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### 1. BACKGROUND INFORMATION

#### 1.1. Partner country

Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Kosovo<sup>\*</sup>, and Turkey

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<sup>\*</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence.

## 1.2. Contracting Authority

European Union, represented by the European Commission on behalf of and for the account of the beneficiary country/countries

## 1.3. Relevant background

The European Union (EU) has some of the world's highest environmental standards. Environment policy helps green the EU economy, protect nature and safeguard the health and quality of life of people living in the EU and beyond. The environmental *acquis* comprises over 200 major legal acts, representing a third of the total EU *acquis*, and covers areas such as horizontal legislation, water and air quality, waste management, nature protection, industrial pollution control and risk management, chemicals, noise etc.

During the pre-accession period, the candidates and potential candidates adapt their institutions, legislation and infrastructure to enable them to meet the obligations of a Member State (MS). The accession process involves compliance with the accession criteria, including adoption and implementation of the *acquis*. The implementation and compliance with the *acquis* requires significant investments as well as well-equipped administrative capacity at central and local levels.

Over the last years, the enlargement countries have progressed at different pace on the road to EU accession: within the group of candidate countries (currently Albania, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey), the accession negotiations are opened with Turkey (2005), Montenegro (2012) and Serbia (2014). The negotiations for Chapter 27 – Environment have been opened for Turkey in 2009 while Montenegro and Serbia, following the screening process and the fulfilment of an opening benchmark in the case of Montenegro, have been invited by the Council Presidency to submit their negotiating position for the chapter. Within the group of the potential candidates (currently Bosnia and Herzegovina and Kosovo) the effort to align with the *acquis* is ongoing requiring strategic planning and in-depth preparation.

In view of continuing supporting the enlargement countries in their efforts to build their administrative capacities to be able to fully align in the environmental sector, the beneficiaries of the current programme are: Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia and Turkey.

Given their geographical proximity, the beneficiaries share a number of common and trans-boundary issues that require a coordinated regional approach. In addition, certain policy areas (e.g. forest protection) would benefit from strengthened regional co-operation and awareness raising, including better coordination amongst the various competent enforcement authorities.

In February 2018 The Commission adopted today a strategy for 'A credible enlargement perspective for and enhanced EU engagement with the Western Balkans'. The European Commission announced six flagship initiatives - specific actions that the EU will take over the next years to support the transformation efforts of the Western Balkans in areas of mutual interest. These range from initiatives to strengthen the rule of law, reinforced cooperation on security and migration through joint investigating teams and the European Border and coast guard, expanding the EU Energy Union to the Western Balkans or lowering roaming charges and rolling out broadband in the region. The Strategy also underlines the need for the EU to be prepared to welcome new members once they have met the criteria.

The previous environmental cooperation programmes such as the Regional Environmental Network for Accession (RENA) and the Environment and Climate Regional Accession Network (ECRAN) have provided important technical assistance for capacity building. However, further work is still needed to address the capacity gaps regarding the implementation of the environmental *acquis* that exist and to promote and ensure compliance with the new pieces of EU legislation and policy objectives.

The aim of the programme is to build on the results of the RENA and ECRAN programmes by furthering the regional cooperation and strengthening the administrative capacities of the

beneficiaries. Regional cooperation provides the framework for sharing knowledge, expertise and good practices, and for addressing common environmental problems in a more sustainable and efficient way. It is also a way to encourage beneficiaries to look towards more sustainable consumption and production patterns, more resource efficiency and the implementation of circular economy principles.

#### 1.4. Current state of affairs in the relevant sectors

The enlargement countries face a number of specific environmental challenges in several key areas:

**Waste management** is a challenge for all beneficiaries given the high investments needs in this area, the need to reinforce the role of the local and regional authorities and the involvement of multiple actors. The challenge rests with the implementation of sustainable management of the different waste streams given the lack of adequate waste management policies, legislation and facilities.

Previous technical assistance in the area of waste management focused on the assessment of the waste management policies and waste management plans and on the development of "National Waste Assessments" (NWA) and Roadmaps for improving waste management for IPA II beneficiaries.

The aim of this program is to build on the outcomes and recommendations of the previous assistance in the area and to focus on further aligning the policies and legislation in the enlargement countries with the waste hierarchy<sup>2</sup>. The focus should be on helping the beneficiaries implement the Roadmaps developed under the South East Europe Waste Assessment (SEEWA) project <sup>3</sup>, on supporting their transition to more resource efficiency and to the circular economy model.

In the area of **water**, the EU Water Framework Directive (WFD) provides the legislative framework for addressing trans-boundary pollution problems, setting out the basis for the implementation of commonly shared principles such as a basin-wide holistic approach, ecosystem management, etc. Implementation of the EU water legislation regulating water pollution from various sources – Urban Waste Water Treatment Directive (UWWTD), Nitrates Directive, Industrial Emissions Directive (IED), Ground Water Directive, etc. – is quite at an early stage in the region. There is a need to better coordinate the efforts of the beneficiaries to combat pollution of their waters, to allow a sustainable use of waters and water conservation and to provide flood protection.

The previous technical assistance in the water sector has focused on regional cooperation and management of trans-boundary water resources. Besides capacity building provided under RENA for a better understanding of the requirements of the WFD, the assistance provided under ECRAN addressed the development of trans-boundary river basin management plans, the links between the WFD and the Marine Strategy Directive and the cost recovery and cost-effectiveness of water resources including the use of innovative systems of waste water treatment.

Given the complexity of the water *acquis*, there is still a need for continued support for the enlargement countries to transpose and implement the legislation in the water sector, including the marine issues for the beneficiaries with seaside.

Marine litter is a global concern, affecting all the oceans of the world. Every year, millions and millions of tonnes of litter end up in the ocean worldwide, posing environmental, economic, health and aesthetic problems. Poor practices of solid waste management, waste water (including storm

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<sup>2</sup> The European Union's approach to waste management is based on the "waste hierarchy" which sets the following priority order when shaping waste policy and managing waste at the operational level: prevention, (preparing for) reuse, recycling, recovery and, as the least preferred option, disposal (which includes landfilling and incineration without energy recovery)

<sup>3</sup> "A comprehensive Assessment of the Current Waste Management Situation in South East Europe and Future Perspectives for the Sector Including Options for Regional Cooperation Recycling of Electric and Electronic Waste" (SEEWA).

water) collection and treatment, lack of infrastructure and awareness of the public at large about the consequences of their actions aggravate substantially the situation. The Marine Strategy Framework Directive (MSFD) sets the framework for Member States to achieve by 2020 Good Environmental Status (GES) for their marine waters, status that can be achieved only when "properties and quantities of marine litter do not cause harm to the coastal and marine environment". An important step in the implementation of the MSFD is the measures to protect the marine environment and which also address marine litter.

