Terms of Reference

Technical Consultancy for Planning, Design, and Monitoring of Nature-Based Wastewater Treatment Systems for a Rural Settlement in the Drin Basin, Albania

In the framework of:

Memorandum of Understanding
for the Management of the Extended Transboundary Drin Basin

GEF Drin II Project *"Implementing the Strategic Action Programme of the Drin Basin to Strengthen Transboundary Cooperation and Enable Integrated Natural Resources Management"*

The Coordinated Action for the implementation of the Memorandum of Understanding for the management of the Drin basin (Drin CORDA) is supported by the GEF Drin Project. The latter is implemented by the United Nations Development Programme (UNDP) and executed by the Global Water Partnership (GWP) through GWP-Mediterranean (GWP-Med), in cooperation with the United Nations Economic Commission for Europe (UNECE). GWP-Med serves as the Secretariat of the Drin Core Group, the multilateral body responsible for the implementation of the Memorandum of Understanding.

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A. Introduction

The Drin Basin sits in the southwestern part of the Balkan Peninsula. It comprises the transboundary sub–basins of the Drin and Buna/Bojana Rivers and of the Prespa, Ohrid and Skadar/Shkoder Lakes. The Drin River is the "connecting body" of the "extended" Drin Basin, linking the lakes, wetlands, rivers and aquatic habitats in the coastal area as well as the marine habitats in the Adriatic Sea into a single, yet complex, ecosystem of major importance. The water bodies and their watersheds are spread in a geographical area that includes Albania, Greece, North Macedonia, Montenegro and Kosovo. With its important water resources this complex system provides a wealth of services to the Drin Riparians that share the basin: energy supply, recreation and tourism, fisheries, water supply for irrigation and domestic uses, sustenance of unique endemic biodiversity, and livelihoods. The basin is home to over 1.61 million people, living in over 1,450 settlements.

The Coordinated Action for the implementation of the Drin Memorandum of Understanding

The Drin Coordinated Action (Drin CORDA) was established in 2011 and was the result of a Drin basin level multi-stakeholders policy dialogue initiated in 2009, and preparatory technical and political engagement work initiated already in 2006. The Drin CORDA, is the framework set by the Drin Riparians for the implementation of the Memorandum of Understanding for the Management of the Extended Transboundary Drin Basin (Drin MoU). The Drin Mou was signed by the Ministers responsible for the management of water resources and/or environment, and high-level representatives of the Riparians in Tirana, on 25 November 2011.

The objective of the MoU is to deliver the agreed shared vision, to "*promote joint action for the coordinated integrated management of the shared water resources in the Drin Basin, as a means to safeguard and restore to the extent possible the ecosystems and the services they provide, and to promote sustainable development across the Drin Basin*".

The Drin MoU provides the political framework for cooperation in the Drin Basin. Following the provisions of the Drin MoU an institutional structure was established. It includes:

- The Meeting of the Parties.
- The Drin Core Group (DCG). This body is given the mandate to coordinate actions for the implementation of the MoU.
- Four Expert Working Groups (EWG) to assist the DCG in its work.

The GEF Drin Project

The implementation of the Drin MoU has been supported -in addition to national level actions- by GEF financed projects the first of which ended in 2021. The GEF Drin I Project enabled the development and

the endorsement -at Ministerial level- of a Drin Strategic Action Programme (Drin SAP; 24 April 2020) that reflects Riparians' ownership, leadership and alignment with their mid or long-term national and transboundary strategies.

A new GEF project entitled "Implementing the Strategic Action Programme of the Drin Basin to Strengthen Transboundary Cooperation and Enable Integrated Natural Resources Management" (GEF Drin II Project) will provide support until 2029 for the implementation of priority actions under the Drin SAP.

