribution of days ⁴		Tentative timetable																																																			
		Profile of expert	International																																																				
Task 1	Development of the Long-Term Development Plan for HMIK	Meteorology	17	To be proposed by the Service Provider in its methodology and workplan																																																			
		Hydrology	10																																																				
		Water and soil quality	10																																																				
		Air quality	5																																																				
Task 2	Ex-Post Evaluation of the Law on Hydrometeorological Services	Legislation	10																																																				
		Meteorology	1																																																				
		Hydrology	1																																																				
		Water and soil quality	2																																																				
		Air quality	1																																																				
Task 3	Development of ToR for HMIK Equipment Maintenance Company	Legislation	5																																																				
		Meteorology	1																																																				
		Hydrology	1																																																				
		Water and soil quality	1																																																				
Admin	Final report (managing the team, coordination, quality check, and reporting)	Team Leader	15																																																				
		Total expert days:	80																																																				
3	Frequency of Reporting and Progress Reporting Requirements	As proposed in the company's methodology and agreed with IWRM-K prior to contract signing																																																					
4	Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's location and in Pristina, Kosovo (at the premises of the HMIK and the IWRM-K office)																																																					
5	Expected duration of work	8 months from the signing of the contract																																																					
6	Target start date	June 2025																																																					
7	Estimated completion date	December 2025																																																					
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, especially during the assessment part and presenting results (details to be proposed in the Service Provider's methodology).																																																					

⁴ The figures serve orientation purposes only. They are used to assess the anticipated workload for the expert. The distribution of days per tasks may be adjusted based on the final methodology and approach.

		All travel-related costs need to be calculated and included in the daily fees of proposed Experts. Other costs related to meetings and workshops with beneficiary staff will be covered by IWRM-K separately from the contact.		
11	Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required 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 Proposal⁵	<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 of delay, for up to 10% or 3 months, upon which the Contract will be considered for termination.		
17	Performance Security	Not required		
18	Financial Standing	Not Required		
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, 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 Terms⁶	Instalment	Deliverable	Tentative timeline (months upon signing of contract)
		70%	Long-Term Development Plan for HMIK	To be specified in the contract based on timeline agreed
			ToR for HMIK Equipment Maintenance Company	
		30%	Ex-Post Evaluation of the Law on Hydrometeorological Services	
Final report (managing the team, coordination, quality check, and reporting)				

⁵ IWRM-K is VAT exempt in the country and all activities implemented by the Program directly or through contracts are also VAT exempt.

⁶ 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 EUR 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
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 type="checkbox"/> Full acceptance of the IWRM-K's Contract 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 200 <input checked="" type="checkbox"/> Qualification of Key Personnel 300 <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 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 Conditions⁷	Terms and Conditions for contracts (services)
27	Annexes to this RFP⁸	<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 type="checkbox"/> Annex 7: Joint Venture/Consortium/Association is not allowed <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)⁹	Email to: skatconsultingkosovo@skat.ch Any delay in IWRM-K's response shall be not used as a reason for extending the deadline for submission unless 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

⁷ 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.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ 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.

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/)
31	Documents to be submitted:	<input checked="" type="checkbox"/> Annex 2: Bidder Submission Form <input checked="" type="checkbox"/> Annex 3: Bidder Information Form <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) <input checked="" type="checkbox"/> Annex 4: Qualification Form including proof of minimum required annual turnover <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 <input checked="" type="checkbox"/> CVs of proposed experts for the assignment, as per the qualification requirements in the TORs <input checked="" type="checkbox"/> Annex 6: Financial Proposal Submission Form <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
32	Other:	Maximum budget for this assignment is EUR 80,000 . The IWRM-K holds the right to eliminate offers exceeding the maximum available budget for this contract.

Annex 1: Terms of Reference

PROGRAM BACKGROUND

The Integrated Water Resources Management in Kosovo Program (hereinafter referred to as “IWRM-K” or the “Program”) is implemented by the Consortium of Skat Consulting Ltd., Switzerland, and the Environment Agency Austria (EAA), thanks to the funding provided by the Swiss Agency for Development and Cooperation (SDC) and the Government of Kosovo. The key Program partner is the Ministry of Environment, Spatial Planning and Infrastructure (MESPI).