In the same direction, goes the support for the implementation of Barcelona Convention which aims to protect the Mediterranean marine and coastal environment while boosting regional and national plans to achieve sustainable development. One line of action would be the identification of marine protected areas in the Adriatic Sea basin covered by Albania, Bosnia and Herzegovina and Montenegro including recommendations for their establishment, management and monitoring in view of preserving biodiversity and the good ecological status.

Another goal of the programme is to strengthen the trans-boundary water cooperation and protection including with the concerned EU Member States and support the regional coordination mechanisms such as the EU Strategy for the Danube Region (EUSDR), endorsed by the European Council in June 2011, and the EU Strategy for the Adriatic and Ionian Region (EUSAIR), endorsed by the European Council in October 2014.

**Nature protection** is another area where the enlargement countries need to implement the relevant EU *acquis* and the requirements taken under Multilateral Environmental Agreements and where the progress in implementation is at an early stage.

The beneficiaries are lagging behind in the implementation of key pieces of nature legislation, i.e. the Birds and Habitats Directives. Given that several areas of high natural value stretch across borders/boundaries (between beneficiaries or the neighbouring EU Member States), it is important that beneficiaries work together and with the Member States concerned to prepare for the future designation of NATURA 2000 sites and to foster collaboration towards establishment of the adequate management systems.

Progress made recently by the EU with regards to biodiversity, combating invasive alien species, illegal timber trade and wildlife trafficking calls for additional capacity building and awareness raising activities at the level of the beneficiaries. These issues can be best and more effectively addressed at regional level; hence cooperation between the beneficiaries is essential. In this regard, the EUSDR and the EUSAIR represent important platforms for cooperation, as most of these issues are covered by these Strategies.

Restoring natural habitats and building green infrastructure remains a priority for Europe. As owners of a wealth of species and habitats, the beneficiaries need support for the assessment of biodiversity and ecosystem services which will be provided building on the EU initiative on Mapping and Assessment of Ecosystems and their Services (MAES), Natural Capital Accounting (NCA) and contributing to the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) regional and global assessments. As regards the protection of biodiversity, capacity building on green infrastructure aims to identify the potential contribution of green infrastructure to biodiversity conservation in the beneficiaries and to provide support for the policy implementation.

An important step towards halting biodiversity loss has been taken by the EU with the adoption of Regulation 1143/2014 on invasive alien species. The provisions of the Regulation apply to the species listed as invasive alien species of Union concern (the Union list). The Union list currently includes 49 species that cause damage on a scale that justifies dedicated measure across the Union and not only. Species on the list will be subject to restrictions on keeping, importing, selling, breeding and growing. The beneficiaries would benefit from reaching compliance with the Invasive Alien Species Regulation and cooperation with the Joint Research Centre (JRC) to link their alien species databases with European Alien Species Information Network (EASIN) and thus become data contributors.

**Illegal logging** has a devastating impact on forests and on the people who rely on the resources that forests provide. It undermines the legitimacy of the forest sector and hinders the efforts of governments to implement sustainable forest management and develop international trade.

The EU is the largest consumer of timber products from the Western Balkans and Turkey for whom the forest sector represents an important part of their economies. EU Timber Regulation and the broader EU Forest Law Enforcement, Governance and Trade (FLEGT) Action Plan have proved to be excellent tools to tackle illegal logging. The capacities of the beneficiaries in this sector need to be strengthened and close inter-institutional relations to be established to ensure mutual economic and environmental benefits for the EU and the beneficiaries.

The enlargement countries need to build close inter-institutional relations and private sector networks internally, between each other and with the EU Member States with the aim of developing good governance in the forest sector as well as for lowering the risk of illegal timber exported to the EU.

As Parties to the **Convention on International Trade in Endangered Species (CITES)**, the enlargement countries need to align with the requirements of the Convention. The EU implements the CITES Convention through the Wildlife Trade Regulations, under which imports from and exports to the beneficiaries are regulated and monitored.

In February 2016, the European Commission adopted a Communication on the EU Action Plan against Wildlife Trafficking which sets out a comprehensive blueprint for joined-up efforts to fight wildlife crime inside the EU, and for strengthening the EU's role in the global fight against these illegal activities. The plan has three main strands - greater enforcement, better cooperation, and more effective prevention. Cooperation with the enlargement countries in this area needs support as it will contribute to the implementation of the Plan.

There is a clear need to step up enforcement efforts in the region and to reinforce the capacities of customs and control agencies to combat wildlife trafficking, in line with the EU Action Plan against Wildlife Trafficking adopted in 2016. The Balkan route has been identified in a number of cases as a major transit point for illegal wildlife trafficked to the EU via Turkey.

**Air pollution** in Southeast Europe remains one of the highest in Europe. Pollution with particulate matters is very high due mainly to industry, domestic heating and increased traffic in big cities. Humans can be adversely affected by exposure to air pollutants in ambient air. In response, the European Union has developed an extensive body of legislation which establishes health based standards and objectives for a number of pollutants in air.

Capacity building for managing the air quality acquis is necessary for further alignment, especially focussing on: improve and utilise air quality monitoring, emissions inventories and NEC implementation, preparation of plans and strategies for reduction of emission and improve air quality, enforcement of sulphur requirements to maritime transport and the implementation of the IED.

A first step in this direction was made under ECRAN, where several workshops have been provided to the beneficiaries on the content and requirements of the EU air quality legislation (e.g. on Air Quality Assessment and Management, "National Emissions Ceiling Directive", air quality modelling).

As for air quality, monitoring systems have been supported in all the countries, but need to be developed or improved in order to speed up for alignment with the EU acquis and improvement of air quality. Assessment of ambient air quality through monitoring, modelling, and source appointment needs to be developed or improved. In their efforts to implement the air quality legislation, the countries need to be able to assure air quality monitoring, air quality management and reporting, air quality assessment methodologies and development of air quality improvements plan according to the Air Quality Directive.

As for emissions of pollution, limited progress is made in the countries to establish and report emission inventories and projections of emissions, as well as doing national air pollution control programmes according to the NEC Directive. Another project is expected to update emission

reduction scenarios based on GAINS for the 6 Western Balkan countries that can be used also for the capacity building on inventories, projections and national reduction strategies.

As for sulphur emissions from maritime transport, these are increasingly affecting air quality in the EU. As shipping is an international industry, environmental, security and safety standards are developed by the International Maritime Organization (IMO), setting a maximum 0,5 % sulphur content for fuels used for shipping by 2020, as also included in the Directive 2012/33/EU. The relevant environmental inspectorates in the countries need to be able to monitor and enforce the EU requirements in this area

As for industrial emissions, the countries need to focus on effective implementation of the Industrial Emissions Directive (Directive 2010/75/EU). This is the main EU instrument regulating pollutant emissions from industrial installations. The practical application of Best Available Techniques (BATs) and permitting setting the conditions in accordance with the principles and provisions of the IED is a challenging process that needs additional capacity building.

