



## *Terms of Reference*

***Preparation and implementation of an online capacity building course  
for stakeholders from Mediterranean countries  
on dimensions of the Water-Energy-Food-Ecosystems Nexus***

***In the framework of the  
GEF / UNEP-MAP MedProgramme Child Project 2.2 "Mediterranean Coastal Zones: Managing  
the Water-Food-Energy-Ecosystem NEXUS"***

***implemented by Global Water Partnership-Mediterranean (GWP-Med)***

***14<sup>th</sup> October 2024***



**Mediterranean  
Action Plan  
Barcelona  
Convention**

## 1. Introduction – Background

The **MedProgramme** represents the first GEF multi-focal area initiative in the Mediterranean Sea aiming to carry out priority actions to reduce major transboundary environmental stresses in its coastal areas while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations. The MedProgramme is led by UN Environment and implemented by various Executing Partners<sup>1</sup> in nine beneficiary countries sharing the Mediterranean basin: Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco, and Tunisia. It consists of 8 Child Projects that cut across four different Focal Areas of GEF, namely International Waters, Biodiversity, Chemicals and Waste and Climate Change.

**Child Project 2.2** is titled “*Mediterranean Coastal Zones: Managing the Water-Energy-Food and Ecosystems Nexus*” and executed by the Global Water Partnership-Mediterranean (GWP-Med). Its overall aim is to advance integrated governance around water, energy, food and ecosystems, thus enhancing environmental security and sharing of benefits across sectors. With activities at both the Mediterranean level and in 3 priority areas (Albania, Lebanon and Morocco’s Tangiers-Tetouan-Al Hoceima region) implemented in a source-to-sea context, the Project aims at:

- Understanding the interlinkages among the Nexus sectors and related issues;
- Identifying solutions in response to challenges for fostering water-food-energy security, reduction of land based nutrient pollution and other pressures, protection of coastal and marine habitats and biodiversity and climate change resilience;
- Supporting the development of Nexus Strategies and/or Action Plans as parts of existing or in-the-making plans and strategies e.g. ICZM plans and strategies;
- Seeking for and test novel approaches for addressing management issues and work to upscale these;
- Developing project proposals enabling priority solutions/interventions to address pressing issues identified.

The Project’s **activities at the Regional (Mediterranean) level** aim to enhance understanding, experience sharing and capacities among stakeholders in order to provide more substantial evidence and reliable knowledge to decision-making towards the implementation of the Nexus approach. They include:

- A Regional Nexus Dialogue Process, structured around 3 Regional Roundtables with the participation of related stakeholders across the Region
- The preparation of a Mediterranean Nexus Assessment and a Nexus Atlas that will provide a baseline for the region and will feed into the Regional Dialogue
- The organisation of an online training course consisting of individual modules that will contribute to enhanced capacities of targeted stakeholders from the Region in addressing policy, managerial and selected technical issues relevant to the Nexus.

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<sup>1</sup> GEF Lead Implementing Agency: UN Environment. Other GEF Implementing Agency: European Bank for Reconstruction and Development (EBRD). Leading Executing Agency: UN Environment/MAP. Executing partners: UNESCO International Hydrological Programme (IHP), European Investment Bank (EIB), Global Water Partnership – Mediterranean (GWP-Med), WWF Mediterranean Programme Office (WWF MedPO), IUCN, Priority Actions Programme Regional Activity Centre (PAP/RAC), Plan Bleu Regional Activity Centre (Plan Bleu), Specially Protected Areas Regional Activity Centre (SPA/RAC) and the Sustainable Consumption and Production Regional Activity Centre (SCP/RAC).

## 2. Description of the Assignment

### *Overall objective*

The objective of the Assignment is the preparation, organisation and implementation of an online capacity building course, consisting of 4 individual modules, on dimensions of the Water-Energy-Food-Ecosystems Nexus in the Mediterranean in a source-to-sea context.