The GEF Drin II Project is structured around four components each one including outputs and activities designed to achieve an equivalent number of outcomes:

Outcome 1: *Sustainable and climate-resilient management of the Basin's resources enabled through development of technical and policy tools, and filling gaps in the understanding of the Drin Basin ecosystems functioning.*

Outcome 2: *Effective cooperation among Drin Riparians and socio-economic sectors succeeded through the establishment of a transboundary institutional arrangement and the development of critical transboundary policy instruments.*

Outcome 3: *SAP implementation is accelerated through regional, riparian and local solutions to address main causes of transboundary concern, promote sustainable water use and ensure ecosystem functioning and resilience.*

Outcome 4: *Long-term sustainability of achievements is enhanced through implementation of project mechanisms for stakeholder's participation, gender mainstreaming, dissemination, coordination and monitoring progress.*

B. Background and rationale for Nature-Based Wastewater Treatment in Rural Areas of the Drin Basin

The deterioration of water quality is a problem that affects all Drin Riparians. Excess nutrients concentrations are considered as a major issue in most parts of the Drin Basin. Inadequate or insufficient wastewater treatment from domestic sources contributes about 30 percent of the total nutrient load in the Basin (Drin Transboundary Diagnostic Analyses (TDA), 2020). More than half of this load comes from insufficiently treated or untreated sewage water from centralized collection systems of the large cities (particularly in the White Drin River and Lake Skadar/Shkodra sub-basins) and almost 40 % from diffuse pollution in areas where no collection system exists. The first is subject of long-term efforts and significant investments made by the Drin Riparians while the latter has not received yet the required attention. Wastewater pollution from rural areas is particularly important (regardless the magnitude of pollution) as in many cases it directly affects and endangers sensitive areas such as water supply sources, protected areas, sensitive ecosystems etc. The latter is obvious in figure 1; the highest levels of generated

phosphorous and nitrogen comes from septic tanks in the area of transboundary lakes and the delta of the river in the Adriatic.

Establishing cost-effective wastewater treatment systems is site specific and its technology/structure/components involves different investment and operation/maintenance costs, it depends on the geographical location (elevation, geographical position being near rivers or the sea), affordability to locals in terms of investment and maintenance, the existence or not of basic infrastructure (e.g., collection systems) etc. Moreover, the characteristics and (ecological among others) sensitivity of the effluents' recipient body should be considered along with associated risks/hazards.

During the foundational GEF Drin I Project, a pilot demonstration of constructed wetlands for wastewater treatment was implemented in the village of Kramovik, Rahovec Municipality, Kosovo, providing a cost-effective, efficient and easy to maintain solution to wastewater treatment in rural areas.

Under its third Outcome, the new GEF Drin II Project will continue to promote the broader adoption of small-scale wastewater treatment plants for nutrient removal in small rural settlements not easily connected to main wastewater treatment systems. This activity aims to promoting affordable wastewater treatment in environmentally sensitive rural areas of the Drin Basin. It will pilot the design, establishment, operation and test of the cost-efficiency of a nature-based solution in a rural area of high environmental sensitivity in the Drin Basin, in Albania for an agglomeration <500 p.e.
Albania, currently negotiating EU accession, is required to adopt and implement EU legislation, including through Directive-Specific Implementation Plans (DSIPs). The Water Negotiations and Planning Support (NIPS) Project[1] supports Albania's negotiations with the European Union in regard to Chapter 27 of the acquis, including the development of a DSIP. The DSIP (2023) focuses on Council Directive 91/271/EEC concerning Urban Wastewater Treatment (UWWTD), which aims to regulate pollution from urban and industrial wastewater. It sets out compliance timelines and demonstrates Albania's readiness to meet the Directive's requirements. The plan outlines the current state of the wastewater sector, identifies legal, institutional, and technical gaps, proposes measures, estimates costs and funding sources, and recommends an investment schedule and transition period for UWWTD implementation.