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

The overall objective of the programme is to strengthen the implementation of the EU environmental acquis in the Western Balkans and Turkey in areas relevant for addressing trans-boundary environmental issues.

### **2.2. Purpose**

The purpose of this contract is to assist the European Commission in providing the Secretariat of the EU Environment Partnership Programme for Accession (EPPA).

### **2.3. Results to be achieved by the Contractor**

- Result 1 – Information provided to the environmental ministries and other relevant public and private institutions on the latest policy priorities and developments in the environmental policy area.
- Result 2 – Capacity building and technical expertise provided to the beneficiaries for preparation of waste management plans, development of policies and revision of legislation in line with EU waste priorities (i.e. waste hierarchy and transition to a circular economy).
- Result 3 – Regional cooperation in trans-boundary water management and protection of marine and coastal environment facilitated.
- Result 4 – Capacity to address trans-boundary air quality issues and to further alignment with air quality legislation strengthened.
- Result 5.1 – Regional cooperation in managing transboundary nature protection, marine and coastal matters facilitated.
- Result 5.2 – Regional cooperation for combating illegal logging and related trade facilitated.
- Result 5.3 – Regional cooperation for combating wildlife trafficking facilitated.
- Result 6 – Compliance checks for draft legislation prepared.
- Result 7 – Specific sectoral knowledge acquired by the CSOs' representatives and strengthened cooperation and communication between the CSOs and the public administration bodies.

### **3. ASSUMPTIONS & RISKS**

#### **3.1. Assumptions underlying the project**

- Political and security situation in the region stable.
- Commitment of the IPA beneficiaries to proactively participate in the action.

#### **3.2. Risks**

- Lack of interest and capacity of the beneficiaries and stakeholders to participate in the activities.
- Lack of political support and financial means to improve legislation and implementation of the acquis (waste, water, air quality, IAS databases, illegal logging, CITES).
- Lack of demand or excessive demand for compliance checks.

### **4. SCOPE OF THE WORK**

#### **4.1. General**

##### **4.1.1. Project description**

In close cooperation with the Commission services, the Contractor will ensure the overall coordination of the EPPA network (meetings, reporting, etc.), including, in particular:

- Preparation of relevant technical documents;
- Organisation of specific activities of the Working Groups (meetings, trainings, seminars, pilot projects, etc.); and
- Ad hoc assistance to participating beneficiaries in meeting the objectives of the EPPA network.

##### **4.1.2. Geographical area to be covered**

The beneficiaries are: Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia and Turkey

##### **4.1.3. Target groups**

The main beneficiaries of the project are ministries in charge of environment policy, as well as other ministries and other bodies and institutions in so far as their work is relevant for the scope of EPPA, environment and other agencies, statistical institutions, inspectorates, and other relevant central, regional and local public authorities working on environment in the beneficiary countries, environmental Civil Society Organisations (CSO's) / NGOs. Other stakeholders will be involved as appropriate.

The main institutional stakeholders include line ministries (responsible for environmental policies):

- **Albania** - Ministry of Environment,
- **Bosnia and Herzegovina** - Ministry of Foreign Trade and Economic Relations, Federal Ministry of Agriculture, Water Management and Forestry (Federation of Bosnia and Herzegovina), Federal Ministry of Environment and Tourism (Federation of Bosnia and Herzegovina), Ministry of Spatial Planning, Civil Engineering and Ecology (Republika Srpska), Ministry of Agriculture, Forestry and Water Management (Republika Srpska).
- **Kosovo** - Ministry of Environment and Spatial Planning,

- **The former Yugoslav Republic of Macedonia** - Ministry of Environment and Physical Planning, Ministry of Agriculture, Forestry and Water Economy,
- **Montenegro** - Ministry of Tourism and Sustainable Development, Ministry of Agriculture (Water),
- **Serbia** - Ministry of Environmental Protection,
- **Turkey** - Ministry of Environment and Urbanization.

The stakeholders identified above will be playing an important role in ensuring that other relevant stakeholders at central and regional level are adequately involved in the action. In particular, the action will involve the institutions centrally responsible for planning and monitoring EU approximation alignment as well as the institutions in charge of the preparation of the Governments' programmes.

The EPPA Secretariat will guarantee and maintain the regional dimension of the project but it will address accordingly also the national needs of the beneficiaries. All beneficiaries will, through nominated participants from the relevant authorities, participate in, and benefit from, the EPPA activities.

Apart from the national focal points to be nominated by each beneficiary country as well as the other relevant authorities as explained above, other key stakeholders will include:

- EU Member States neighbouring the region and not only, which will be encouraged to participate in EPPA;
- Regional Organisations, International Financing Institutions, bilateral donors, International Organisations with a relevant mandate, which will be invited to participate in EPPA activities as observers, when relevant to their remit;
- Environmental Civil Society Organisations (ECSOs) from the beneficiary countries and EU Member States will be invited to join EPPA activities relevant to their field of work.

## 4.2. Specific work

EPPA project aims at building up on the implemented activities under RENA and ECRAN projects, taking into account the results and progress in alignment with the environmental acquis achieved during the implementation of the two regional projects and responding to the regional and national needs identified during their implementation and the consultations with the beneficiary countries.

This contract will be implemented in 2 phases, namely **Inception Phase** (2 months) and **Implementation Phase** (34 months, which includes the Final Phase of the project). A list of actions and tasks proposed to be undertaken for each phase in order to achieve the contract objectives include the following:

### 4.2.1 Inception Phase

During the inception phase, the Contractor will perform an analysis of the existing situation and define the work plan for the project. This will be performed in close cooperation with the Contracting Authority (DG Environment). All the modalities of implementation should be agreed with DG ENV and DG NEAR – TAIEX instrument.

A draft Inception report should be produced and submitted to DG ENV 60 days after the commencement of the project. A final inception report, including an agreed work plan for the project, should be submitted within 3 months from the commencement of the project.

### 4.2.2 Implementation Phase

The **Implementation Phase** will consist of the following activities that will be implemented concomitantly throughout the duration of the contract. Activities will be implemented, if otherwise not specified, in close cooperation and communication with the TAIEX instrument. Detailed cooperation modalities are to be proposed and agreed during the inception phase.