Following the successful completion of its Phase 1 (2020-2024) and building upon the multitude of results and lessons learned, the ongoing Phase 2 (2024-2029) of IWRM-K Program aims to support the sustainable management of water resources in Kosovo by enhancing institutional capacities, improving monitoring systems, and strengthening regulatory frameworks.

One of its key activities focuses on operationalizing the upgraded water monitoring system within the context of Integrated Water Resources Management (IWRM). The Program will continue improving national and basin-scale monitoring of water quantity and quality, aligning with the monitoring system design developed during Phase 1. This will involve technical and organizational capacity development targeting the Hydrometeorological Institute of Kosovo (HMIK) and will include small-scale investments in water quantity and quality monitoring, such as laboratory equipment and supplies. The Program will also maximize the benefits of previous and ongoing large-scale investments in upgrading the meteorological and hydrological network and enhancing water quality monitoring, including physicochemical, chemical, and biological parameters.

Given the complexity of the monitoring system and the limited national expertise in specialized monitoring areas such as meteorology and biological water quality assessment under the EU Water Framework Directive, the Program will facilitate learning from international experiences and establish long-term professional partnerships with analogous institutions. A phased approach will be adopted to gradually transfer implementation and funding responsibilities from IWRM-K to HMIK, with dedicated co-funding from the Government of Kosovo (GoK) increasing over time to ensure sustainability.

ASSIGNMENT CONTEXT

The HMIK is responsible for monitoring and analysing meteorological, hydrological, and environmental conditions to support national water resources management, climate adaptation, hydro-related disaster risk reduction, and environmental protection. Over the years, various institutional and strategic plans have been developed for meteorological and hydrological services at the national level. However, these documents need updating to align with current and future needs, as well as to fully engage HMIK sectors and staff in the planning and implementation process.

HMIK operates as the main governmental body for hydrometeorological services, providing critical data and analysis to various sectors, including environment/water management, agriculture, and emergency response. The Institute is responsible for collecting, processing, and disseminating data related to weather, climate, air, and water resources. However, its ability to fulfil its mandate effectively is hindered by the need for modernization and institutional strengthening. HMIK faces challenges such as insufficient staff capacity, limited financial resources, and gaps in long-term planning. Addressing these issues is essential for enhancing the quality, reliability, and sustainability of hydrometeorological services in Kosovo.

While past efforts have led to the development of strategic and institutional plans mainly for meteorological and hydrological services, these documents require updates/revision to reflect new technological advancements, policy changes, and operational realities. A key challenge is integrating HMIK's work with broader national and regional initiatives on climate resilience and water management.

OBJECTIVES AND SCOPE OF WORK

The overall objective of this assignment is to strengthen the institutional, operational, and technical capacities of HMIK, ensuring its sustainable development and alignment with international best practices.

To achieve this, the selected Service Provider will develop a **Strategy and Long-Term Development Plan (SLDP) for HMIK** by reviewing existing strategic and institutional planning documents available through the IWRM-K Program and engaging HMIK staff in a participatory process to ensure ownership. The plan will follow a phased approach, setting out a long-term vision for HMIK's sustainability over a ten-year period, structured into two consecutive five-year phases. The first three-year of the initial 5-year period will be outlined in greater detail, providing a more granular focus on immediate priorities such as funding sources, investment planning, training needs, and technical improvements. Additionally, asset management planning (building up on the existing comprehensive asset inventory and evaluation) will be integrated to support data-driven decision-making regarding infrastructure and equipment investments, while identifying key areas requiring co-funding from the Government of Kosovo and international donors.

In addition, an "Ex-post evaluation" of the Law on Hydrometeorological Services will be conducted to assess its effectiveness. This will involve reviewing the current legal framework, consulting with key stakeholders such as MESPI and HMIK staff to identify gaps and challenges and preparing an Ex-Post Evaluation Report with recommendations for legal amendments. The findings will be presented to the MESPI-established working group for further steps in legal reform.

