



REPUBLIKA E SHQIPËRISË  
MINISTRIA E MBROJTJES

**Call for Expression of Interest for the services related to the management of the project “*TO BE READY the flood and big fire forest, prediction, forecast and emergency management – 355*” financed under Interreg IPA CBC Italy-Albania 2014-2020 Programme.**

The project “*TO BE READY the flood and big fire forest, prediction, forecast and emergency management – 355*” is a Interreg Cross-border project (total amount of 1,479,049.95 EUR for Albanian side) financed by the European Union under Interreg IPA CBC Italy-Albania 2014-2020 Programme and implemented by the Ministry of Defense of the Republic of Albania.

The TO BE READY project aims at facing common challenge shared among Italian, Albanian and Montenegrin Adriatic regions which, in the last years, are hit by various natural and man-made disasters mainly many wildfires and floods that have caused notable human losses, damages to environment and infrastructures than social warning. To this regard, the project overall objective is to enhance conditions to increase the safety of the Italian, Albanian and Montenegrin basin from natural and man-made disaster implementing cross border initiatives able to establish a bridge among participating regions in order to adopt common intervention strategies in case of wildfires and floods. The principal expected changes to be achieved is improving coordination and level of preparation of strategic key actors involved in the phase of prevention and management of the emergency in case of fires and floods hazards. The main output produced by the project will be the promotion of a shared model of prevention and intervention to be activated in the partner countries. The model will be developed through activities able to stimulate the exchange of experiences and know-how among the participants in the participating countries, the establishment of intervention models and training programs with specific sessions on the organization, protocols and procedures applied in the countries of the middle Adriatic basin, in order to facilitate the easy and safe transfer of facilities, men and materials in case of major events. The cross border approach is compulsory and represents a significant added value for the project and is related to the peculiarities of the different territories involved and different ways of prevention and intervention in case of fires and floods that integrated will certainly contribute to the development of a winning operational model.

For Albania, the activities will be focused on;

- significantly increase Albania’s capacities to monitor, forecast and warn of extreme events, such as forest fires and floods, through exchange of information and knowledge with the project partners;
- increase information exchange and interactivity with the population;
- increase the professional skills of teams acting in the event of fire and flood risks;
- modernization of these teams with equipment and pooling efforts to effectively respond to disasters;
- increase the response capacities in the national and regional level as well as cooperation between the national-local capacities in case of cross border emergencies;

- Strengthen disaster risk reduction and fire-service, civil protection management.
- Increase capacities to ensure proper forest fires and flood risk management at national.& local level.
- Improve the interactive management forest fires and flood fighting teams, through geolocation.
- Increase beneficiaries' capability to develop effective national, local fire service and civil protection systems and collaborate in a coherent manner in dealing with fires & floods at regional, at national level;
- Increase emergency management planning capacity in municipality.

The project activities falling under the objective of the project "TO BE READY" are considered as non-economic activities, due to the fact that their use is not related to any economic/market-oriented activity and the purchase of the means supporting the implementation of the project will not be considered for trade purposes.

## **1. Contracting authority**

Ministry of Defense of the Republic Albania

## **2. Background information and expected output**

Pursuant to Law no. 37/2015, "On the ratification of the framework agreement between the Republic of Albania, represented by the Council of Ministers of the Republic of Albania, and the European Commission on the rules for the implementation of EU financial assistance to Albania, within the Instrument for First Aid membership (IPA II)" as well as Law no. 138/2016, "On the ratification of the financing agreement between the Council of Ministers of the Republic of Albania and the European Commission for the Interreg IPA program of cross-border cooperation Italy-Albania-Montenegro, 2014-2020" on August 20, 2019 has started implementation of the project "TO BE READY".

Ministry of Defense of the Republic of Albania is the Contracting Authority of the project and the main beneficiary together with the National Civil Protection Agency. As the General Secretary of the Ministry of Defense is the legal Representative of the TO BE READY project, he is also the authority where should be reported about the plan and implementation of activities. The National Civil Protection Agency is another responsible structure for this project, and all the activities should be implemented based on mutual consultation.

Based on an Internal Order of the Ministry of Defense, an internal structure for management and coordination is set up and this structure will work closely with the selected external experts.

The official expected date of closure of the project is 30<sup>th</sup> of June 2022 and the core activities of the project have not yet been contracted and an immediate intervention is needed in order to achieve the full procurement of activities before the expected date of the project closure. The implementation of project requires the full cooperation between all project partners and a direct communication with all project partners should be established; Molise Region (Department of Civil Protection) in Italy - Project Leader, Puglia Region (Civil Protection Unit) in Italy; Ministry of Defense (AKMC) of Albania; Ministry of Interior (Department of Civil Emergencies) of Montenegro and Ministry of Interior of the Republic of Albania - Associate Partner. The Ministry of Defense should timely and effectively implement the

project activities and achieve the goals and objectives of the project by the end of the closure date.

### **3. Overall objective**

The overall objective of this call of interest is the identification/selection of:

- external expertise and services under the Management package for the general Management of the thematic project TO BE READY for the Albanian side, Ministry of Defense, project partner no. 4.

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

### **4.1 General**

The external expert selected will be awarded a service contract and should be responsible for the overall coordination of the project and the completion of contracts arising from their responsibilities. Managing the various components and guaranteeing them all rules and procedures, including linking reports, carrying out activities related to project visibility, etc.