Indicative list of activities and tasks (and their expected results) that will be implemented:

### **Action 1 – Awareness raising on the latest EU environmental policy priorities and developments**

- Action 1.1 - Organisation of regional and beneficiary-level conferences/fora on environmental priorities as envisaged by the 7<sup>th</sup>/8<sup>th</sup> Environmental Action Plan EAP<sup>4</sup> (max. 2 regional and up to 7 events at beneficiary level).

Organisation of maximum **2 regional** (the first event will take place in the first year of the implementation of the project; second event will take place maximum two years after the first event) and **up to 7 national (max 3/year)** conferences/fora focused on presenting and explaining the latest EU environmental priorities and policy developments as envisaged by the 7<sup>th</sup>/8<sup>th</sup> EAP. The topics for the regional and national events will be selected by the European Commission in consultation with the beneficiaries.

#### **Task 1.1.1 Organisation of maximum 2 regional conferences/fora.**

Maximum two conferences/forums of at least one day shall be organised in one of the beneficiaries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The conference/forum will focus on one or more EU environmental policy priority(ies) or latest developments and will include an exchange of views and debates with the participants in order to acquire a good understanding of the new policy/legislative proposals.

#### **Task 1.1.2 Organisation of up to 7 national workshops**

Maximum seven national workshops shall be organised with each beneficiary (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The workshops will include exchange of views and discussions on the topic of the event which will be decided by the European Commission in close consultation with the beneficiary.

- **Result 1 – Information provided to the environmental ministries and other relevant public and private institutions on the latest policy priorities and developments in the environmental policy area.**

### **Action 2 – Capacity building for waste management**

- Action 2.1 - Assistance for the implementation of the roadmaps for improving waste management (result of the South East Europe Waste Assessment - SEEWA project) in view of furthering alignment with the EU waste acquis and support for resource efficiency and the transition to a circular economy.
- Action 2.2 – Revisions, if necessary, of the waste management plans, policies and legislation. Presentation of the outcome during a follow-up workshop.
- Action 2.3 – Organisation of conferences at regional and beneficiary level on resource efficiency and circular economy.

#### **Task 2.1.1 Assistance for the implementation of the roadmaps (action 2.1 and 2.2)**

Based on the identification of needs of the beneficiaries, the Contractor will implement targeted activities to help them address the most pressing needs.

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<sup>4</sup> 8<sup>th</sup> EAP is planned to be valid from 2020.

a) Identification of needs of the beneficiaries together with the European Commission in what concerns the implementation of the roadmaps developed under the SEEWA project and for further alignment with the waste acquis. The Contractor will hold consultations with the beneficiaries and the EC to identify the specific needs of the countries in terms of revision of waste management plans, national policies and/or legislation.

b) The Contractor will develop a support plan for capacity building for each beneficiary based on their specific needs in the waste sector.

c) A regional workshop could be envisaged towards the end of the contract to present the progress made by the countries in the implementation of the roadmaps.

**Task 2.1.2** Organisation of 1 regional conference and max 3 national conferences on resource efficiency and circular economy (action 2.3).

One regional conference/forum and max three national conferences of at least one day shall be organised in the beneficiary countries covered by the project (Albania, Bosnia and Herzegovina, Kosovo, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The conferences/forums will focus on resource efficiency and the transition to circular economy and will include exchanges of views and debates among participants in order to acquire a good understanding of these policy developments.

➤ **Result 2** – *Capacity building and technical expertise provided to the beneficiaries for the preparation of waste management plans, the development of policies and the revision of legislation in line with EU waste priorities (i.e. waste hierarchy and transition to a circular economy).*

### **Action 3 – Capacity building in transboundary water management and protection of marine and coastal areas.**

- Action 3.1 – Participation of beneficiary experts in EU Strategy for the Adriatic and Ionian Region (EUSAIR) and EU Strategy for the Danube Region (EUSDR) meetings (e.g. Steering Group, annual forums, other relevant events).
- Action 3.2 – Capacity building and technical assistance for managing marine litter and support to the implementation of the Marine Strategy Framework Directive.
- Action 3.3 – Assistance for the implementation of the Barcelona Convention.
- Action 3.4 – Assistance with water management issues facing land-locked countries based on their identification of key issues.

#### **Task 3.1.1** Support to participation in EUSAIR and EUSDR meetings

At the request of the beneficiaries and after obtaining approval of the Contracting Authority, the Contractor will assure support for the participation of one representative per beneficiary country in the EUSAIR and EUSDR meetings (e.g. Steering Groups, Annual Fora, joint Macro-Regional Strategies thematic events) with relevance for this specific action and for the beneficiary. The Contractor will assure full reimbursement of the travel and accommodation costs for one representative per beneficiary country that wants to join the above-mentioned activities within the limits of the budget allocated for this specific task.

#### **Task 3.2.1** Organisation of 2 regional capacity-building activities for managing marine litter

Maximum two regional workshops of at least one day shall be organised in one of the beneficiaries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The workshops will focus on the issue of managing marine litter and will include exchange of views and best practices and debates with the participants in order to acquire a good understanding of the issue and to find ways of managing it.

**Task 3.2.2** Organisation of up to 3 national capacity-building activities for the implementation of the Marine Strategy Framework Directive

Maximum three national workshops shall be organised in three of the beneficiaries (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The workshops will include exchange of views and discussions on the topic of the event, which will be decided by the European Commission in close consultation with the beneficiary.

**Task 3.3.1** Organisation of 2 national capacity-building activities for the implementation of the Barcelona Convention

Maximum two national workshops shall be organised in one of the beneficiaries (Albania, Bosnia and Herzegovina, Montenegro, and Turkey). The workshops will include exchange of views and discussions on the topic of the event which will be decided by the European Commission in close consultation with the host beneficiary.

- Please note that the details on the implementation/content of Tasks 3.1.1, 3.2.1, 3.2.2 and 3.3.1 should be agreed between the Contracting Authority and the Contractor during the inception/implementation phase.

**Task 3.4.1** Identification of water management related needs and implementation of the support plan developed based on the identified needs

The Contractor will need to identify the capacity building needs of the land-locked countries related to water management. The identification of the needs will be done in close cooperation and consultation with the Contracting Authority and with the beneficiaries. A work-plan will be afterwards developed for implementation. The support plan will need to be approved by the Contracting Authority and the beneficiaries.