The course will target related policymakers and experts from key related institutions from the beneficiary countries, agencies, and local government units, to have their capacities enhanced in order to be able to better understand specific Nexus interlinkages and to be able to take an active role in promoting joint solutions with cross-sectoral benefits.

### *Scope of the Assignment*

#### **General - description**

It is important to underline that the course needs to have a WEF E Nexus and “system-thinking” approach, and not be a traditional course on Water Resources Management with some references on energy, food, and ecosystems. Its contents need to also consider the expected impacts of climate change in the Region and the required cross-sectoral policies and measures to address them, as well as the overall key challenges facing the Region such as security of supply, population growth, economic and social development etc.

The Course will be an instructor-led one, involving:

- A dedicated online platform where all the materials of the course and its modules will be accessible to registered participants. The platform will include features for interactions (e.g. messages, forums) knowledge management, coordination, monitoring and evaluation etc. All materials in the platform should subsequently also be available to any interested individual for asynchronous self-paced training.
- A live online session/webinar (5-6 hours spread over 2 days) for each of the Course’s modules.

All of the modules’ materials and presentations will be owned by GWP-Med. Full credit to and visibility of the Project and its donor should be ensured in all materials.

Participants will have to prepare brief assignments for each module, or complete a simple related questionnaire. Certificates will be issued to participants upon completion of the Course.

#### **Thematic scope and structure of the course**

In order to meet the Course’s overall objective of enhancing the understanding and capacities of stakeholders on dimensions of the Water-Energy-Food-Ecosystems Nexus in the Mediterranean in a source-to-sea context, the Course will be structured around 4 Modules. A non-binding description of the structure of each Module is given below:

#### **Module 1: Introduction to the WEF E Nexus**

- *Introduction to WEF E Nexus*
  - Definition and key concepts
  - Importance of the Nexus approach for sustainable development policies
- *Frameworks and Theoretical Background*
  - Integrated Water Resources Management (IWRM)

- Source to Sea (S2S) framework and the relevance of spatial units (e.g., river basins, coastal zones)
- Nexus frameworks and methodologies
- *Current Status and Challenges in the Mediterranean*
  - Overview of the WEF E Nexus in the Mediterranean region
  - Current status and key challenges and pressures on the WEF E sectors, and their drivers (climate change, economic development, population growth, urbanization...)
  - Global and regional challenges
- *Policies and priorities*
  - Regional priorities and policy objectives
  - International and regional initiatives and agreements

## **Module 2: Scenario Development and Nexus Assessments for informed decision-making**

- *Scenario Development*
  - Importance of scenarios in planning and decision-making
  - Types of scenarios (baseline, future projections, alternative scenarios)
  - Scenario development methodologies and tools
- *WEFE Nexus Assessment*
  - Key indicators and metrics for assessing the Nexus
  - Methodologies for integrated assessment (e.g., system dynamics, multi-criteria analysis)
  - Case studies of WEF E assessments in the Mediterranean
- *Evidence and Data Collection*
  - Importance of data in Nexus Assessments
  - Sources of data - challenges in data availability and quality
  - Data integration and management techniques

## **Module 3: WEF E Nexus interlinkages in the context of Climate Change**

- *Climate Change impacts on WEF E sectors*
  - Overview of climate change impacts on water, energy, food, and ecosystems
  - Regional climate projections for the Mediterranean
- *Interactions and Interdependencies*
  - Synergies and trade-offs across the Nexus sectors
  - Feedback mechanisms and system dynamics
  - Case studies illustrating interactions and trade-offs
- *Adaptation and Mitigation from a Nexus perspective*
  - Strategies to enhance resilience of the WEF E systems in the face of climate change

- Role of technology and innovation in adaptation and mitigation
- Policy frameworks supporting climate action in the nexus context

