



## Terms of References

### **For procurement of consulting services for Activity A.4.2.1: Development of climate risk assessment for Pogradec**

under the project:

**“Equity in food, rights and participation for a sustainable rural development”**

Funded by We Effect, Sweden

#### **I. Background**

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana First Instance Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area. UG has worked in institutional level to establish and build the capacities of the Technical Working Groups in each of the Administrative Units, part of the Coordinated Referral Mechanism of Domestic Violence in the Municipality of Pogradec. The organization has consistently been actively supported by the community. The community of Pogradec has witnessed a high level of motivation, commitment, professionalism and readiness in service delivery by offering services with high quality to the community members. “Unë, Gruaja” is member of AWEN (Albanian Women Empowerment Network).

The Association "Unë, Gruaja " Pogradec (UG) has started the implementation of the project “Equity in food, rights and participation for a sustainable rural development”, which has the main purpose to empower rural communities in Pogradeci Municipality, especially women and youth, through education, services, access to resources and active involvement in sustainable development.

During the implementation of the project a climate risk assessment for Pogradec will be developed to identify the key climate trends happening now and what are the expected climate trends for Pogradec in future.

In this respect 4 (four) experts are required to Develop a Climate Baseline for Pogradec (with the available climate parameters – at least for annual temperatures and precipitations and maximum temperatures and precipitations). The experts will work in close collaboration with UG staff, LAG members, experts and local decision makers.

4 (four) experts will train and lead the group of local stakeholders to actively participate in drafting the report and needs for improvement, accompanied with:

- Action plan for adaptation to climate change.*
- Priority actions for climate change adaptation (as part of the action plan).*
- List of actions that should be led by the CSOs in Pogradec (as part of the action plan).*

## **II. Objective of the assignment**

UG is looking for 4 (four) qualified experts to Develop a Climate Baseline for Pogradec. In this context, the experts will work in group following the chapters as below:

### **1. Development of Climate Baseline for Pogradec (with the available climate parameters – at least for annual temperatures and precipitations and maximum temperatures and precipitations).**

- Identify the key climate trends happening now and what are the expected climate trends for Pogradec in the future.
- Current natural hazards.
- Predicted natural hazards in future.
- Impact of natural hazards to key development sectors in Pogradec (waters, tourism, fisheries, biodiversity, agriculture, energy, health etc.)
- Current climate risk management system/framework in Pogradec.
- Needs for improvement.
- Action plan for adaptation to climate change.
- Priority actions for climate change adaptation (as part of the action plan).
- List of actions that should be led by the CSOs in Pogradec (as part of the action plan).

### **2. Facilitate one of two workshops with relevant local stakeholders to raise their capacity to understand, discuss and evaluate the current situation. (2 experts will facilitate the first workshop, and 2 other experts will facilitate the second workshop).**

### **3. Present the result of the assignment in the closing event with all the actors participated in the action**

### **3. Submit the final document of the Climate Baseline for Pogradec in English.**

## **III. Duty travel & accommodation**

The assignment considers at least two travels to the city of Pogradec, to facilitate one of two workshops and to present the results of the work to the main stakeholders in Pogradec.

All travels and accommodations should be organized by the consultant and all assignment-related travel/accommodation expenses should be arranged, calculated and reimbursed as per UG's financial rules.

**Reference:** Consultancy services will be provided in the frame of the **Activity A.4.2.1: Development of climate risk assessment for Pogradec**

## **IV. Coordination & reporting**

The selected expert will work under the direct supervision of the UG's project manager. The project manager will be responsible for sharing the available assignment-related documents with the consultant and replying to the question/s that the selected consultant might have.

Logistical support to the expert is expected to be delivered by UG's project team members and coordinated by the project manager. The staff members of UG will also provide contacts of the stakeholders if there is a need for clear bilateral communication.

The consultant will be reporting directly to UG's project manager.