As part of this process, and in line with the UWWTD and the Drinking Water Directive (98/83/EC), Albania carried out the delineation of agglomerations and identification of water supply zones[2]. In total, 165 agglomerations were identified, covering about two-thirds of the population (2.1 million people) and generating a wastewater load of around 3.5 million population equivalent (P.E.) in 2020, projected to rise to 3.7 million by 2050. Larger agglomerations, such as Tirana, Durrës, Vlorë, Shkodër, and Elbasan dominate, with just eight of them accounting for 68% of the pollution load. Most agglomerations (57%) are small- to medium-sized (2,000–10,000 P.E.), while 23% are below 2,000 P.E. Despite relatively high collection rates (82% of wastewater load collected in 2020), only 27% of agglomerations discharge to

[1] NIPS Albania – Negotiations and Investment Planning Support
[2] https://nips-albania.net/agglomerations-water-supply-zones-working-documents/

treatment plants, and compliance with EU standards remains limited. Around 67% of agglomerations discharge into sensitive areas, with 24 large ones (over 10,000 P.E.) requiring tertiary treatment.

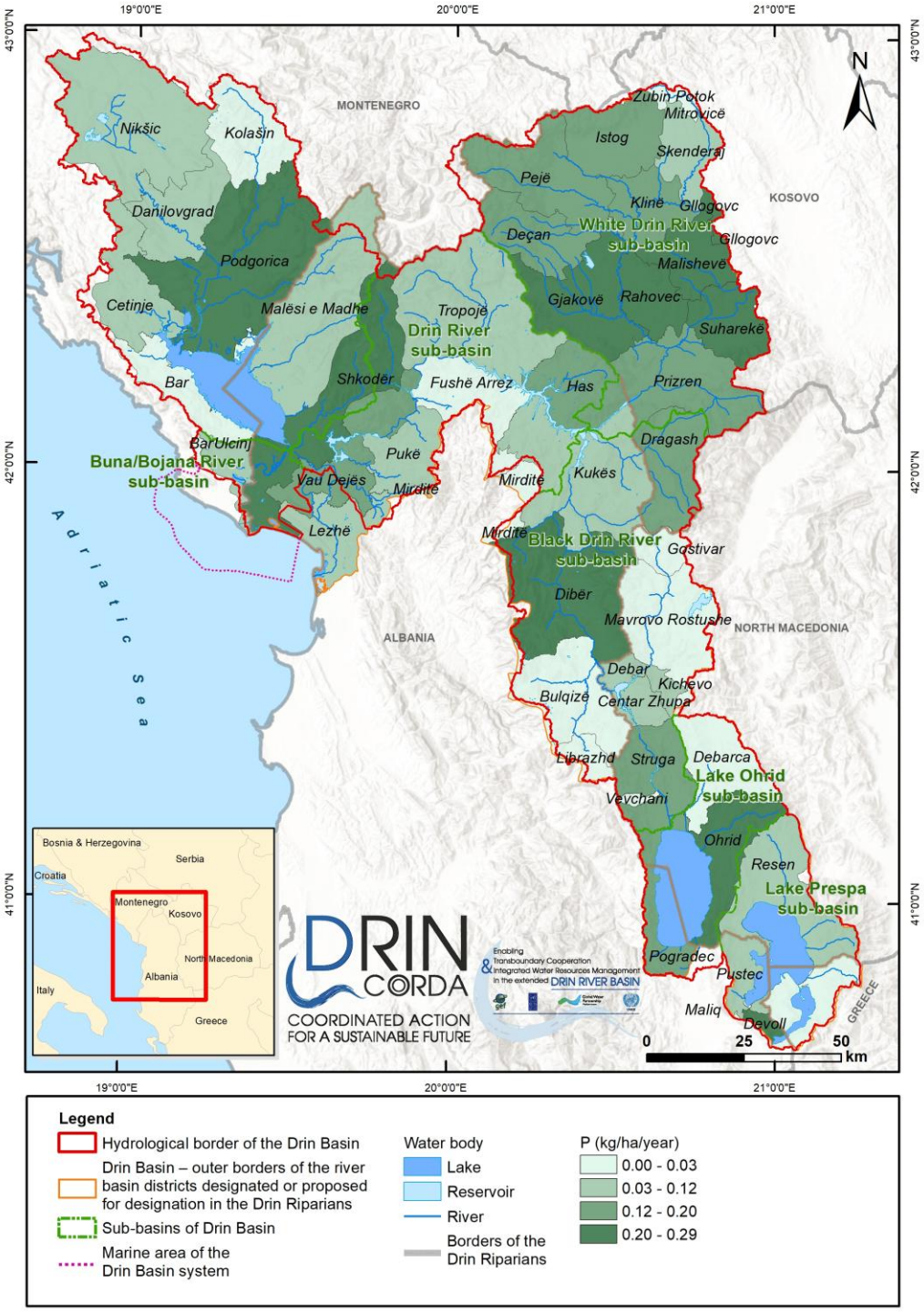

Figure 1: Estimation of the generated phosphorus load from septic tanks in Municipalities of the Drin basin, (green) and preliminary selected pilot locations (red circles)

C. Description of the Assignment

Objective of the Assignment

The objective of this assignment is to support the planning and implementation of a sustainable, cost-effective, and context-appropriate nature-based wastewater treatment solution in an environmentally sensitive rural settlement of the Drin Basin, in Albania. The Consultant will provide technical assistance for site selection, technical design and development of tender documents, as well as performance monitoring framework, and policy-level recommendations, ensuring that the solutions are environmentally sound, technically viable, and aligned with national and EU regulations.

The Consultant shall ensure that cross-cutting issues such as gender equality, social inclusion, stakeholder participation, and environmental sustainability are mainstreamed throughout all phases of the assignment.

Requested services (scope of work)

Inception Phase

During the inception phase, the Consultant shall undertake the following tasks:

i. *Preparation of a Detailed Work Plan*
   Develop a comprehensive work plan outlining the proposed approach, methodology, activities, and timeline for the implementation of the assignment. The plan should clearly indicate milestones, responsibilities, and deliverables. The inclusion of Gantt Chart is essential.

ii. *Initial Data Collection and Desk Review*
   Conduct an initial desk-based review to collect and analyze existing information relevant to wastewater management and nature-based solutions (NbS) in Albania, and the assignment. The Consultant shall identify, access, and use the most appropriate and up-to-date information sources to ensure that all relevant existing information and data are collected and utilized.