#### **Module 4: Response Options and Nexus Solutions**

- *Response Options and Strategies*
  - Overview of response options at different scales (local, regional, national)
  - Integrated strategies for managing the nexus
  - Development of action plans and roadmaps
- *Stakeholder Dialogue and Engagement*
  - Importance of stakeholder involvement in nexus governance and the role of multi-stakeholder platforms and networks
  - Tools and methods for stakeholder engagement
- *Examples of Nexus Solutions*
  - Innovative solutions and best practices
  - Case studies from the Mediterranean region
- *Monitoring and upscaling solutions*
  - Evaluation of intervention impacts (environmental, economic, social)
  - Monitoring frameworks and indicators
  - Adaptive management and iterative learning processes
- *Financing and Implementation*
  - Financing mechanisms for nexus solutions (public, private, blended finance)
  - Role of international organizations and development banks
  - Examples of funded projects and programs

#### **Participants**

The Course will be addressed to around 30-40 stakeholders, in order to allow for sufficient interaction. The aim is to have 4 stakeholders from each beneficiary country, which will be identified and invited by GWP-Med in consultation with national authorities.

Priority will be given to policy-makers, technical managers, experts from related national or local Institutions and Agencies.

Participants will need to be able to read in English.

#### **Timeline**

Each of the modules will run for a week, during which the respective online session/webinar will be held.

With exact dates to be confirmed, the modules are envisaged to take place in February-March 2025.

#### **Language**

The course's materials will be in English. Key presentations will also be available in Arabic.

During the online sessions/webinars simultaneous interpretation will be available between English and Arabic.

### 3. Tasks – Requested services

The Consultant, in coordination with the Project Manager will:

1. Prepare a Concept Note – Background Document for the overall Course and its individual Modules. This will also describe in a consolidated manner the Course's curriculum and structure, its learning objectives, expected outcomes in terms of knowledge and skills enhanced, resources/means to be used, etc.
2. Prepare in detail the Course's modules and any related materials, manuals, guides etc that may be deemed necessary to contribute to the aims of the Course. All such materials will be available in English and will be shared with GWP-Med in appropriate electronic formats to be made available via its website.
3. Ensure that a fully functioning and user-friendly online platform is available for hosting the materials of each Module and accessible to at least 50 registered users, including features for interactions (e.g. messages, forums) knowledge management, coordination, monitoring and evaluation etc.
4. Identify in consultation with GWP-Med and arrange the engagement of any further appropriate speakers may be required for the implementation of the webinars (e.g. professionals, experts, researchers, international partners). If applicable, any fees for such speakers will be covered by the consultant.
5. Arrange for professional simultaneous interpretation between English and Arabic during the webinars.
6. Guide and assist GWP-Med on any technical requirements for the effective implementation of the online webinars including on any engagement tools for participants.
7. Give presentations and facilitate-moderate the webinars under each Module, including any discussions and Q&A sessions.
8. Prepare a Report of each Module, also capturing any evaluation recommendations or other outcomes from the discussions, and update and enhance the Concept Note, as relevant.
9. Assist the GWP-Med Communications Team in effectively communicating the Course and its key outcomes. The consultant should among others:
  - a. provide text relating to the meeting's curriculum and outcomes in a simple language to be used for communications purposes (e.g. press release, social media posts, web article).
  - b. assist in preparing the structure and content of the dedicated GWP-Med webpage where the materials will be hosted.
  - c. assist in the dissemination of the workshops and their outcomes.

## 4. Reporting, Deliverables and Milestones

The Successful Consultant(s) are expected to provide the following deliverables, which are directly related to the tasks outlined in detail under Section 3, based on the below timeline (expressed in months after the contract is signed). The schedule for submission may be adjusted as necessary during the contract preparation period. All deliverables should be submitted in English, unless otherwise specified.