Deliverables:	Timelines
1. Sending the Methodology of the working group and the topics for the workshops.	2 <sup>nd</sup> October 2023
2. Facilitate the workshops with relevant local stakeholders to raise their capacity to understand discuss and evaluate the current situation.	17 <sup>th</sup> & 18 <sup>th</sup> October
3. Develop the first draft of Climate Baseline for Pogradec and discuss with UG staff (comments suggestions)	By 15 <sup>th</sup> November 2023
4. Present the result of the assignment in the closing event with all the actors participated in the action and reflect the suggestions and remarks	5 <sup>th</sup> December
5. Submit the final document of the Climate Baseline for Pogradec	By 8 <sup>th</sup> December
6. UG's approval provided and payment implemented	10 <sup>th</sup> December

Table 1. Timeline for delivery of the expected products

## V. Qualification requirements

The expert shall hold the following skills and experience:

- At least 5 years of working experience in environment/climate.
- University degree or professional education on environment (biodiversity, watershed management, climate or related fields)
- At least one similar assignment (engaged in development of local/national/regional policy document in environment/climate)
- Experience in working in a broader team of experts.
- Ability to use English language on working level.
- Experience in rural development context and civic engagement will be considered as strong asset.
- The expert must be able to communicate the results and conclusions in a clear and understandable way to the audience involved.

## VI. Application procedure:

- Offers should be submitted by **20 September 2023 deadline until 4 p.m.**
- **The offer should include the CV of the applicant, a letter of interest containing a short description of the Methodology for the Development of Climate Baseline for Pogradec.**
- The financial offer, which should be inclusive of any other costs (such as health and travel insurance) and taxes.
- The contact person who should be contacted in case of any questions related to the ToR.
- The signed Declaration of Relationships.

All the above-mentioned documents should be attached to one email sent to [une\\_gruaja@yahoo.com](mailto:une_gruaja@yahoo.com) and Cc to [afrovitig@yahoo.com](mailto:afrovitig@yahoo.com)

## **VII. Evaluation of the offers**

The incomplete applications or applications received after the deadline for submission will not be taken into consideration.

The evaluation of offers will be based on the “best value for money principle” by using a weighted scoring method to evaluate the combination of the applicants’ qualification (70%) and financial proposal (30%).

The most responsive/compliant/acceptable proposal, having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation, will be selected. The offers will be evaluated based on the technical criteria and financial criteria.

### **1. Technical evaluation (70%): [1+2+3/30% + 30% + 10% = 70%]**

- a) Evaluation of professional experience (relevance, 30%). Expertise and experience: Number of years of experience in the fields relating to Terms of Reference; Similar assignments;
- b) Evaluation of the topics/issues the module contains (30%);
- c) Evaluation of communication, teamwork, and reporting skills (10%)

Only the candidates who will reach the threshold of 60% of the technical qualification will be considered for the financial evaluation.

### **2. Financial evaluation (30%)**

Based on the formula:  $30 * (\text{Lowest Price} / \text{Proposed Price})$ .

## **VIII. Cost of the mandate & Terms of payment**

This assignment consists of (i) Facilitate one workshop, (ii) Develop the Climate Baseline for Pogradec, (iii) Present the result of the assignment in the closing event, at maximum budget of 200,000 ALL (for each expert). Payments will be as follows: A 100% final payment upon receipt and approval of a final invoice.

Due to the expected value and duration of the contract, this assignment considers payment to be realized in one (final) installment upon approval of the deliverables described with this ToR.

The payment will be realized based on the email sent to [une\\_gruaja@yahoo.com](mailto:une_gruaja@yahoo.com) and [afrovitig@yahoo.com](mailto:afrovitig@yahoo.com). The email should contain the following components:

- Email Body Text (preferably in English language):
  - Official request for payment.
  - Link for downloading the pictures and video materials if applicable.
- Email Attachments:
  - A copy of the final document “Climate Baseline for Pogradec” in English.

## **IX. Declaration of relationships**

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from UG, We Effect, its Regional Office in Skopje, its governing bodies and employees or with similar bodies/persons of the Client.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.