ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 2

2. OBJECTIVES & EXPECTED OUTPUTS 3

3. ASSUMPTIONS & RISKS 4

4. SCOPE OF THE WORK 5

5. LOGISTICS AND TIMING 8

6. REQUIREMENTS 9

7. REPORTS 10

8. MONITORING AND EVALUATION 11

# BACKGROUND INFORMATION

### Partner country

< Albania >

### Contracting authority

< Saranda Municipality >

### Country background

Saranda Municipality is a city and municipality of the same name in Vlorë County, southern Albania. Saranda Municipality as a coastal city frequently encounters several extreme weather events. Incidence of hazard events in the area shows that there has been a steady increase in the number of events, mainly flood- and drought-related events. Saranda Municipality has been involved in several EU-funded projects, primarily aimed at enhancing local infrastructure, environmental management, and community engagement.

Municipal authorities have adopted policies and undertaken construction works to elevate environmental standards and have been introduced to local-level risk assessment processes, involving extensive community consultations to tailor civil protection plans to the extreme weather events.

The staff of the Saranda Municipality includes researchers that focus on building their capacity (Saranda is a beneficiary of the ReLOaD program) to successfully secure funding for projects that align with civil society engagement and emergency management plans.

The municipality works closely with local schools, businesses, and community organizations to raise awareness about climate change. Educational programs and community events are regularly held to discuss the importance of climate resilience and sustainable practices and conducts regular drills and training sessions for local authorities and communities.

### Current situation in the sector

Extreme weather events attributed to climate change have caused up to 145,000 fatalities and more than €500B in economic losses over the past 40 years in the EU (EEA, ‘22). In 2021, Europe experienced its warmest recorded summer, with prolonged heatwaves in the Mediterranean accompanied by severe floods in Western Europe (C3S, ‘22). Even under the best-case climate change scenario (a temperature increases of only 1.5°C), similar incidents are expected to increase in intensity and frequency, exacerbating existing territorial stresses and resulting in greater environmental (biodiversity loss, deforestation) and socioeconomic (shortage of resources, disruptions in infrastructures, displacement of populations) damage. Climate models also suggest that many territories are likely to experience new and unprecedented weather patterns (IPCC, ‘22), further challenging regional authorities’ preparedness and adaptive capacities to operationally deal with emergencies and build climate resilience

### Related programmes and other donor activities

< N/A >

# OBJECTIVES & EXPECTED OUTPUTS

### Overall objective

CLIMATE enables partners to integrate in their regional development policies a strategic approach for climate resilience, to address the root causes of territorial climate vulnerability and promote proactive disaster management planning.

### Specific objective(s)

The specific objectives (Outcomes) of the Climate project are as follows:

1. Advance the mainstreaming of climate considerations into territorial regulations and enhance cross-departmental collaboration towards a whole-of-government approach to climate hazards and civil protection.

2. Improve territorial climate intelligence to increase territorial authorities’ preparedness and adaptive capacities and guide the formulation of fit-for-purpose and socially just responses.

3. Strengthen open discussion and community engagement processes to promote civic participation and inclusiveness in climate planning.

4. Mobilise public and private investments for preventive structural measures climate resilient infrastructure and civil protection mechanisms.

### Expected outputs to be achieved by the contractor

1. Organisation of a Communication event
2. Management – Progress Reporting
3. Production of Communication Material
4. Management – Expenditure Control

# ASSUMPTIONS & RISKS

### Assumptions underlying the project

The main assumptions underlying the project are the following:

* The maturity of the project activities is at satisfactory level. Sufficient capacity of the involved stakeholders and target groups to participate in the project events/activities.
* Previous studies including norms, planning rules, financial and economic incentives, methods of analysis and evaluation of Climate Change and Extreme Weather events in the Vlora Region and in country level will be available.
* The project’s activities will be in line with the needs of the stakeholders involved and political support will facilitate the integration of this in the concerned areas.