Deliverables		Deadline / months after contract signature
1.	Concept Note – Background Document for the overall Course and its individual Modules	Month 1
2.	Preparation of the Course’s modules and any related materials, manuals, guides etc	Month 3
3.	A fully functioning online platform is available for hosting the Course’s materials and accessible to at least 50 registered users, including features for interactions	Month 3
4.	Identification of any further appropriate speakers may be required for the implementation of the webinars (e.g. professionals, experts, researchers, international partners).	Month 3
5.	Arrangement for simultaneous interpretation between English and Arabic during the webinars.	Month 3
6.	Guidance on any technical requirements for the effective implementation of the online webinars, including on any engagement tools for participants.	Month 3
7.	Give presentations and facilitate-moderate the webinars under each Module, including any discussions and Q&A sessions.	Month 5
8.	Prepare a Report of each Module, also capturing any evaluation recommendations or other outcomes from the discussions, and update and enhance the Concept Note, as relevant.	Month 5
9.	Assist the GWP-Med Communications Team in effectively communicating the Course and its key outcomes	Month 1-6

### Logbook of activities

The consultant will maintain a logbook of activities regarding the progress of the assigned tasks. The logbook will be filled in on a weekly basis and will be available to the project team prior to each meeting and/or upon request.

### Reporting Line

The successful consultant will work under the direct supervision of / and communicate directly with the Project Manager and the appointed GWP-Med Programme Officer.

Coordination meetings between the consultant and the Project Team shall be scheduled on a biweekly basis to effectively monitor the progress pertaining to the workplan. The rendering of services shall be

executed, and completion thereof shall be determined, upon the satisfaction and approval of the deliverables by the Project Manager and GWP-Med team.

### **Confidentiality**

All information supplied by GWP-Med in connection with this tender to date, and any further information supplied during the tender process shall be regarded as confidential and must not be shared with any other organization without written permission of GWP-Med.

## 5. Payment modalities

Payment Schedule:

**Completion and delivery of deliverable 1:** 20% of total contract amount

**Completion and delivery of deliverables 2-7:** 40% of total contract amount

**Completion and delivery of deliverables 8-9:** 40% of total contract amount

Each payment will be issued after the quality assessment and approval of each deliverable by the Contracting Authority. Then, the awarded consultant will issue the respective invoices.

In the event that there are delays in the execution of the contract the awarded consultant is liable to a deduction of €100 per day, for every day of delay, including Sundays and public holidays, up to a maximum of 10% of the contracted amount in case there are delays in the execution.

## 6. Contract price and duration.

The maximum fee for this assignment is **65,000 USD**. This amount includes all other costs, including travels, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

The overall duration of the contract will be for a maximum of **6 months** after the contract signature. Payments will be made upon acceptance and verification of the related deliverables, as laid out in section 4 "Reporting, deliverables, and Milestones".

## 7. Disqualification criteria ON/OFF

For details on the ON/OFF disqualification please refer to the Call for Offers

## 8. Selection Criteria (pass / fail)

Successful participant (Natural or Legal Person or Entity) must:

- Have annual turnover for the last three financial years, at least equivalent to the maximum amount of this call. As supporting documentation, the applicant must provide their official Financial Statements, stamped, and signed by the legal representative of the company.
- Be enrolled in one of the official professional or trade registries at the country of registration.
- Participants must present a minimum duration of operation of ten (10) years. Proof to be provided by the related chamber (date of registration).

Failure to comply with the above ON/OFF requirements or to provide relevant proof with the application is considered ground for exclusion.



## 9. Qualification and Experience

Participants in the call are required to have solid experience in developing and managing complex projects in the field related to the tasks described in the ToR. This needs to be demonstrated in the Technical Offer to be submitted as part of the application. A template for the Technical Offer form is available as Annex 2.

The **Technical Offer** Form consists of the following sections:

- Section 1: Expertise and work experience
- Section 2: Approach and Methodology

### **Regarding Section 1: Expertise and work experience:**

Participants in the call are required to have solid experience in developing and managing complex projects in the areas of capacity building/development activities on sustainable development dimensions. Participants are required to have a record of minimum 4 online capacity building courses over the last 5 years of comparable nature and degree of complexity to the current assignment, which were hosted in a user-friendly online platform accessible to at least 50 registered users, including features for interactions (e.g. messages, forums) knowledge management, coordination, monitoring and evaluation.