iii. *Identification of Additional Information Needs and Stakeholder Engagement*
   Prepare an action plan for obtaining any additional data and information required to complete the assignment. This shall include identifying key gaps in existing data and outlining a strategy for engaging with relevant institutions and stakeholders in this regard (e.g., Ministry of Environment (MoE), National Agency of Water Supply and Sewerage (AKUK), municipalities, and other relevant bodies).

iv. *Review and Refinement of the Assignment Approach*
   Based on the findings of the desk review, propose any necessary refinements to the methodology, scope, and tasks outlined in the ToR to ensure the effective achievement of the assignment's objectives.

v. *Preparation of the Inception Report*
   Prepare and submit an Inception Report summarizing the findings and outcomes of the inception phase encompassing the elements and the reports of the tasks described above. An annotated table of contents will be prepared and agreed with GWP-Med prior the development of the inception report.

Deliverable

- Workplan
- Inception Report

Task 1: Review of Existing Framework, Preliminary Assessment and Site Selection

The Consultant will carry out a comprehensive review and assessment process to identify and select the most suitable site for the implementation of the nature-based wastewater treatment solution. This will include:

- Conducting a comprehensive desk review of relevant strategic, policy, and technical documents to establish the baseline and contextual framework for site selection.
- Providing technical support to GWP-Med in organizing and facilitating consultations with key national and local stakeholders, including the Ministry of Environment (MoE), the National Agency of Water Supply and Sewerage (AKUK), municipalities. The objective of the consultations will be to collect and validate relevant data, priorities, and insights. The support will be in the form of developing background information, documentation, presentations, etc. for the meetings and reports of the meetings.
- Finalizing a comprehensive set of preselection and selection criteria (agglomerations <500 p.e.), covering technical, environmental, and socio-economic aspects. The criteria should be developed in coordination with AKUK; GWP-Med will enable communication and coordination between the consultant and AKUK. Criteria will include available budget[3], environmental sensitivity, vulnerability of natural and socio-economic systems, readiness of municipality, wastewater collection system status, land availability, technological feasibility, affordability, and operational capacity. The list is not exhaustive; the final list will be developed with the consultant and agreed with GWP-Med - see examples below):

    a. Whether the area that receives the effluent is a sensitive area (e.g., water supply source, protected area, or sensitive ecosystem).