➤ **Result 3** – *Regional cooperation in trans-boundary water management and protection of the marine and coastal environment facilitated*

#### **Action 4 – Capacity building for alignment with the air quality and industrial emissions EU acquis**

- Action 4.1 - Assistance on capacity building related to air quality monitoring, air quality management and reporting, air quality assessment methodologies and development of air quality improvement plans according to the Air Quality Directive.
- Action 4.2 – Assistance on capacity building related to emissions inventories, projections, reporting, and reduction strategies according to the National Emission Ceilings Directive (NEC), also facilitating the ratification of the Gothenburg Protocol under the UNECE Air Convention.
- Action 4.3 - Sulphur Directive: Monitoring sulphur emissions in maritime transport and enforcing EU and IMO requirements on sulphur.
- Action 4.4. – Industrial Emissions Directive: Assistance on capacity building related to managing permits in accordance with BAT and BAT conclusions developed under the IED, setting emission limit values for pollutant emissions and monitoring requirements in accordance with the principles and provisions of the IED.
- Action 4.5 – Other assistance developed in cooperation with the beneficiaries based on their identification of key issues.

Up to six regional workshops of at least one day shall be organised in the countries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The topics of the workshops should at minimum cover the AQD, NEC and the Sulphur directive, as outlined below under 4.1-4.3:

**Task 4.1** – Air Quality Directive

Overview of basic elements of the directive (AQ assessment, AQ management, AQ plans, information and reporting), through general presentations and sharing of experiences between the countries on current implementation, capacities, and plans and programmes for the full transposition and implementation of the directive.

#### **Task 4.2 – NEC Directive**

Overview of basic elements of the directive (national emission reduction commitments, flexibilities, national air pollution control programmes, emission inventories and projections, ecosystem impact monitoring, and reporting), through general presentations and sharing of experiences between the countries on current implementation, capacities, and plans and programmes for the full transposition and implementation of the directive.

Note that a separate project is expected to update GAINS emission control scenarios for the six Western Balkan countries, and may also include a capacity building component, which may be used as background for the workshops.

Implementation of the NEC Directive will also facilitate the acceptance by the countries of the Gothenburg Protocol, and possible additional elements on for should be included.

#### **Task 4.3 – Sulphur Directive**

Monitoring sulphur emissions in maritime transport and enforcing EU and IMO requirements on sulphur.

#### **Task 4.4 – Organisation of 3 regional workshops on Industrial Emissions Directive:**

Three regional workshops (with the possibility for more) of at least one day shall be organised in the beneficiary countries (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The topics of the workshops will be: managing permits in accordance with BAT and BAT conclusions developed under the IED, setting emission limit values for pollutant emissions and monitoring requirements in accordance with the principles and provisions of the IED. Other topics could be considered as well, based on the needs of the countries.

#### **Task 4.5 – Other**

Other topics could be considered as well, based on the needs of the countries (when/if needed, to be agreed between Contracting Authority and Contractor).

➤ **Result 4** – *The capacity to address trans-boundary air quality issues and to further the alignment to the air quality legislation strengthened.*

### **Action 5 – Capacity building in managing national and transboundary nature protection issues**

#### **Action 5.1 - EU Strategies, including the Macro-Regional Strategies**

- Action 5.1.1 – Support for the implementation of the EUSAIR and EUSDR activities in the area of nature protection and biodiversity.
- Action 5.1.2 - Assistance in the identification of marine protected areas and exchange of best practices to achieve and/or to maintain the good ecological status of marine waters and preserve biodiversity.
- Action 5.1.3 – Capacity building on invasive alien species of Union concern on the territory of the beneficiaries including support for the cooperation with JRC to link the alien species databases with European Alien Species Information Network (EASIN) and thus become data contributors

- Action 5.1.4 - Implementation of conferences at regional and beneficiary level on the EU Biodiversity Strategy.

**Task 5.1.1** – Support for the implementation of the EUSAIR and EUSDR activities in the area of nature protection and biodiversity

a) The Contractor will develop a study containing an analysis of green infrastructure deployment and ecological connectivity status in Albania, Bosnia-Herzegovina, Montenegro, and Serbia<sup>5</sup>. The study should contain:

- an identification of priority areas where ecosystem restoration and green infrastructure deployment are needed, aimed at contributing to the goals of EU Nature legislation;
- an identification of possible funding sources (GEF, IPA etc...) for the implementation on the ground of the identified interventions.

The analysis can build on the work already done in the Alps (e.g. ECONNECT project: <http://www.econnectproject.eu/cms/>) and in the Danube Carpathian Region (e.g. BIOREGIO Carpathians: <http://www.bioregio-carpathians.eu/>), especially in terms of methodology used. Furthermore, an important basis for these activities is represented by the project "Realization of the Balkan Regional Ecological Network (BREN)" (<http://www.ecnc.org/projects/green-infrastructure/bren/>). Due account should be taken of the upcoming Guidance on a strategic framework for further supporting the deployment of EU-level Green Infrastructure; cf Action 12 of the Action Plan for Nature, people and the Economy: [http://ec.europa.eu/environment/nature/legislation/fitness\\_check/action\\_plan/factsheets\\_en.pdf](http://ec.europa.eu/environment/nature/legislation/fitness_check/action_plan/factsheets_en.pdf)); the MAES methodological framework (<http://biodiversity.europa.eu/maes>).

The Contractor will need to take into consideration possible modifications of the EUSDR Action Plan, which is expected to be revised by mid-2019 that may affect the areas of intervention of the Strategy relevant for green infrastructure and ecological connectivity.

b) The development of the study will be followed by the organisation of one regional workshop where the results of the study will be presented and concrete activities will be proposed in order to ensure follow-up actions in the countries based on the study results.

c) The Contractor shall aim at maximising participation and at ensuring a minimum of around 4 participants per country from relevant national authorities. Experts from the Alpine Region will be also invited for sharing of experiences with similar activities in the Alps..

**Task 5.1.2** - Assistance for the identification of marine protected areas and exchange of best practices to achieve and/or to maintain the good ecological status of marine waters and preserve biodiversity

a) The Contractor will develop a study developing initial proposals for establishment of new marine protected areas (MPAs) in the Adriatic Sea basin - two MPAs in Albania, one MPA in Bosnia and Herzegovina and two MPAs in Montenegro. The study will contain detailed recommendations for their establishment and management, based on the priority areas for MPA designation established under the contract "Achieving coherent networks of marine protected areas: analysis of the situation in the Mediterranean Sea" (EC, DG Environment) and the available scientific information on the marine biodiversity of these areas. The study has to build on the work already done in the framework of the Barcelona Convention and on relevant projects such as MedMPAnet (Regional Project for the Development of a Mediterranean Marine and Coastal Protected Areas Network through the boosting of MPAs Creation and Management: <http://www.rac-spa.org/medmpanet> ) and AdriPan (ADRIatic Ionian maritime spatial PLANning: <http://adriplan.eu/>).

b) The development of the study will be followed by the organisation of one regional workshop on the establishment and management of the proposed marine protected areas.

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<sup>5</sup> Please note that former Yugoslav Republic of Macedonia is member as from 2018.

c) The Contractor shall aim at maximising participation and at ensuring a minimum of around 4 participants per beneficiary from relevant national authorities.