The scope of work requires an interdisciplinary team of skilled experts with previous experience in activities similar to those that this assignment entails. The required qualifications for all experts to be engaged in this assignment are presented in Table 1 below.

The inclusion of experts so as the team responds to every area of expertise defined in the table below is mandatory.

If the qualifications of an expert cover the requirements of more than one area of expertise, that expert can be also proposed for these other areas.

Qualifications additional to the minimum requested per category will receive additional score under the evaluation process as described in the section Evaluation Process and Awarding Criterion.

In addition, the Participant may propose -as they deem appropriate- additional experts covering other specific areas of expertise.

**Failure to provide the minimum required qualifications is considered ground for disqualification.**

**Table 1 – Required qualifications for the Team of Experts**

<b>Expert #</b>	<b>Area of expertise</b>	<b>Qualifications</b>
1	<b>Capacity Development Specialist (Team Leader)</b>	<ul style="list-style-type: none"><li>• A minimum of 10 years of professional experience in the implementation of Capacity Building activities, including the design of Course modules and development of training manuals (<b>Required – Evaluated</b>).</li><li>• Coordination of a minimum of 5 Capacity Building activities directly related to the sustainable and integrated management of natural resources (e.g.</li></ul>

		water, land, energy, ecosystems) in the past 5 years. <b>(Required – Evaluated).</b>
2	<b>IWRM Capacity Building expert</b>	<ul style="list-style-type: none"> <li>• A minimum of a Master's degree (MSc or equivalent) in Civil or Environmental or Hydraulic Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> <li>• Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> <li>• A minimum of 10 capacity building activities on IWRM or the sustainable management of natural resources implemented in the past 10 years <b>(Required – Evaluated).</b></li> <li>• A minimum of 8 years of professional experience focusing in the Mediterranean Region. <b>(Desired– Evaluated).</b></li> </ul>
3	<b>WEFE Nexus expert</b>	<ul style="list-style-type: none"> <li>• A minimum of a Master's degree (MSc or equivalent) in Civil or Environmental or Hydraulic Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> <li>• Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> <li>• A minimum of 8 years of professional experience directly related to the WEFE Nexus. <b>(Required – Evaluated).</b></li> <li>• A minimum of 8 years of professional experience focusing in the Mediterranean Region. <b>(Desired– Evaluated).</b></li> </ul>
4	<b>Environment / Climate Change Expert</b>	<ul style="list-style-type: none"> <li>• A minimum of a Master's degree (MSc or equivalent) in Civil or Environmental Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> <li>• Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> <li>• A minimum of 10 years of professional experience directly related to Climate change and/or Environmental protection. <b>(Required – Evaluated).</b></li> <li>• A minimum of 8 years of professional experience focusing in the Mediterranean Region. <b>(Desired– Evaluated).</b></li> </ul>
5	<b>Agriculture / irrigation Expert</b>	<ul style="list-style-type: none"> <li>• A minimum of a Master's degree (MSc or equivalent) in Agriculture or Environmental Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> <li>• Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> </ul>

		<ul style="list-style-type: none"> <li>• A minimum of 10 years of professional experience directly related to agriculture and/or irrigation. <b>(Required – Evaluated).</b></li> <li>• A minimum of 8 years of professional experience focusing in the Mediterranean Region. <b>(Desired– Evaluated).</b></li> </ul>
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### 1. Evaluation Process and Awarding Criterion

The Award criterion is the **most economically advantageous tender considering the best price / quality ratio**. Offers that meet the exclusion grounds and selection criteria will undergo further evaluation, focusing on the requirements outlined in the "Qualification and Experience" section, as follows:

(1) Criterion	(2) Weighting (w)	(3) Points of criterion (c)	(4) Score= (2) x (3)
<b>Section 1: Expertise and work experience</b>	<b>70% of total</b>		
Participants are required to have a record of minimum 4 online capacity building courses over the last 5 years of comparable nature and degree of complexity to the current assignment, which were hosted in a user-friendly online platform accessible to at least 50 registered users, including features for interactions (e.g. messages, forums) knowledge management, coordination, monitoring and evaluation. <b>(Required – Evaluated).</b>	<b>15%</b>		
<b>Expert #1 Capacity Development Specialist (Team Leader)</b>	<b>15%</b>		
<ul style="list-style-type: none"> <li>• A minimum of 10 years of professional experience in the implementation of Capacity Building activities, including the design of Course modules and development of training manuals <b>(Required – Evaluated).</b></li> </ul>	10%		
<ul style="list-style-type: none"> <li>• Coordination of a minimum of 5 Capacity Building activities directly related to the sustainable and integrated management of natural resources (e.g. water, land, energy, ecosystems) in the past 5 years. <b>(Required – Evaluated).</b></li> </ul>	5%		
<b>Expert #2 IWRM Capacity Building expert</b>	<b>10%</b>		
<ul style="list-style-type: none"> <li>• A minimum of a Master's degree (MSc or equivalent) in Civil or Environmental or Hydraulic Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>• A minimum of 10 capacity building activities on IWRM or the sustainable management of natural</li> </ul>	7%		

resources implemented in the past 10 years <b>(Required – Evaluated).</b>			
<ul style="list-style-type: none"> <li>A minimum of 8 years of professional experience focusing in the Mediterranean Region. <b>(Desired– Evaluated).</b></li> </ul>	3%		
<b>Expert #3 WEFE Nexus expert</b>	<b>10%</b>		
<ul style="list-style-type: none"> <li>A minimum of a Master's degree (MSc or equivalent) in Civil or Environmental or Hydraulic Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>A minimum of 8 years of professional experience directly related to the WEFE Nexus. <b>(Required – Evaluated).</b></li> </ul>	7%		
<ul style="list-style-type: none"> <li>A minimum of 8 years of professional experience focusing in the Mediterranean Region. (Desired– Evaluated).</li> </ul>	3%		
<b>Expert #4 Environment / Climate Change Expert</b>	<b>10%</b>		
<ul style="list-style-type: none"> <li>A minimum of a Master's degree (MSc or equivalent) in Civil or Environmental Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>A minimum of 10 years of professional experience directly related to Climate change and/or Environmental protection. <b>(Required – Evaluated).</b></li> </ul>	7%		
<ul style="list-style-type: none"> <li>A minimum of 8 years of professional experience focusing in the Mediterranean Region. (Desired– Evaluated).</li> </ul>	3%		
<b>Expert #5 Agriculture / irrigation Expert</b>	<b>10%</b>		
<ul style="list-style-type: none"> <li>A minimum of a Master's degree (MSc or equivalent) in Agriculture or Environmental Engineering, or Natural Resources Management, or a directly related field <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills in English <b>(Required – ON / OFF).</b></li> </ul>	ON/OFF		
<ul style="list-style-type: none"> <li>A minimum of 10 years of professional experience directly related to agriculture and/or irrigation. <b>(Required – Evaluated).</b></li> </ul>	7%		
<ul style="list-style-type: none"> <li>A minimum of 8 years of professional experience focusing in the Mediterranean Region. (Desired– Evaluated).</li> </ul>	3%		
<b>Section 2: Approach and Methodology</b>	<b>30% of total</b>		

The approach to the requested Assignment will include a detailed description of the methodology to achieve all objectives and tasks, deliver all outputs as described in the Terms of Reference, and consider the appropriateness to local conditions. <b>(Required)</b> .	25%		
Risks and Mitigation Measures: description of the potential risks associated with the implementation of the Assignment, which have the potential to hinder the successful achievement and timely completion of anticipated outcomes, as well as compromise their quality. This will also entail a description of the counteractive measures that will be implemented to mitigate these risks. <b>(Required)</b> .	5%		