    b. The level of vulnerability of the natural and socio-economic components of the area receiving the effluent.

    c. The maturity of the case, including the existence of related technical documentation.

    d. Provision of land by local authorities or users for installation of wastewater treatment units.

    e. The applicability of existing technologies, considering technical feasibility, costs, and the quality of treated effluent relative to the ecological characteristics of the receiving body.

    f. The affordability of initial investment by the Project and the capacity of the end user to maintain and operate the wastewater treatment unit.

- Based on the preselection criteria, AKUK and municipalities will propose potential sites; GWP-Med will enable communication and coordination between the consultant, AKUK and the municipalities. The consultant will assess the proposed sites using the selection criteria, to shortlist and propose the

[3] The awarded Consultant will be informed on that after the respective contract has been signed.

final site for detailed study and design (see Task 2). The consultant will conduct field assessments to verify conditions on the ground and confirm the suitability of the shortlisted sites.

- Preparing a comprehensive report documenting the assessment process, justification for final site selection, and preliminary cost estimates.

Deliverable

- Site Selection Report, including finalized preselection and selection criteria; summary of desk review findings; assessment results for all candidate sites; justification and rationale for the final site selection; preliminary cost estimates.

Task 2: Development of Feasibility Study

The consultant will prepare a comprehensive feasibility study for the selected site (builds on Task 1 output) to ensure technical, environmental, and financial soundness in line with national legislation. This will include:

- Conducting a technical assessment of the proposed site, including existing infrastructure, topography, hydrology/hydrogeology, geology, environmental/ecological conditions etc. in the recipient area to define the aimed qualitative characteristics and properties of the treated wastewater, land use, and accessibility.
- Providing technical support to GWP-Med in conducting consultations with local authorities, community representatives, and women's groups to validate data, identify local needs and preferences, and ensure that activities consider social acceptability, inclusiveness, and potential gender-related implications. The support will be in the form of developing background information, documentation, presentations, etc. for the meetings and reports of the meetings.
- Evaluating alternative technologies and design options, selecting the most appropriate nature-based solution based on efficiency, cost-effectiveness, and maintenance feasibility.
- Performing environmental and social assessments in alignment with UNDP Social and Environmental Standards (SES) and national regulations.
- Assessing economic and financial feasibility, including capital and operation costs, cost-benefit analysis, and affordability for the municipality.
- Identifying potential implementation risks and proposing mitigation measures.
- Ensuring the proposed solution aligns with EU wastewater directives and national planning frameworks.

Deliverable

- Feasibility Study Report covering technical, environmental, social, and economic viability of the proposed NbS wastewater treatment system.
- Environmental Impact Assessment as per national legislation and UNDP SES.

Task 3: Development of a detailed Design of Nature-Based Wastewater Treatment System; Issuing of permits

The consultant will translate the feasibility findings (see Task 2) into a full set of technical and tender-ready documents. This will include:

- Preparing the engineering design package, including general and detailed design drawings, hydraulic and structural calculations, bill of quantities, technical specifications, estimated costs etc.
- Ensuring compliance with procurement and tendering standards (UNDP, national legislation, and EU standards).
- Developing an implementation plan and timeline with defined phases and resource needs, taking also into consideration the time necessary for the issuance of permits.
- Integrating environmental and safety considerations into the design to ensure long-term sustainability.

The consultant will be responsible to prepare the necessary documentation and take action for issuing the permits for the construction of the wastewater treatment plant in line with the national legislation.