#### **Task 5.1.3 – Organisation of regional workshop on invasive alien species**

One regional workshop (with the possibility for more) of at least one day shall be organised in one of the countries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The topic of the workshops will be: prevention, early detection and rapid eradication and management of invasive alien species of Union concern on the territory of the beneficiaries, including surveillance and pathway management, and the cooperation with JRC to link the alien species databases with EASIN and becoming data contributors. Other topics could be considered as well, based on the needs of the countries.

The aim of the workshops will be to get a better understanding of the invasive alien species acquis and its implementation and to encourage the exchange of views and share of best practices between the participants.

The Contractor shall aim at maximising participation and at ensuring a minimum of around 4 participants per beneficiary from relevant national authorities.

#### **Task 5.1.4 – Organisation of regional conference on Biodiversity Strategy**

One (or more) regional workshops (or other formats) of at least one day shall be organised in one of the countries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The topics of the workshops will be: the EU Biodiversity Strategy to 2020 and National Biodiversity Strategic Action Plans (NBSAPs). Other topics could be considered as well, based on the needs of the countries.

The aim of the workshop(s) will be to get a better understanding of the biodiversity strategy and the activities related to biodiversity protection at EU level and internationally and to encourage the exchange of views and share of best practices between the participants.

The Contractor shall aim at maximising participation and at ensuring a minimum of around 4 participants per beneficiary from relevant national authorities.

➤ **Result 5.1 – Regional cooperation in managing trans-boundary nature protection, marine and coastal matters facilitated**

#### **Action 5.2 – Combating illegal logging and related trade**

- Action 5.2.1 – Elaboration of a study on illegal logging and timber trade flows in the beneficiaries and between the beneficiaries and the EU, and globally;
- Action 5.2.2 – Elaboration of a study on existing administrative and legislative aspects related to forest management and related mechanisms to ensure legality and traceability of timber (e.g. documents accompanying trade and related procedures, cooperation with customs) and mapping of relevant stakeholders in the beneficiaries;
- Action 5.2.3 – Assistance for the exchange of information and best practices between the beneficiaries and the beneficiaries and the EU;
- Action 5.2.4 – Involvement of the beneficiaries in the project LEAF (Law Enforcement Assistance for Forests) and the new forest crime working group;
- Action 5.2.5 – Exchange of information/ best practices between the EU and beneficiaries' private sector, including cooperation between chambers of commerce, trade associations etc.

**Task 5.2.1 - Elaboration of a study** on trends in timber trade in the beneficiaries and between the beneficiaries and the EU

The study should consist in a literature review and an analysis on prevalence of illegal logging in the countries covered by the analysis. To ensure coherence and in as far as these are available, the study should take into account existing trade analyses carried out by Contractors of the European Commission and focus on the period since 2010. The study should focus on timber and timber products presently covered by the EUTR, but also include timber and timber products that may be covered in the future. For timber originating outside the beneficiaries, the study should take into account the origin and the entire supply chain of the timber from the country of origin to the beneficiary and, where relevant, the final destination outside the beneficiary.

**Task 5.2.2 – Elaboration of a study** on existing administrative and legislative aspects (e.g. documents accompanying trade and related procedures, cooperation with customs) and relevant stakeholders in the beneficiaries;

The study should consist in the collection of information on administrative and legislative aspects (documents accompanying trade and related procedures, cooperation with customs) to inform application and review of due diligence mechanisms under the EUTR. It should include the mapping of relevant stakeholders (e.g. responsible government agencies, civil society organisations, certification bodies, etc.) and the identification of opportunities for best practices exchange, including setting up/using the existing networks for information exchange and updates. The study should cover the applicable legislation in the beneficiaries within the meaning of Article 2 (h) of the EU Timber Regulation and the documentation related to legal timber harvest in the beneficiaries and the import of timber harvested outside the beneficiaries. It should also include information on the implementation framework (e.g. procedural steps in case of breaches of the applicable legislation, collaboration framework between different administrative bodies) and actual implementation of this legislation (e.g. number of checks, outcomes of checks). It should also consider preparedness for EUTR implementation as regards the obligations of Competent Authorities under EUTR.

**Task 5.2.3 – Organisation of 2 regional workshops** on managing illegal timber

Two regional workshops (with the possibility for more) of at least one day shall be organised in the countries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey).

The aim of the workshops will be to exchange information and best practices between the beneficiaries on managing illegal timber as well as to provide assistance for the facilitation of legal trade, including cooperation between chambers of commerce.

The Contractor shall aim at maximising participation and at ensuring a minimum of around 4 participants per beneficiary from relevant national authorities.

**Task 5.2.4** Involvement of the beneficiaries in the Project Leaf (Law Enforcement Assistance for Forests), and the new forest crime working group

Ensure involvement of the representatives of the relevant authorities in the Project Leaf and the new forest crime working group, in as far as not already covered by Leaf (participation in at least one meeting per year).

**Task 5.2.5** Exchange of information/ best practices between the EU and beneficiaries private sector, including cooperation between chambers of commerce, trade associations etc.

Organisation of a conference bringing the private sector stakeholders together based on the mapping as part of task 5.2.3.

➤ **Result 5.2 – Regional cooperation for combating illegal logging and related trade facilitated**

### **Action 5.3 - Managing wildlife trade in the region**

- Action 5.3.1 – Establishment of a regional wildlife trade regulation enforcement network for cooperation between the relevant authorities in the beneficiaries and similar EU networks;
- Action 5.3.2 – Assistance on establishing permitting systems;
- Action 5.3.3 – Capacity building on CITES for the enforcement authorities.

**Task 5.3.1** - Establishment of a regional wildlife trade regulation enforcement network

- a) The Contractor will first identify the relevant national authorities in charge of wildlife trade regulation enforcement.
- b) Two regional meetings of the representatives of relevant national authorities will be organised to foster the establishment of the wildlife trade regulation enforcement network.

**Task 5.3.2** – Organisation of 3 regional workshops on wildlife trade regulation

Three regional workshops (with the possibility for more) of at least one day shall be organised in the countries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey).

The aim of the workshops will be to receive technical assistance from Member States experts and to exchange information and best practices between the beneficiaries on CITES, EU wildlife trade regulation and on establishing permitting systems.

The Contractor shall aim at maximising participation and at ensuring a minimum of around 4 participants per beneficiary from relevant national authorities.

➤ **Result 5.3** – *Regional cooperation for combating wildlife trafficking facilitated*

**Action 6 – Compliance checks for draft legislation**

- Action 6.1 – Checks for compliance of mature drafts or adopted acts by Contractor. This is a demand driven activity and the final number of the checks will depend on the number of requests. Requests will be considered in consultation with DG ENV, DG NEAR headquarters geographical desks and EU Delegations. Compliance checks may cover all environment sub-sectors, depending on the needs arising.