To support the operational capacity of HMIK, the Service Provider will develop Terms of Reference (ToR) for a specialized company responsible for the maintenance of HMIK's monitoring equipment through outsourcing. This will include assessing current maintenance needs, defining the scope of work and technical requirements, and drafting a comprehensive ToR outlining the roles, responsibilities, and qualifications necessary for long-term maintenance services.

Furthermore, a comprehensive needs assessment will be conducted to evaluate HMIK's staffing, technical expertise, and capacity gaps. Based on this assessment, a structured training program will be developed, covering key areas such as meteorology, hydrology, hydrometry, water quality monitoring, soil quality monitoring, and air quality monitoring.

Lastly, the consulting company will conduct a feasibility study for acquiring a meteorological radar, reviewing existing meteorological infrastructure and assessing Kosovo's capacity to support a national radar system. The study will identify location, technical, human, financial, and logistical requirements for procurement and operation, provide a cost-benefit analysis based on international best practices, and develop recommendations for phased radar acquisition and implementation.

This comprehensive approach will help modernize HMIK, strengthen its institutional and technical capacity, and ensure it can meet the growing demands for high-quality hydrometeorological data and services in Kosovo. The interested Service Providers can obtain the existing strategic planning documents by sending a written request to skatconsultingkosovo@skat.ch.

DUTIES AND RESPONSIBILITIES

Under the supervision of the designated technical representatives of IWRM-K and HMIK for day-to-day coordination, and the general guidance of the Team Leader of the IWRM-K, the Service Provider will be responsible for the following specific duties and responsibilities:

Task 1: Development of the Strategy and Long-Term Development Plan (SLDP) for HMIK

- Conduct a thorough **review of strategic and institutional planning documents available** through the IWRM-K Program, where the current status of HMIK has already been assessed. This will serve as a good foundation for updating the latest situation and identifying key gaps and opportunities for improvement.
- Conduct a **comprehensive review of existing databases** in meteorology, hydrology, water, soil, and air quality to assess their structure, quality, and usability. Based on this analysis, propose specific recommendations for improving data management, integration, and accessibility. The Expert will liaise closely with the IWRM-K Database Local Expert to ensure alignment with ongoing database development efforts.
- Organize a **two-day workshop**¹⁰ with HMIK staff to verify the assessment of its operational components, including monitoring stations/networks (for all key areas— meteorology, hydrology, water, soil, and air quality for the provision of recommendations to optimize coverage, efficiency, and data accuracy), databases, forecasting models (assessing available platforms for the provision of recommendations on the most suitable forecasting tools and technologies for HMIK), staffing expertise, and other capacity gaps. The workshop will also serve as a platform to discuss and define the next steps for institutional strengthening. Based on the insights gathered, the draft assessment section of the Strategy and Long-Term Development Plan will be finalised.
- Identify specific **training needs** in meteorology, hydrology, hydrometry, water quality monitoring, soil monitoring, and air quality monitoring, and propose (justify) outsourcing for activities that are not covered by current staff. Following an analysis of job descriptions, a structured **training program** will be developed and implemented as an integral part of the Long-Term Plan to enhance technical expertise and institutional capacity.
- **Integrate asset management** strategies to enable data-driven decision-making regarding infrastructure and equipment investments. This will build upon the **comprehensive asset inventory** and evaluation recently conducted by HMIK with support from the IWRM-K Program, ensuring a systematic approach to resource allocation and maintenance.
- Determine key areas requiring co-funding from the **Government of Kosovo** and **international donors**, aligning financial planning with strategic development priorities to secure sustainable funding for HMIK's operations.
- Actively involve HMIK staff through participatory workshops/meetings to ensure ownership of the planning process. These workshops, financially supported by the IWRM-K Program, will foster institutional commitment and facilitate knowledge-sharing among stakeholders.
- Conduct a review of Kosovo's existing meteorological infrastructure to evaluate its capacity to support a **national radar system**. Identify the **location, technical, human, financial, and logistical requirements** for procurement and operation, and provide a **cost-benefit analysis** based on international best practices to guide decision-making.
- Based on the above assessments, draft a **final version of SLDP** including a (i) detailed **assessment and recommendations** for infrastructure (monitoring stations and