Deliverable

- Detailed Design Package, including engineering drawings, specifications, bill of quantities, and tender-ready documentation.
- Documentation and permits for the construction of the wastewater treatment plant

Task 4: Construction Supervision, Monitoring and Assessment

The consultant will ensure quality and compliance during the construction phase (builds on Task 3). This will include:

- Providing supervision and quality control during construction, verifying adherence to approved designs and technical specifications.
- Monitoring materials, workmanship, and environmental safeguards, ensuring compliance with health and safety requirements.
- Preparing progress reports and conducting site inspections to verify milestones and address issues promptly.
- At completion, carrying out a final inspection and preparing a comprehensive construction monitoring report summarizing progress, deviations, corrective actions, and readiness for commissioning.

Deliverable

- Construction Monitoring and Assessment Report documenting progress, quality assurance, compliance with safeguards, and final verification.

Task 5: Lessons Learned and Policy Advice

The consultant will consolidate insights gained throughout the project and contribute to policy-level learning (builds on Task 4). This will include:

- Documenting key lessons learned, innovative practices, and challenges encountered during design and implementation.
- Identifying scaling-up opportunities and formulating recommendations for replication in other municipalities.
- Providing policy and legal recommendations to support the mainstreaming of nature-based wastewater solutions in Albania's water management framework.
- Designing, preparing, and facilitating a final national knowledge-sharing workshop to disseminate the results, lessons learned, and recommendations of the assignment as well as to foster dialogue on scaling up nature-based wastewater treatment solutions in Albania and the wider Drin Basin context. The costs for this workshop will be covered by GWP-Med.

Deliverable

- Final Lessons Learned Report summarizing best practices, challenges, and providing recommendations for policy and legal recommendations. Policy recommendations.

Deliverables

1. Workplan
2. Inception Report
3. Site Selection Report
4. Feasibility Study Report
5. Environmental Impact Assessment as per national legislation and UNDP SES.
6. Detailed Design Package
7. Documentation and permits for the construction of the wastewater treatment plant
8. Construction Monitoring and Assessment Report
9. Final Lessons Learned and Policy Recommendations Report

Contract Price, Schedule of Activities, Deliverables and Payment

The maximum lump sum fee for this assignment is 80,000 USD

This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service including travel-related costs.

All payments shall be upon reception and acceptance/verification of the deliverables, as laid out in the table below. Claims for payment will be made through an Invoice accompanied by proof of delivery.

The Consultant will work home based, with occasional travel in Albania to participate in site selection, informative meetings, stakeholder meetings as well as DCG meetings, monitoring, as prior agreed.

Table 2. Schedule of deliverables and payments

Tasks	Deliverables	Proposed Deadline (after contract signature)	Payment Schedule - percentage of the total value of the contract
Inception phase	Workplan	Week 2	10%
	Inception report	Month 2	
Task 1	Site Selection Report	Month 5	
Task 2	Feasibility Study Report Environmental Impact Assessment as per national legislation and UNDP SES.	Month 7	
Task 3	Detailed Design Package &Documentation and permits for the construction of the wastewater treatment plan	Month 10	50%
Task 4	Construction Monitoring and Assessment Report	Month 18	
Task 5	Final Lessons Learned and Policy Recommendations Report	Month 20	40%

Duration and Timeline

The overall duration of the contract will be for a maximum of **20 months** after contract signature.

Location and Language of the Assignment

The Consultant will work from a place of her/his choice. The Consultant will need to travel to Albania and the site where the wastewater treatment plant will be constructed and in other Drin Riparians to participate in informative meetings, stakeholder meetings as well as DCG meetings as prior agreed with the GWP-Med.

The language for all documents and reports as well as for all communication is English.

Selection Criteria (pass / fail)

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

- Have average 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.
- Be licensed to perform works in Albania.
- Be classified as Environmental Consulting or Engineering Company, or equivalent (e.g. water or wastewater resources management, green infrastructure, etc.).
- Provide a statement of availability of resources (e.g. financial, tools, equipment, personnel) to perform the requested tasks (either own resources or through collaboration).
- Provide a signed statement of understanding the requested objective, services, and deliverables.