**Failure to provide the minimum required qualifications is considered ground for disqualification.**

**Scoring** for each evaluated section will be made as following:

**Section 1 – Expertise and work experience:** score starts at 100 points (when minimum requirements are met) and can reach 150 points depending on the description of the participant and the number of projects implemented in excess of those required as a minimum. (100p Base +10p for extra criteria over base up to 50 additional points)

**Section 2 – Approach and Methodology:** score starts at 100 points and can reach 150 points depending on the length, detail, depth, and structure of the information provided.

Each Section/evaluation criterion is evaluated autonomously. The final scoring of each evaluation criterion is the outcome of its scoring multiplied by the corresponding weighting factor. The overall score of the technical offer is the sum of the final scoring of all the Sections/evaluation criteria.

The overall score of the technical offer is calculated on the basis of the following formula:

$$B_i = w_1 \times c_1 + w_2 \times c_2 + \dots$$

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 80%, and the financial offer with 20%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$\Lambda_i = 0.8 * (B_i/B_{max}) + 0.2 * (K_{min}/K_i).$$

Where:

- B<sub>max</sub>: the max score received by the best of the technical offers received
- B<sub>i</sub>: the score of the technical offer
- K<sub>min</sub>: The cost of the financial offer with the minimum price offered.
- K<sub>i</sub>: The cost of the financial offer

The most advantageous offers is the one with the greater value of  $\Lambda$ .

In case of equality of overall scores, the winning proposal is the one whose corresponding technical proposal received the highest rating.

## **2. *Monitoring and Progress Controls***

Mr. Dimitris Faloutsos, Deputy Regional Coordinator and Mr. Tassos Krommydas, Senior Programme Officer at GWP-Med, will be providing oversight and guidance from the side of the Project Team.

Coordination meetings between the consultant and the Project Team shall be scheduled on a bi-weekly basis in order to effectively monitor the progress pertaining to the workplan that was submitted with the Inception Report. The rendering of services shall be executed, and completion thereof shall be determined, upon the satisfaction and approval of the deliverables by the Project Manager and GWP-Med Executive Secretary.

## **3. *Place of Performance***

The tasks will be carried out from a place of the Consultant's preference. Missions for the consolidation of data and for consultation purposes will be conducted in Albania.

## **4. *Terms and Conditions***

### **• Language**

The language of the key deliverables/outputs is English. Specific materials and communication packages will also be prepared in Arabic, as previously described.

### **• Data and information**

The Consultant(s) is responsible to collect all information and data necessary for the completion of this assignment. Missing information (from any side) would not be considered as eligible reason for not completing the tasks. GWP-Med can assist in communicating with relevant institutions and stakeholders to verify the availability of needed data or information.

### **• Submission of data, reports and other material produced**

All primary data, reports, and other documentation produced during this assignment shall be made available to GWP-Med and to the relevant institutions in electronic format. All data acquired, and products developed during the assignment will be in the ownership of the Project and cannot be used by the Consultant and its team without prior written permission.

### **• Cooperation requirements**

The Consultant is expected to work closely with GWP-Med and the beneficiaries (visited during the consultation missions).

### **• Review and quality assurance**

A thorough evaluation of the Consultant's work conducted during the course of the assignment implementation, as well as a comprehensive review of the deliverables, may be conducted by an independent external expert or team of experts. The Consultant is expected to thoroughly consider and incorporate any relevant observations or recommendations provided by the reviewer(s) into the final versions of the deliverables.

### **• Public consultations / meetings**

The responsibility for organizing any required workshops or working meetings will be shared between the Consultant(s) and the Project Team. The Consultant(s) shall be responsible for: preparation of working material, technical specifications etc. ensuring participation of the key team members as required, preparation of minutes etc. The Project Team will be responsible for: preparation of agenda, invitations, distributing the invitations and enabling participation.