**Task 6.1** – Compliance checks of draft legislation

Based on requests from the beneficiaries and after approval from the Contracting Authority, the Contractor will perform legal compliance checks of mature drafts or adopted legal acts of the beneficiaries.

➤ **Result 6** – *Compliance checks for draft legislation prepared*

**Action 7 – Support for capacity building for selected national Civil Society Organisations**

- Action 7.1 – Participation of representatives of selected Civil Society Organisations (CSOs) in EPPA's activities as often as relevant.
- Action 7.2 – Organisation of a mid-term regional meeting to discuss the first results of EPPA and the challenges remaining ahead.

**Task 7.1.** - Participation of representatives of selected CSOs in EPPA's activities as often as relevant

The CSOs representatives will be invited to participate at all relevant capacity building activities organised under EPPA under the following conditions:

- For each EPPA relevant activity, one CSO representative will be invited to participate.
- The list of leaders CSOs in each beneficiary (2-3 CSOs) will be provided by the Contracting Authority. The CSOs will select among themselves the representative for each of the EPPA activities where they are invited to participate.
- The cost for their participation will be covered by the Contractor.

#### **Task 7.2 – Organisation of one regional meeting with the CSOs**

One regional meeting of at least one day shall be organised with the leaders CSOs from the countries covered by the study (Albania, Bosnia and Herzegovina, Kosovo, former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). The list of leaders CSOs will be provided by the Contracting Authority.

The aim of the meeting will be to discuss the first results of EPPA and the challenges ahead for the Civil Society Organisations in the beneficiary countries.

- **Result 7 – Specific sectoral knowledge acquired by the CSOs' representatives and strengthened cooperation and communication between the CSOs and the public administration bodies.**

The current proposal presents only several selected themes under each of the sectors. The action has no ambition to address all the shortcomings and capacity gaps at the level of the IPA II beneficiaries.

However, as IPA II beneficiaries' progress in the approximation and implementation of the environmental *acquis*, it is anticipated that new areas of cooperation will be identified during implementation of this action and new needs for capacity building and support will emerge, both at local and regional level.

### **Final Phase**

#### Expected activities under the contract include:

- Preparation of the draft Final Report for comments by the beneficiary countries, the Commission services and other relevant actors as appropriate;
- Preparation of Final Report.

#### Expected Outputs

- Draft Final Report which should: (i) Provide an overview of all the activities carried out during the contract period; (ii) Provide a summary of the outputs produced under the contract; (iii) Identify the major problems which arose during the performance of the contract; (iv) Provide an assessment of the impact of the project as measured against the stated objectives; (v) Make recommendations concerning the further operation of the structures and mechanisms created under the contract
- Final Report taking into account the wrap-up meeting amendments to the draft report.

### **4.3. Project management**

#### **4.3.1. Responsible body**

The Directorate-General for Environment, European Commission

#### **4.3.2. Management structure**

The contract manager in the contracting authority will be available to help steer the advancement of the tasks, and to participate in the start-up meeting with the Contractor to be held at the Commission premises.

Project Steering Committee should be established with participation, but not limited to, of DG ENV, DG NEAR, Contractor and representatives of beneficiaries. PSC should have a meeting (and/or video conference) at least once per year.

The Contractor will appoint an expert (one of the key experts or a member of the pool) to lead each Working Group, under the responsibility of the team leader (key expert 1).

The subject for specific actions to be undertaken by the Contractor will be jointly decided by the Commission in the context of the first start up meeting.

The Contractor will be required to liaise closely throughout the duration of the contract with the relevant Commission Services, the EU Delegations/Office and the relevant authorities in the beneficiary countries.

#### **4.3.3. Facilities to be provided by the Contracting Authority and/or other parties**

The Contractor shall ensure that experts are adequately supported and equipped. In particular it shall 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 its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

Any supplies, services, documentation, logistical support, etc. needed for the success of the contract should be provided by the Contractor within the fee rates of its experts.

### **5. LOGISTICS AND TIMING**

#### **5.1. Location**

The Contractor's headquarters/offices will serve as the contract's location, with travel to Brussels for briefing and project management and to the countries covered by this contract, as necessary.

#### **5.2. Start date & period of implementation**

The intended commencement date is 01 February 2019 and the period of implementation of the contract will be 36 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.

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to the estimated amount of approximately EUR 2 500 000. Any extension of the contract would be subject to satisfactory performance by the Contractor.

### **6. REQUIREMENTS**

#### **6.1. 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.

All experts mobilised under this contract must:

- have excellent communication and analytical skills,
- be proficient in report drafting,
- have excellent team working abilities,
- Have very good command of written and spoken English.

#### **6.1.1. Key experts**

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following key experts:

##### **Key expert 1: Team Leader**

###### *Input*

The Team leader will be a position of at least 600 working days over the 3-year contract duration. A minimum of 75% of these working days should be spent in the beneficiary countries or the country where the Secretariat will be located. The team leader will be responsible for overall delivery of contract outputs and the quality control of contract implementation. S/he is expected to have a key role in all technical aspects of the contract.

###### *Qualifications and skills*

- University degree (preferably MSc or higher) in the field of environmental sciences or other related field.
- Fluency in both written and spoken English. Knowledge of one of the languages of the beneficiary countries will be an advantage.

###### *General professional experience*

- Minimum 7 but preferably 10 years of professional experience in the fields of environmental protection and/or EU enlargement.

###### *Specific professional experience*

- Experience as Team Leader on at least 3 EU technical assistance projects. At least one of those projects should be of a value of EUR 1.5 million or more.
- Experience as Key Expert or Senior Expert on at least 5 projects related to the EU environmental acquis.
- Experience as Team Leader or Key Expert or Senior Expert on projects related to the alignment with the EU environmental acquis in the enlargement context shall be considered an advantage.

##### **Key expert 2: Senior waste management expert**

###### *Qualifications and skills*

- University degree (preferably MSc or higher) in the field of environmental sciences or other related field.
- Fluency in both written and spoken English. Knowledge of one of the languages of the beneficiary countries will be an advantage.

###### *General professional experience*

- Preferably 7 years, minimum 5 years, of relevant professional experience related to environment.

###### *Specific professional experience*

- Minimum 3 years of experience in implementation and/or enforcement of the EU waste acquis.
- Experience in drafting and/or revision of waste management plans, national waste policies and/or legislation.
- Experience in alignment with EU waste acquis in the enlargement context will be considered an advantage.