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

Qualifications 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 in the Call for Offers.

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 this call are required to have solid experience in planning, designing, implementing, and evaluating wastewater treatment projects, including direct experience in nature-based systems. They must demonstrate involvement in a minimum of two wastewater treatment designs or feasibility studies -on constructed wetlands- showing strong technical and documentation skills.

The participant to this call should have experience in environmental and social assessments and/or applying UNDP or EU safeguards, knowledge of tendering and procurement under Albanian law, experience with internationally funded projects (e.g., GEF, UNDP, EU, World Bank), and familiarity with EU Water and Urban Wastewater Treatment Directives and alignment processes.

The scope of work requires an interdisciplinary team of skilled experts, including an Environmental and Social Expert, with previous experience in activities similar to those that this assignment entails. The required qualifications for the Lead Expert and the Environmental and Social Expert to be engaged in this assignment are presented below.

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.

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

Required qualifications for the Lead Expert

1. A minimum of a Master's degree (MSc or equivalent) in Environmental Engineering, Civil Engineering, Water Resources Management, or related field. (Required – ON/OFF)
2. Excellent oral and written communication skills in English. (Required – ON/OFF)
3. Minimum 10 years of experience in planning, designing, implementing and evaluating wastewater treatment projects, including nature-based systems. (Required – Evaluated)
4. Experience in at least two (2) wastewater-treatment designs or feasibility studies, on nature-based solutions (constructed wetlands), demonstrating capacity to deliver high-quality technical documentation (Required – Evaluated)
5. Knowledge of EU Water Framework Directive and Urban Wastewater Treatment Directive, demonstrated through involvement in relevant assignments. (Required – Evaluated)

Required qualifications for the Environmental and Social Expert

1. A minimum of a Master's degree (MSc or equivalent) in Environmental Sciences/Engineering, Environmental Management, or related field. (Required – ON/OFF)
2. Excellent oral and written communication skills in English. (Required – ON/OFF)
3. Demonstrated experience in conducting at least two (2) environmental and social assessments applying EU safeguards (e.g., Environmental and Social Impact Assessment/ Environmental and Social Management Plan (ESIA/ESMP) screening, preparation, review). (Required – Evaluated)
4. Demonstrated experience applying UNDP environmental and social safeguards in at least one (1) development project. (Desired – Evaluated)
5. Experience in at least one (1) climate-risk screening or climate-proofing assessment. (Desired – Evaluated)

Regarding Section 2: Approach and Methodology:

As described in the Technical Offer, the applicant needs to:

- Provide a detailed description of the methodology for how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference, keeping in mind the appropriateness to local conditions.
- Provide a description of the potential risks for the implementation of this assignment that may impact achievement and timely completion of expected results, and describe measures that will be put in place to mitigate these risks.

Award Criterion - Evaluation of offers

Award criterion

The Award criterion is the most economically advantageous tender considering the best price / quality ratio.
Offers that meet the exclusion grounds 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
Section 1	**85% of total**		
Expertise and work experience	**60%**		
Provide proof of at least 10 years of professional experience in the planning, design, implementation, and evaluation of wastewater treatment projects, including direct experience with nature-based systems. (Required – Evaluated)	**20%**		
Provide record in developing or supervising at least two (2) wastewater treatment designs or feasibility studies constructed wetlands, demonstrating hands-on technical proficiency and capacity to deliver high-quality technical documentation. (Required – Evaluated)	**20%**		
Demonstrate experience in environmental and social assessment or the application of UNDP or EU environmental safeguards in infrastructure or water management projects, evidenced by involvement in	**7%**		

