ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 2

1.1. Partner country 2

1.2. Contracting authority 2

1.3. Country background 2

1.4. Current situation in the sector 2

1.5. Related programmes and other donor activities 2

2. OBJECTIVES & EXPECTED OUTPUTS 2

2.1. Overall objective 2

2.2. Specific Objective(s) 3

2.3. Expected outputs to be achieved by the contractor 3

3. ASSUMPTIONS & RISKS 3

3.1. Assumptions underlying the project 3

3.2. Risks 3

4. SCOPE OF THE WORK 3

4.1. General 3

4.2. Specific work 4

4.3. Project management 4

5. LOGISTICS AND TIMING 4

5.1. Location 4

5.2. Start date & period of implementation of tasks 4

6. REQUIREMENTS 5

6.1. Staff 5

6.2. Office accommodation 7

6.3. Facilities to be provided by the contractor 7

6.4. Equipment 7

7. REPORTS 7

7.1. Reporting requirements 7

7.2. Submission and approval of reports 8

8. MONITORING AND EVALUATION 8

8.1. Definition of indicators 8

8.2. Special requirements 8

# BACKGROUND INFORMATION

## Partner country

Republic of Slovenia, Republic of Croatia, Bosnia and Herzegovina and Republic of Serbia

## Contracting authority

Association for Risk Management AZUR, Bosnia and Herzegovina

## Country background

System for emergency situations is not functional of the most effective way from the side of Bosnia and Herzegovina and that adequate forms for problem solutions and environment and people consequence prevention need to be found. Project will improve decision making system within BA and relevant institution inside local communities, entities, Brcko District and on the state level. State’s complex system will improve its effectiveness by which will gain increase of speed of decision making in emergency situations or in the pollution threat.

## Current situation in the sector

The lack of coordinated response to emergencies in case of accidental pollution and floods on transboundary watercourses in Sava River Basin is our key challenge. The situation is a threat to people, environment and all water uses in the basin. It should be addressed by improved transboundary coping capacity. For that purpose International Sava River Basin Commission defined a strategic policy framework with several ratified protocols. WACOM will enable development of response mechanisms, where some components were already implemented i.e. flood forecasting system for the Sava river basin, while the response component is still missing. This was proven during recent accidents: accidental pollution of the Spreča river in 2018 and extreme flood event on Sava river basin in 2014.   Transnational as well as cross-sectorial interaction between the water management and civil protection administrations is also identified as a necessity. They will be supported by improved operational response framework and rapid response toolbox. With the WACOM project, this will be implemented, leading to the coordinated response measures and improved interoperability of all involved institutions. With the harmonization process detailed cooperation procedures will be defined and operative toolbox developed. It will be tested and verified by pilot actions. Finally the strategy will be prepared for its implementation. In this way the platform will be set for improved cooperation, which will be harmonized with other agreements and EU procedures – i.e. EU Civil protection mechanism as well. The project will be based upon already adopted protocols, upgrading them with innovative toolbox supporting the cooperation and joint situational awareness and thus improving preparedness and implementation of transboundary response measures. With several stages of learning interactions this will be verified by pilot actions with implementation strategy defined at the final stage of the project.

## Related programmes and other donor activities

Not applicable.

# OBJECTIVES& EXPECTED OUTPUTS

Overall objective of the project is the reduction of environmental risks related to accidental pollution and reduction of flood risks, especially those that are larger and have transboundary impact.

## Overall objective

The overall objective of the project of which this contract will be a part is as follows:

Reduce of environmental risks related to accidental pollution and reduced of flood risks, especially those which have or might have transboundary impact.

## Specific objective(s)

The specific objectives (Outcomes) of this contract are as follows:

* To define assignments and outputs with creation and expert services while drafting documentation planned for a simulation of the table-top exercises within working package;
* To organize all activities for implementation of the simulation table-top exercises;
* To contribute to achieving results sought under project output on identification of policy recommendations and implementation of related actions;
* To provide support in the implementation of activities within the project and coordinate the activities of project partners in the preparation of table-top exercises;
* To provide support in the coordination of project partners and target group institutions in the preparation of table-top exercises;
* Moderate part of the table-top exercises.
  1. **Expected outputs to be achieved by the contractor**

The expected outputs of this contract are as follows:

* Created and finalized documentations and scenarios of simulations table - top exercises (floods and accidental pollution);
* Prepared and conducted of a simulation of table-top exercises (floods and accidental pollution);
* Prepared working meetings, coordination and support to project partners in preparation for the development of scenarios for different simulations of the table-top exercises;
* Created strategy of a simulation table-top exercises (floods and accidental pollution).