¹⁰ All workshops will be organised and funded by IWRM-K

equipment), staffing capacities and required profiles, enhancement of monitoring networks, improvements to databases and the web portal, and advancements in forecasting, modeling, analysis, and research capacities across all areas: meteorology, hydrology, hydrometry, water quality monitoring, soil monitoring, and air quality monitoring; and (ii) **phased long-term development plan** (5-year and 10-year perspectives) for HMIK with a 3-year operational plan integrated, detailing short-term priorities, including funding sources, investment planning, training initiatives, and necessary technical improvements in all areas.

Task 2: Ex-Post Evaluation of the Law on Hydrometeorological Services

- Conduct a **comprehensive review of Law no. 06/L-035 for Hydrometeorological Services**, evaluating its implementation, relevance, and alignment with international best practices and national needs.
- Facilitate **in-depth consultations with MESPI, HMIK staff**, and other relevant stakeholders to identify regulatory gaps, institutional challenges, and practical barriers to effective service delivery.
- Based on the legal assessment and stakeholder insights, **prepare a detailed Ex-Post Evaluation Report**, outlining key findings and concrete recommendations for legal amendments to strengthen the hydrometeorological framework.
- **Present the evaluation findings and proposed amendments** to the MESPI-established working group, ensuring an evidence-based approach to shaping the next steps in legal reform and policy enhancement.

Task 3: Development of ToR for HMIK Equipment Maintenance Company

- Based on the comprehensive assessment of HMIK's monitoring equipment done through asset inventory, determine current **maintenance requirements**, identify critical gaps, and ensure long-term operational reliability.
- Establish a clear **scope of work** and **technical specifications** for a specialized maintenance company, ensuring alignment with industry standards and institutional needs.
- Draft detailed **ToR** outlining the **roles, responsibilities, and qualification criteria** for a company to provide **sustainable, long-term maintenance services**, ensuring efficiency and quality in hydrometeorological monitoring operations.

METHODOLOGY

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

The assignment will be conducted using a combination of:

- Desk research - Reviewing relevant policies, strategies, and legal frameworks.
- Stakeholder engagement - Workshops, interviews, and focus group discussions.
- Technical assessments - Evaluating infrastructure, human resources, and operational capacity.
- Comparative analysis - Benchmarking with best practices from similar institutions in the region and globally.

INPUTS AND TIMETABLE

Tasks	Description of deliverables	Estimated distribution of days ¹¹		Tentative timetable
		Profile of expert	International	
Task 1	Long-Term Development Plan for HMIK	Meteorology	17	To be proposed by the Service Provider in its methodology and workplan
		Hydrology	10	
		Water and soil quality	10	
		Air quality	5	
Task 2	Ex-Post Evaluation of the Law on Hydrometeorological Services	Legislation	10	
		Meteorology	1	
		Hydrology	1	
		Water and soil quality	2	
Task 3	ToR for HMIK Equipment Maintenance Company	Legislation	5	
		Meteorology	1	
		Hydrology	1	
		Water and soil quality	1	
Admin	Final report (managing the team, coordination, quality check, and reporting)	Team Leader	15	
Total expert days:			80	

The Service Provider's team will collaborate closely with a local Expert¹² in hydrometeorology, who will support the team by providing relevant data, information, and documentation. Additionally, the local Expert will facilitate meetings and establish connections with key beneficiaries and stakeholders to ensure effective coordination and information exchange.

QUALIFICATION REQUIREMENTS

The Service Provider shall have **extensive experience of a minimum of 10 years** in such areas as (i) institutional capacity building, hydrometeorological services, and environmental policy development; (ii) meteorology, hydrology, water quality monitoring, soil monitoring, and air monitoring; (iii) legal evaluation and policy drafting related to environmental and water management laws.