at least two (2) assessment. (Required – Evaluated)			
Demonstrate knowledge and understanding of the related tendering and procurement processes under Albanian Law, evidenced by involvement in at least one (1) relevant assignment. (Required - Evaluated)	**5%**		
Provide proof of experience in working with internationally funded projects (e.g. GEF, UNDP, EU, World Bank, or similar demonstrated by involvement in at least two (2) relevant assignments. (Required - Evaluated)	**5%**		
Provide proof of knowledge of EU Water and Urban Wastewater Treatment Directives and alignment processes, demonstrated, by involvement in at least 2 assignments requiring application or alignment of these directives. (Required – Evaluated)	**3%**		
Lead Expert	**20%**		
A minimum of a Master's degree (MSc or equivalent) in Environmental Engineering, Civil Engineering, Water Resources Management, or related field. (Required – ON/OFF)	On /Off		
Excellent oral and written communication skills in English.	On /Off		
Minimum 10 years of experience in planning, designing, implementing and evaluating wastewater treatment projects, including nature-based systems. (Required – Evaluated)	10%		

Experience in at least two (2) wastewater-treatment designs or feasibility studies, on nature-based solutions (constructed wetlands), demonstrating capacity to deliver high-quality technical documentation (Required – Evaluated)	7%		
Knowledge of EU Water Framework Directive and Urban Wastewater Treatment Directive, demonstrated through involvement in relevant assignments. (Required – Evaluated)	3%		
Environmental and Social Expert	**5%**		
A minimum of a Master's degree (MSc or equivalent) in Environmental Sciences/Engineering, Environmental Management, or related field. (Required – ON/OFF)	On /Off		
Excellent oral and written communication skills in English. (Required – ON/OFF)	On /Off		
Demonstrated experience in conducting at least two (2) environmental and social assessments applying EU safeguards (e.g., Environmental and Social Impact Assessment/ Environmental and Social Management Plan (ESIA/ESMP) screening, preparation, review). (Required – Evaluated)	3%		
Demonstrated experience applying UNDP environmental and social safeguards in at least one (1) development project. (Desired – Evaluated)	1%		

Experience in at least one (1) climate-risk screening or climate-proofing assessment. (Desired – Evaluated)	1%		
Section 2:	**15% of total**		
Approach and Methodology: 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. (Required).	10%		
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. (Required).	5%		

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

Scoring for each evaluation criteria starts from 100 points (when minimum requirements are met) up until maximum 150 points (100p Base +10p for extra criteria over base up to 50 additional points.)

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:

Bi = w1 x c1 + w2 x c2 +……

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: Λi = 0.8* (Bi/Bmax) + 0.2 * (Kmin/Ki).

Where:

- Bmax: the max score received by the best of the technical offers received
- Bi: the score of the technical offer
- Kmin: The cost of the financial offer with the minimum price offered.
- Ki: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ. In case of equality of overall scores, the winning proposal is the one whose corresponding technical proposal received the highest rating.

Monitoring and Progress Controls

It is required that throughout the implementation of the Assignment, the Consultants closely liaise with the Project Manager and responsible Senior Programme Officers at GWP-Med. Meetings with GWP-Med will be organized at bi-weekly basis to assess and discuss progress and necessary actions for the implementation of the assignment. GWP-Med will provide guidance and additional information and resources (reports, background material, etc) to the Consultants as needed for carrying out the assignment.

Services will be rendered and will be considered completed upon approval of the deliverables by the Project Manager and the GWP-Med Executive Secretary.

Data and information

GWP-Med can assist in the identification of related policy documents, projects and/or stakeholders. The Consultants are responsible to collect all information and data necessary for the completion of this assignment. Missing information would not be considered as eligible reason for not completing the tasks.

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 in electronic format; maps should be accompanied by GIS files. All data acquired, and products developed during the assignment will be in the ownership of the Project and cannot be used by the Consultants without prior written permission.

Review and quality assurance

Review of the work carried out by the Consultants throughout the implementation of the assignment as well as review of the deliverables may be carried out by an independent external expert or expert team. Review of the project final deliverables may be carried out by relevant experts or Expert Working Groups of the beneficiaries.

All relevant comments and suggestions made by the reviewer(s) will have to be taken into consideration by the Consultants and integrated in the final versions of the deliverables.