### Risks

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Weight** | **Probability of occurrence** | **Mitigation measure** |
| Inability to elaborate the necessary communication means as requested in by the Contract. | High | Low | The contractor is requested to have experience in EU projects. |
| Low capacity of the region and the country to implement the proposed measures-activities. | High | Low | Strong political commitment is in place to meet the sustainable development requirements and impose the necessary measures. |
| Convid19 – New lock Down | High | Medium | A risk assessment plan will be developed, and alternative solutions will be proposed (webinars) for the implementation of the project’s workshops. |
| Low capacity of the involved stakeholders and target groups to participate in the project activities / events. | Medium | Medium | The invitation approach / the communication channels and the agenda of the events will be redesigned. New dates will be chosen, if necessary, to address the requirements of most stakeholders. |
| Possible delays in project implementation | Medium | Medium | The project timetable will be re-designed, if necessary. A prolongation request will be submitted in case of major delays. |

# SCOPE OF THE WORK

### General

### Description of the assignment

The scope of the assignment is to provide integrated consulting support to the Contracting Authority for the implementation of the project deliverables listed in section 4.2.

### Geographical area to be covered

Albania, Saranda Municipality

### Target groups

* Public authorities responsible for crisis management, infrastructure, and the environment
* Civil emergency planning and protection units-Meteorological and climate data services
* Regional development agencies
* CSOs promoting environmental sustainability and social cohesion
* NGOs combatting climate change
* Universities in the fi eld of environmental engineering and sustainable development
* Economic operators from high polluting industries and sectors at greatest risk from climate change

### Specific work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Del. Num.** | **Deliverable Title** | **Description** | **Delivery date** | **Budget (€)** |
| M1 | Project Management | Management – external support: Provision of external support services for the day-to-day management and project reporting in project’s platform. | Up to  6/2028 | 33,000 |
| M2 | Financial Management | Management – expenditure control: Provision of external support services for the validation of the expenditures. | Up to  6/2028 | 2,000 |
| C1 | Communication Event | Organisation of a Communication Event | Up to  6/2028 | 1,000 |
| C2 | Communication –material | Project poster and regular newsletters (1 per semester) | Up to  6/2028 | 500 |
| **Total** | | | | **36,500€** |

### 

### Project management

### Responsible body

Saranda Municipality

### Management structure

The Saranda Municipality as a local public authority is interested in implementing activities and initiatives fostering sustainable economic and social development in its territory. Enhancing the role of culture and sustainable tourism in economic development is also priority for the Saranda Municipality and can be achieved though the elaboration and implementation of local strategies policies. Moreover, it has the capacity in networking with all the stakeholders on local, regional, national and international level in order to effectively achieve its goals.

Regarding EU-funded interregional project management, the Mayor of Saranda is given by law the authority to sign contracts, initiate procurements procedures, cooperate with third parties and take key actions on the best interest of the municipality. He can delegate other aspects of the project management to the deputy mayors or other staff members. The Project Management Unit is composed by the Project Manager who has operational responsibility for the implementation of the overall project and will ensure timely commencement of the entire project within the time schedule. The Financial Manager has the responsibility to enable efficient overall financial and budgetary management of the operation. The Communication Manager has the responsibility to communicate internally and externally all-important aspect of the project. The Project Management Team is composed by experienced staff members of the Municipality and reports and informs the mayor periodically throughout the implementation of the project.

The Department "EU Projects and Programmes" will be responsible for the preparation and execution of the project activities.

### Facilities to be provided by the contracting authority and/or other parties

N/A

# LOGISTICS AND TIMING

### Location

Saranda Municipality, Albania

### Start date & period of implementation of tasks

The intended start date is <08.7.2025> and the period of implementation of the contract will be <35> months (project end is **30/6/2028**) from this date and including the closure phase. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

### Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Key experts are not required

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

### Office accommodation

: Office accommodation for each expert working on the contract is to be provided by the contractor.

### Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

### Equipment

**No** equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

### Reporting requirements

The contractor will submit the following reports in <English> in one original and one copy:

* **Inception Report** of maximum 12 pages to be produced after one month from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
* **Draft final report** of maximum <20> pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.
* **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 15 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on CCI sector. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

### Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

### Definition of indicators

< Specific performance measures chosen because they provide valid, useful, practical and comparable measures of progress towards achieving expected results. Can be quantitative: measures of quantity, including statistical statements; or qualitative: judgements and perception derived from subjective analysis. >

### Special requirements

< No special requirements are envisaged.>