### **Key expert 3: Senior water management expert**

#### *Qualifications and skills*

- University degree (preferably MSc), or equivalent, in environmental sciences, international relations, economics, European integration or law, or other related field. Fluency in both written and spoken English. Knowledge of one of the languages of the beneficiary countries will be an advantage.

#### *General professional experience*

- Preferably 7 years, minimum 5 years, of relevant professional experience related to environment.

#### *Specific professional experience*

- Minimum 3 years of experience in implementation and/or enforcement of the EU water acquis.
- Experience in transboundary water management issues and protection of marine and coastal areas.
- Experience in alignment with EU water acquis in the enlargement context will be considered an advantage.

### **Key expert 4: Senior air quality expert**

#### *Qualifications and skills*

- University degree (preferably MSc), or equivalent, in environmental sciences, international relations, economics, European integration or law, or other related field.
- Fluency in both written and spoken English. Knowledge of one of the languages of the beneficiary countries will be an advantage.

#### *General professional experience*

- Preferably 7 years, minimum 5 years, of relevant professional experience related to environment.

#### *Specific professional experience*

- Minimum 3 years of experience in the air quality and industrial emissions acquis
- Minimum 3 years of experience in implementation and/or enforcement related to Air Quality Directive and/or NEC Directive and/or Sulphur and/or Industrial Emissions Directive.
- Experience in alignment with EU air quality acquis in the enlargement context will be considered an advantage.

#### **6.1.2. Non-key experts**

CVs for non-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 must select and hire other experts as required according to the profiles identified in the Organisation & Methodology. It must clearly indicate the experts' profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The selection procedures used by the Contractor to select these other experts must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected experts must be subject to approval by the Contracting Authority before the start of their implementation of tasks.

### **6.1.3. Support staff & backstopping**

Backstopping and support staff costs must be included in the fee rates.

## **6.2. Office accommodation**

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by the Contractor:

The costs of the office accommodation are to be covered by the fee rates.

## **6.3. Facilities to be provided by the Contractor**

The Contractor must 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.

Any supplies, services, documentation, logistical support, etc. needed for the success of the contract should be provided by the Contractor within the fee rates of its experts.

## **6.4. 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 that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

## **6.5. Incidental expenditure**

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the Contractor as part of its fee rates, as defined above. Its use is governed by the provisions in the General Conditions and the notes in Annex V to the Contract. It covers:

- Travel costs and subsistence allowances for missions, outside the normal place of posting, to be undertaken as part of this contract. If applicable, indicate if the provision includes costs for environmental measures, for example CO2 offsetting.
- Costs of logistics for capacity building events and meetings including international and local travel, per diem, provision of meals and accommodations for beneficiary countries and TAIEX experts will be covered by TAIEX. Other costs related to the events that are not covered by TAIEX will be covered by the Contractor (e.g. participation of CSO/NGO members, if not covered by TAIEX, or other).
- Costs of other events and meetings organised under EPPA will be covered by the Contractor.
- Costs of outsourced translation and interpretation as well as of copying, printing, WEB design, layout and proofreading of documentation accompanying the meetings.

The provision for incidental expenditure for this contract is EUR 535 000. This amount must be included unchanged in the Budget breakdown.

Daily subsistence costs may be reimbursed for missions foreseen in these terms of reference or approved by the Contracting Authority, and carried out by the Contractor's authorised experts, outside the expert's normal place of posting.

The per diem is a flat-rate maximum sum covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of the number of hours spent on the mission by the Contractor's authorised experts for missions carried out outside the expert's normal place of posting. The per diem is payable if the duration of the mission is 12 hours or more. The per diem may be paid in half or in full, with 12 hours = 50% of the per diem rate and 24 hours = 100% of the per diem rate. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed the per diem rates published on the website -

[http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems\\_en](http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en) - at the start of each such mission.

The Contracting Authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied.

Prior authorisation by the Contracting Authority for the use of the incidental expenditure is not needed with the exception of disbursement of per diems to individual experts called to provide services without having a contractual relation with the Contractor or his/her partners, in exceptional circumstances (i.e. urgent replacement of a key expert). Please note that prior authorisation should only be requested exceptionally.

## **6.6. Lump sums**

No lump sums are foreseen in this contract.

## **6.7. Expenditure verification**

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order to proceed with the payment of any pre-financing instalments and/or interim payments.

The provision for expenditure verification for this contract is EUR 30 000. This amount must be included unchanged in the Budget breakdown.

This provision cannot be decreased but can be increased during execution of the contract.

## **7. REPORTS**

### **7.1. Reporting requirements**

Please see Article 26 of the General Conditions.

Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the General Conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section 4.2 of these Terms of Reference.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the Contractor shall provide the following reports:

<b>Name of report</b>	<b>Content</b>	<b>Time of submission</b>
Inception Report	Analysis of existing situation and work plan for the project.  Including a short description of the information and communication strategy.	Final inception report should be submitted within 3 months from the commencement of the project (see 4.2.1).
6-month Progress Reports	Short description of progress (technical and financial) including problems encountered; planned work for the next 6 months accompanied by an invoice and the expenditure verification report.	No later than 1 month after the end of each 6-month implementation period.
Draft Final Report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the implementation period.
Final Report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 1 month of receiving comments on the draft final report from the Project Manager identified in the contract.

## **7.2. Submission & approval of reports**

2 copies of the reports referred to above must be submitted to the Commission official who acts as Project Manager and is identified in the contract. The reports must be written in English. The Project Manager is responsible for approving the reports.

Both the interim and final report should first be submitted in deadlines set according to section 7.1 in draft to the project manager by email for comments and possible requests for amendment, prior to submission of the final version. If no comments are received from the project manager 3 weeks after the submission of the draft, the final version may be submitted directly.

The Final Report must also be provided (in Word and PDF formats) on memory stick or CD ROM/DVD together with all documents (guidance documents, reports, presentations, newsletters, etc.) produced during the contract period.

## **8. MONITORING AND EVALUATION**

### **8.1. Definition of indicators**

- Number of and attendance in meetings, workshops and other events organised as part of EPPA;

- Number and quality of documents/reports/guidance documents drafted and published as part of the EPPA activities, including progress reports;
- Number and quality of specific institutional frameworks set up or reorganised for environmental and climate cooperation and approximation;
- Number and quality of specific tools and inventories, *e.g.* emission inventories, common reporting format tables, etc;
- Number and quality of initiatives aimed at raising awareness of the general public and the private sector regarding environment and climate approximation and of local stakeholders involved;
- Training needs identified in relation to approximation of environment legislation;
- Number and quality of training sessions targeted at enforcement bodies;
- Degree of cooperation and integration of EPPA with other related programmes and donor activities and EU policy or other regional initiatives;
- Quality of EPPA newsletters and other information material.

## **8.2. Special requirements**

N/A

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