It shall have a record of a **minimum of 3 projects** of similar nature and degree of complexity (planning and conducting studies and/or projects on hydro-meteorological, and other environmental monitoring services). Experience in the Southeast Europe region is considered an asset.

The scope of work requires a **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. For the needs of the evaluation process, IWRM-K will evaluate/score all the required expert profiles as stated below:

¹¹ The figures serve orientation purposes only. They are used to assess the anticipated workload for the expert. The distribution of days per tasks may be adjusted based on final methodology and approach.

¹² The local Expert, who will collaborate with the Service Provider's team, will be contracted separately by IWRM-K once the contract with the selected Service Provider is signed.

Team members	Qualification requirements
International Team Leader ¹³	<ul style="list-style-type: none"> • Advanced degree (MSc or PhD) in Environmental Science, Water Resources Management, Meteorology, Hydrology, Environmental Law, Public Administration, or a related field. • Minimum 10 years of experience in leading multidisciplinary teams in hydrometeorology, environmental monitoring, regulatory frameworks, and institutional development. • Experience from at least 2 projects of similar nature and degree of complexity (planning and conducting studies and/or projects on hydro-meteorological, and other environmental monitoring services) • Proven expertise in strategic planning, regulatory analysis, and capacity-building initiatives within the water and environmental sectors. • Experience managing teams of experts across different disciplines, ensuring effective collaboration and integration of findings. • Familiarity with EU environmental and hydrometeorological regulations, best practices, and international cooperation frameworks. • Demonstrated ability to lead institutional change and strengthen hydrometeorological services at a national or regional level. • Fluency in English (both written and spoken) is essential.
Meteorology Expert	<ul style="list-style-type: none"> • Advanced degree in Meteorology, Atmospheric Sciences, Climate Science, or similar. • Minimum 10 years of experience in weather monitoring, forecasting models, and meteorological infrastructure. • Experience from at least 2 projects of similar nature and degree of complexity in capacity of meteorology expert. • Expertise in radar technology, meteorological data analysis, and climate modelling. • Experience with meteorological station networks, calibration, and maintenance of weather monitoring equipment. • Knowledge of international meteorological standards (e.g., WMO guidelines, CALMET). • Fluency in English (both written and spoken) is essential.
Hydrology Expert	<ul style="list-style-type: none"> • Advanced degree in Hydrology, Hydraulic Engineering, Water Resources Management, Environmental Engineering, or similar. • Minimum 10 years of experience in surface and groundwater monitoring, hydrological modelling, and water balance assessment. • Experience from at least 2 projects of similar nature and degree of complexity as hydrological monitoring, hydrometry expert or similar. • Proficiency in using hydrological models and database, and data interpretation for decision-making. • Experience in the design and operation of hydrometric stations, including data collection, processing, and analysis. • Knowledge of geophysical aspects and familiarity with methods for investigating groundwater bodies.

¹³ If the Team Leader, in addition to their primary responsibilities, is able to take on an additional role as a professional expert, they may do so, provided they meet the required qualifications.