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

## Assumptions and outcome-impact linkages can be followed in the Logical Framework of the Action.

## Risks

Due to the ongoing situation with pandemic caused by the Corona Virus SARS-CoV-2, there is a risk for delay of tasks and assignments. Besides mentioned, possible unpreparedness and non-transparency of local communities for cooperation and provision of information.

# SCOPE OF THE WORK

## General

### Description of the assignment

The contractor will be obliged to fulfil services that include:

* Support to official authorities (Slovenia, B&H, Serbia, Croatia) in the preparation of five table-top exercises (floods and accidental pollution);
* Preparation and implementation of five simulation of table-top exercises (floods and accidental pollution);
* Coordination between different partners (Project partners, Associated partners and institutions responsible for dealing with emergencies) in preparation for the development of scenarios for different simulation the table-top exercises;
* Support in cross-border cooperation, coordination and communication between different partners who will participate in the organization and implementation of a simulation of the table-top exercises;
* Support in the development, as well as the preparation of certain parts of the documentation required for the implementation of a simulation of the table-top exercises;
* Moderation during the implementation of a simulation of the table-top exercises.

### Geographical area to be covered

Bosnia and Herzegovina, Republic of Croatia, Republic of Slovenia and Republic of Serbia

### Target groups

The target groups are institutions at all levels of project partner countries:

* Local public authority
* National public authority
* Infrastructure and service provider
* Enterprise, excluding SME
* International organisation under national low
* General public

## Specific work

* Creation of documentation for the implementation of a simulation of the table-top exercises
* Expert services in the area that is the subject of the contract
* Participation at meetings of project partners, as defined in the Application Form
* Solve problem in the area that is the subject of the contract
* To communicate with project partners and affiliated partners
* Participation at meetings of Association’s project team

Time schedule for completing all assignments listed in this paragraph is defined and will follow Application form or other official additional document to the Application Form, adopted with all project partners and approved by the Association for Risk Management.

## Project management

### Responsible body

Evaluation commission and supervising body (Local management staff and lead applicant supervisor).

### Management structure

Management of the contracting authority / Association for Risk Management is as follows:

* President of the Association for Risk Management
* President of the Scientific Board
* Assembly of the Association
* Financial Director

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

Not applicable.

# LOGISTICS AND TIMING

## Location

Bosnia and Herzegovina, Republic of Croatia, Republic of Slovenia and Republic of Serbia. Taking into account the COVID-19 crisis a lot of activities might be implemented on-line.

## Start date &period of implementation of tasks

The intended start date is January 2022, and the period of implementation of the contract will be 6 months from this date. 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 expert is defined and must submit CV and signed statement of exclusivity and availability.

**Qualifications and skills**

* MA or PhD in field relevant to the thematic area(Civil Protection, Risk Management, Political Science, Technology or a relevant, directly related discipline)
* Excellent research skills, including data collection, analytical, writing and communication skills
* Fluency in English is required and knowledge of any local languages of Western Balkans countries
* Computer literacy (MS Office applications) and ability to use information technologies as a tool and resource
* Excellent drafting and formulation skills; proven record of official reports or papers/studies in the selected area.

**General professional experience**

* Preferably 10 years of professional experience relevant to the selected thematic area(proof: CV, original or copy of the employment contract or similar document proving work/professional experience);
* Theoretical and practical experience in drafting, implementing, monitoring and evaluating strategic documents, strategies or concepts relevant to the selected thematic area;
* Experience with technical assistance to project development, implementation, management and/or evaluation;
* Previous experience in performing similar tasks;
* Experience with training and facilitation is an asset.

**Specific professional experience**

* At least 5 years of practical experience related to the management, supervision or design of assistance programmes and/or projects;
* Previous experience in EU-funded projects in the last 5 years and knowledge about EU Programmes in the Western Balkan countries would be considered an asset.

Expert must be independent and free from conflicts of interest the responsibilities they take on.

### 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 key expert is adequately supported and equipped. It must also transfer funds as necessary to support work under the contract and to ensure that employee is 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/Local languages in one original and one copies:

* **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 30 days after receipt of comments on the draft final report. 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 President of the contracting authority. The president is responsible for approving the report.

# MONITORING AND EVALUATION

## Definition of indicators

Specific performance measures can be:

* measures of quantity,
* measures of qualitative,
* judgements and perception derived from subjective analysis.

## Special requirements

No special requirements.