For conducting the above mention responsibilities, the Project Manager should work closely with the National Civil Protection Agency, Ministry of Defense, project partners and Joint Secretariat to ensure efficient and sustainable project management, in terms of general management, financial management and procurement procedures.

### **4.2 Specific objective(s)**

The specific objectives of this call of interest are as follows:

- External Expertise and Services under Package Management (WORK PACKAGE M-Management) for the selection of an external expert for the general management for the thematic project TO BE READY” that will contribute to management, coordination and implementation/procurement of the remaining activities of the project TO BE READY, within June 30, 2022;
- To provide the overall project management in terms of organization and implementation of duties as required by the project;
- To draft and update a procurement and activity plan;
- To provide timely and qualitatively reporting on the Project issues;
- To follow the work of suppliers and other experts providing their work compliance with the respective terms of references;
- To support the Ministry of Defense to prepare correct and timely tender documents for the procurement of activities according to PRAG rules, to guarantee a smooth implementation of the project;
- To consultate with the internal working group;
- To conduct and follow with priority all the activities related to financial aspect;
- To keep close collaboration and maintain direct communication with project partners, Joint Secretariat and First Level Control Office in Albania;
- Coordinate with internal and external actors of the “TO BE READY” Project
- Periodic reporting and information, as well as depending on the request of the MOD/NCPA, senior officials in the Ministry of Defense regarding various aspects and the progress of "TO BE READY" ”.

- Cooperation and assistance regarding audit procedures;
- Preparation of written and electronic correspondence with all the institutions internal and external;
- Prepare the progress reports according to the rules of the project;
- Reviews the project budget;
- Provides and maintains accurate and timely financial information;
- Prepares and reconciles bank statements;
- Prepares and controls invoices with suppliers;
- Prepare and verify the time sheets and working hours of the staff dedicated to the project;
- Oversees the management of project accounts and reports to the Legal Representative, Project Manager and the Directorate of Finance at MOD;
- Active participation in activities within the project implementation;
- Supports the drafting of TOR and technical specifications according to the Project requirements but also based on the suggestions of the internal working group;
- Supports the coordination and communication tasks including social media content, preparation of brochures and leaflets;
- Other tasks assigned within the field of experience.

## **5. ASSUMPTIONS & RISKS**

As the expected project closure date is 30<sup>th</sup> of June 2022, there is a realistic risk that the procurement of activities, including implementation, may not be accomplished within the time limits. Because of the heavy workload and time pressure, the manager may not be able to proper fulfill all the tasks and duties prescribed in this document.

### **Geographical area to be covered**

Tirana, Albania

## **6. LOGISTICS AND TIMING**

### **Location**

Premises of the Ministry of Defense of the Republic of Albania.

### **6.1 Start date & period of implementation**

The intended start date of the expert is end of February, beginning of March 2022 and the period of implementation of the contract will be until the project closure, expected on 30<sup>th</sup> of June 2022.

## **REQUIREMENTS**

### **➤ General requirements for admission of candidates**

- Albanian citizen;
- University degree or alternatively 10 years of professional experience in the implementation of EU-funded programmes and/or projects;

- Fluent in Albanian and English (written and spoken);
- At least 10 years of professional experience in the implementation of EU-funded programmes and/or projects;
- Professional experience in preparation, management, implementation, supervision or evaluation of IPA cross-border cooperation projects or programmes;
- A clean criminal record.

➤ **Additional elements/qualifications to be considered as an asset:**

- Post graduate studies would be considered an added value;
- Knowledge of EU rules (PRAG Regulation);
- Advantage is the work of similar projects of the Cross-Border Area;
- Conceptual, research and analytical skills to integrate information from different sources into actionable conclusions and recommendations;
- Knowledge of Italian would be considered an added value;
- Excellent communication and writing skills;
- High responsibility, initiative and correctness;
- Ability to encourage and facilitate cooperation between institutional entities;
- Good computer skills;
- Ability to work in a multicultural environment.

## **6.2 Cost for the services**

The applicants should submit a financial offer.

The purpose of this call of interest is the identification of applicants that will show the ability to properly and timely implement the remaining activities of the project based on a realistic time-table and concrete proposals. The cost should be calculated based on the task required/products/deliverables to be developed by the applicants and should not overcome the limit budget on the APP form and the table budget of the project.

By submitting the financial offer the applicant should take in consideration, the volume of work for 30 deliverables planned within the project, volume of work for managing the implementation of activities and coordination with other actors involved in the project implementation, market rates and similar services in Albania (or beyond) for EU co-financed projects, including time pressure and heavy workload.

## **6.3 Submission of interest**

All interested candidates must send the expression of interest and all supporting documents by 21<sup>st</sup> of February 2022 at the latest, by post/courier to Ministry of Defence, Dibra street, Tirana, with subject: *Expression of interest for the management of project TO BE READY*. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected. The expression of interest cannot be submitted via e-mail.

***Supporting documents to be submitted***

- Expression of interest
- CV (europass)
- Financial Offer
- Proposal of a working plan and realistic time-table and measures and steps to be taken in order to guarantee the successful implementation of project

Please note that civil servants and other staff of the public administration cannot be recruited as experts.

At a later phase, successful applicants will be expected to document the relevant qualifications and experience in their CVs with copies of diplomas and certificates of employers. If the contracting authority finds it suitable, only the best compliant candidates submitting qualitative proposals may be contacted for further clarifications or interview.