Team members	Qualification requirements
	<ul style="list-style-type: none"> • Familiarity with EU WFD and national water legislation. • Fluency in English (both written and spoken) is essential.
Water and Soil Quality Expert	<ul style="list-style-type: none"> • Advanced degree in Environmental Science, Water Quality Management, Chemistry, Soil Science, or similar. • Minimum 10 years of experience in water and soil quality monitoring, laboratory analysis, and water pollution control. • Experience from at least 2 projects of similar nature and degree of complexity in capacity of water quality or soil quality expert. • Knowledge of physico-chemical and biological water quality indicators and monitoring methodologies. • Experience in developing water quality assessment frameworks and compliance with EU Water Directives. • Familiarity with GIS-based water quality mapping or other laboratory database and accreditation standards (e.g., ISO 17025:2017). • Fluency in English (both written and spoken) is essential.
Air Quality Expert	<ul style="list-style-type: none"> • Advanced degree in Environmental Science, Atmospheric Science, Air Pollution Control, or similar. • Minimum 10 years of experience in air quality monitoring, emission control, and pollution modelling. • Experience from at least 2 projects of similar nature and degree of complexity as air quality monitoring and/or management expert. • Expertise in air pollutant measurement techniques, calibration of monitoring equipment, and air quality modelling tools (e.g., AERMOD, CALPUFF). • Knowledge of EU Ambient Air Quality Directives and national air pollution control regulations. • Experience in developing air quality management plans and emission inventories. • Fluency in English (both written and spoken) is essential.
Legislation Expert	<ul style="list-style-type: none"> • Advanced degree in Law, Environmental Policy, Public Administration, or similar, preferably with a specialization in water, environmental, or meteorological law. • Minimum 10 years of experience in legal analysis, policy development, or regulatory frameworks related to hydrometeorological services or environmental governance. • Experience from at least 2 projects of similar nature and degree of complexity in capacity of environmental law expert. • Proven experience in conducting legal assessments, drafting legislation, and working with government institutions on legal reforms. • Strong understanding of EU environmental directives and international best practices related to hydrometeorology and climate regulation. • Experience in conducting stakeholder consultations and preparing Ex-Post Evaluation Reports for legal amendments. • Fluency in English (both written and spoken) is essential.

OTHER TERMS AND CONDITIONS

- *Language*

The language of the required deliverables is English. The quality of the documents is subject to review before approval. High-quality proofreading in English is mandatory.

- *Sources of information*

The Program will make the best possible efforts to provide all relevant documentation/information to the selected Contractor.

- *Duration of the assignment*

The maximum available time for completing the assignment is max. **8 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 the successful completion of the assignment. Besides, bidders will propose the input to be deployed (numbers of working days) and timeline.

- *Quality assurance*

The Contractor will work under the overall supervision of the Team Leader and Technical Representative of IWRM-K and in close cooperation with MESPI/HMIK staff.

- *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 the Program in electronic format. The ultimate ownership of the deliverable's rests with the donor (Swiss Agency for Development and Cooperation) and the Program partners. 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 with written consent from the owners.

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 password protected Financial Proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, 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 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 Certification¹⁴ (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 IWRM-K may contact for requests for clarification during the Proposal evaluation	

¹⁴ 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]		

Previous Relevant Experience for Company

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 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 2023	EUR
	Year 2024	EUR

Financial information (in EUR)	Historic information for the last 2 years	
	Year 2023	Year 2024
	<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;
- 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 TOR)	[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 2025-003 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and our password protected Financial Proposal.

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 separately (password protected) 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)	
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
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: 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

The Joint Venture/Consortium is not allowed

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				
			A	B	C	D	E
1.	Expertise of organization	200					
2.	Proposed methodology and approach	200					
3.	Personnel (qualifications and experience)	300					
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 40
1.2	Minimum of 10 years in such areas as (i) institutional capacity building, hydrometeorological services, and environmental policy development; (ii) meteorology, hydrology, water quality monitoring, soil monitoring, and air monitoring; (iii) legal evaluation and policy drafting related to environmental and water management laws.	Max 60	Max 45 points for 10 years Max 53 points for 10 to 15 years Max 60 points for 16 years and more
1.3	It shall have a record of a minimum of 3 projects of similar nature and degree of complexity (planning and conducting studies and/or projects on hydro-meteorological, and other environmental monitoring services).	Max 60	Max 45 points for 3 projects Max 53 points for 4 to 6 projects Max 60 points for 7 projects and more
1.4	Experience in the Southeast Europe region is considered an asset.		Max 40
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?	40
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	40
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	30

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	25
2.6	Details on how the pool of experts will contribute to the design and delivery of the training based on the proposed methodology	25
Total Section 2:		200

