Technical Offer Form

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| **Call for offers 61/2022/AF Floods: Integrated Climate Change Adaptation (CCA) and Flood Risk management Strategy and Plan for the Drin River Basin** |

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| --- | --- |
| Name of Proposing Company / Organization: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

**Selection Criteria (pass / fail)**

* **Provide** information for enrolment in one of the official professional or trade register kept in Participant’s country of registration
* **Provide** financial data regarding annual turnover for the last three financial Years. Proof of average annual turnover for the last three (3) fiscal years. Please Provide the Financial Statements (Income Statement and Balance Sheet) of the last three years duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.
* **Provide** information regarding the minimum duration of operation of ten (10) years. Proof to be provided by the related chamber (date of registration).

**Qualification and Experience**

**Section 1: Expertise and work experience**

* **Provide** the following information regarding **corporate experience** in recent projects in the areas of flood risk management of comparable nature and degree of complexity (e.g., development of flood management plans and strategies at national and/or basin scale). (minimum 3 projects over the last 10 years) Please use the format below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of project | Client | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details |
|  |  |  |  |  |  |  |
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**Regarding Work experience and Education (Required)** - Only for the Team Leader:

* **Provide** the **CV of Team Leader** (**Key expert 1: Team Leader - TL (hydrology and hydraulic & Project Management))** demonstrating qualifications in related areas of expertise, as per sections 96 of the ToR. Please use the format below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | |  | |
| Position for this Contract: | |  | |
| Nationality: | |  | |
| Contact information: | |  | |
| Countries of Work Experience: | |  | |
| Language Skills: | |  | |
| Educational and other Qualifications: | |  | |
| Summary of Experience: Highlight experience in the region and on similar projects. | | | |
| Relevant Experience (From most recent): | | | |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: | Referee contact details |
|  |  |  |  |
|  |  |  |  |

Date: ....................................................................

Signature: …………………………………………….

To be completed and signed by the Team Leader.

**Regarding Work experience and Education (Required)** – Key expert 2: Hydrotechnical expert (focus on prevention) expert

* **Provide** the **CV of Expert** to be engaged in the Assignment, demonstrating qualifications in related areas of expertise as per sections 96 of the ToR. Please use the format below for each one of the proposed experts:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | |  | |
| Position for this Contract: | |  | |
| Nationality: | |  | |
| Contact information: | |  | |
| Countries of Work Experience: | |  | |
| Language Skills: | |  | |
| Educational and other Qualifications: | |  | |
| Summary of Experience: Highlight experience in the region and on similar projects. | | | |
| Relevant Experience (From most recent): | | | |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: | Referee contact details |
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|  |  |  |  |
|  |  |  |  |

Date: ....................................................................

Signature: …………………………………………….

To be completed and signed by the Expert.

**Regarding Work experience and Education (Required)** – Key expert 3: Disaster management expert (focus on preparedness & response) expert

* **Provide** the **CV of Expert** to be engaged in the Assignment, demonstrating qualifications in related areas of expertise as per sections 96 of the ToR. Please use the format below for each one of the proposed experts:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | |  | |
| Position for this Contract: | |  | |
| Nationality: | |  | |
| Contact information: | |  | |
| Countries of Work Experience: | |  | |
| Language Skills: | |  | |
| Educational and other Qualifications: | |  | |
| Summary of Experience: Highlight experience in the region and on similar projects. | | | |
| Relevant Experience (From most recent): | | | |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: | Referee contact details |
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|  |  |  |  |
|  |  |  |  |

Date: ....................................................................

Signature: …………………………………………….

To be completed and signed by the Expert.

**Regarding Work experience and Education (Required)** – Key expert 4: Stakeholder engagement and consultation expert

* **Provide** the **CV of Expert** to be engaged in the Assignment, demonstrating qualifications in related areas of expertise as per sections 96 of the ToR. Please use the format below for each one of the proposed experts:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | |  | |
| Position for this Contract: | |  | |
| Nationality: | |  | |
| Contact information: | |  | |
| Countries of Work Experience: | |  | |
| Language Skills: | |  | |
| Educational and other Qualifications: | |  | |
| Summary of Experience: Highlight experience in the region and on similar projects. | | | |
| Relevant Experience (From most recent): | | | |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: | Referee contact details |
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* **Provide** the following information regarding (**minimum**) **2** assignments/projects related to water management in position of stakeholder’s engagement or/and communication expert or similar.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of project | Client | | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details (Name, Phone, Email |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |

Date: ....................................................................

Signature: …………………………………………….

To be completed and signed by the Expert.

**Regarding Work experience and Education (Required)** – Key expert 5: Data management and GIS expert

* **Provide** the **CV of Expert** to be engaged in the Assignment, demonstrating qualifications in related areas of expertise as per sections 96 of the ToR. Please use the format below for each one of the proposed experts:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | |  | |
| Position for this Contract: | |  | |
| Nationality: | |  | |
| Contact information: | |  | |
| Countries of Work Experience: | |  | |
| Language Skills: | |  | |
| Educational and other Qualifications: | |  | |
| Summary of Experience: Highlight experience in the region and on similar projects. | | | |
| Relevant Experience (From most recent): | | | |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: | Referee contact details |
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* **Provide** the following information regarding (**minimum**) **1** assignment/project related to integrated water management, preferably related to FD implementation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of project | Client | | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details (Name, Phone, Email |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |

Date: ....................................................................

Signature: …………………………………………….

To be completed and signed by the Expert.

**Section 2:** **Approach and Methodology**

Approach to the Service/Work Required:

* **Provide** detailed description of the methodology how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the assignment, keeping in mind the appropriateness to local conditions.
* **Provide** information regarding theability to cooperate with local authorities for the collection of data by means of including in the synthesis of the team experts from Albania, Montenegro and North Macedonia. These experts may or may not be lead experts per area of expertise Maximum 5 pages. You can use any format of your preference.

Risks / Mitigation Measures:

* **Provide** a description of the potential risks for the implementation of this assignment that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Maximum 2 pages. You can use any format of your preference.