Section 3. Management Structure and Key Personnel			
3.1 International Team Leader			
	YES/NO for minimum requirements	Score	Max obtainable points
Minimum master's degree in environmental science, Water Resources Management, Meteorology, Hydrology, Environmental Law, Public Administration, or a related field.		Max 10 points for MSc	15
		Max 15 points for PhD	
Minimum 10 years of experience in leading multidisciplinary teams in hydrometeorology, environmental monitoring, regulatory frameworks, and institutional development.		Max 15 points for 10 years	20
		Max 20 points for 11 or more years	
Experience from at least 2 projects of similar nature and degree of complexity (planning and conducting studies and/or projects on hydro-meteorological, and other environmental monitoring services).		Max 10 points for 2 projects	15
		Max 15 points for 3 or more projects	
Max points or 3.1:			50
3.2 Meteorology Expert			
Minimum master's degree in meteorology, Atmospheric Sciences, Climate Science, or similar.		Max 12 points	12
Minimum 10 years of experience in weather monitoring, forecasting models, and meteorological infrastructure.		Max 10 points for 10 years	14
		Max 34 points for 11 or more years	
Experience from at least 2 projects of similar nature and degree of complexity in capacity of meteorology expert.		Max 9 points for 2 projects	12
		Max 12 points for 3 or more	
Expertise in radar technology, meteorological data analysis, and climate modelling.		Max 12 points	12
Max points or 3.2:			50
3.3 Hydrology Expert			
Minimum master's degree in Hydrology, Hydraulic Engineering, Water Resources Management, Environmental Engineering, or similar.		Max 12 points	12
Minimum 10 years of experience in surface and groundwater monitoring, hydrological modelling, and water balance assessment.		Max 10 points for 10 years	14
		Max 34 points for 11 or more years	
Experience from at least 2 projects of similar nature and degree of complexity in capacity of hydrological monitoring, hydrometry expert or similar.		Max 9 points for 2 projects	12
		Max 12 points for 3 or more	
Proficiency in using hydrological models and database, and data interpretation for decision-making		Max 12 points	12
Max points or 3.3:			50
3.4 Water and Soil Quality Expert			
Minimum master's degree in environmental science, Water Quality Management, Chemistry, Soil Science, or similar.		Max 12 points	12
Minimum 10 years of experience in water and soil quality monitoring, laboratory analysis, and water pollution control.		Max 10 points for 10 years	14
		Max 34 points for 11 or more years	

Experience from at least 2 projects of similar nature and degree of complexity in capacity of water quality or soil quality expert.		Max 9 points for 2 projects	12
		Max 12 points for 3 or more	
Familiarity with GIS-based water quality mapping or other laboratory database and accreditation standards (e.g., ISO 17025:2017).		Max 12 points	12
Max points or 3.4:			50
3.5 Air Quality Expert			
Minimum master's degree in environmental science, Atmospheric Science, Air Pollution Control, or similar.		Max 12 points	12
Minimum 10 years of experience in air quality monitoring, emission control, and pollution modelling.		Max 10 points for 10 years	14
		Max 34 points for 11 or more years	
Experience from at least 2 projects of similar nature and degree of complexity in capacity of air quality monitoring and/or management expert.		Max 9 points for 2 projects	12
		Max 12 points for 3 or more	
Expertise in air pollutant measurement techniques, calibration of monitoring equipment, and air quality modelling tools (e.g., AERMOD, CALPUFF).		Max 12 points	12
Max points or 3.5:			50
3.6 Legislation Expert			
Minimum master's degree in law, Environmental Policy, Public Administration, or similar, preferably with a specialization in water, environmental, or meteorological law.		Max 12 points	12
Minimum 10 years of experience in legal analysis, policy development, or regulatory frameworks related to hydrometeorological services or environmental governance.		Max 10 points for 10 years	14
		Max 34 points for 11 or more years	
Experience from at least 2 projects of similar nature and degree of complexity in capacity of environmental law expert.		Max 9 points for 2 projects	12
		Max 12 points for 3 or more	
Proven experience in conducting legal assessments, drafting legislation, and working with government institutions on legal reforms.		Max 12 points	12
Max points or 3.6:			50
Total Section 3			300

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.