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# BACKGROUND INFORMATION

## Partner country

Republic of Albania, National Civil Protection Agency/Ministry of Defence.

## Contracting authority

National Civil Protection Agency/ Ministry of Defence of Albania, Project TO BE READY, program IPA CBC Italy-Albania-Montenegro 2014-2020.

## Country background

*Albania is a disaster-prone country. The four main hazards affecting the country are earthquakes, floods, forest fires and landslides. The International Disaster Database (EM-DAT) shows that, during 1979-2019, floods accounted for the major share of disaster events (38%), followed by earthquakes (15%). According to the annual World Risk Report (BEH-IFHV, 2021), which calculates the Disaster Risk Index for 181 countries based on exposure, susceptibility, vulnerability and coping and adaptive capacities, Albania ranks first in Europe and 61st the world and in Europe only three out of 40 countries are in the group countries with very high exposure: the Netherlands, Greece, and Albania. The potential losses in Albania from a disaster with a 250-year mean return period are estimated at EUR 2.08 billion for earthquakes and EUR 1.18 billion (145.2 million ALL) for floods. Albania is at high risk of forest fires, particularly in the dry summer season. More than 95% of fire events are small (less than 100 ha burned) and account for more than 40% of the total burned area, while big events are relatively rare (5% of the total burned area). Albania is characterized by land instability caused by natural and anthropogenic factors. 33.6% of its territory is relatively stable, and 9.8% is unstable (UNDP, 2003).*

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.

## Current situation in the sector

The disaster events in recent years showed that there is an urgent need to strengthen disaster preparedness and risk management capabilities, to adopt appropriate response systems and procedures, and to improve the institutional capacity for coordination and interaction between disaster risk management public levels of government, as well as with private ones and civil society actors.

On July 18, 2019, the Albanian parliament approved Law no. 45, "On Civil Protection", in full compliance with the Sendai Framework for Disaster Risk Reduction, as it approximates a number of EU directives and decisions, and will help meet the conditions for Albania's membership in the Mechanism of EU Civil Protection.

The MOD in the field of civil protection have the responsibilities of defining the strategic directions and objectives of the National Civil Protection Agency and also developing and overseeing the implementation of disaster risk reduction and civil protection policies.

The nr.45/2019 law established the National Civil Protection Agency (NCPA), under the Ministry of Defence (MoD). This function was previously handled by the General Directorate of Civil Emergencies part of the structure of the MoD. The law provides a solid framework for promoting disaster risk reduction and requires preparation of a disaster risk assessment at both the national and local levels within two years of its approval. It also requires preparation and adoption of national and municipal DRR strategies, as well national and local Civil Emergency Plans, with special attention given to gender, and marginalized and other vulnerable groups. However, sub-laws, strategies, plans and activities at national, regional and municipal levels still need to be harmonized with the new law. The National Civil Emergencies Plan (DCM 835/2004) which is being worked on and will be drafted within the year and the Disaster Hazard Assessment in Albania (UNDP, 2003) with two other very important documents (DCM 94/22.02.2023 National Strategy; DCM 168/24.03.2023 about Disaster Risk Reduction), that are still in use.

**1.5 Related programmes and other donor activities**

The MOD and the National Civil Protection Agency are involved in different programs, projects and initiatives financed by EU, World Bank etc., as below:

In implementation process:

* TO BE READY Project, in the framework of IPA CBC Italy-Albania-Montenegro
* FIRE PREP Project, in the framework of the IPA CBC Greece-Albania.
* PRONEWS Program that was implemented by a consortium leaded by the Italian Civil Protection Department and will be finalized within February 2022, aiming to support Albania in the improvement of the flood prevention system and early warning. The final work consists on the rehabilitation of 27 hydro-meteorological stations that will improve the early warning system.
* IPA FF, EU Support to Flood Prevention and Forest Fires Risk Management in the Western Balkans and Turkey.

Finished:

* Albania Disaster Risk Mitigation and Adaptation Project 2009-2013 aiming to increase the overall capacities of Albanian civil protection system, World Bank loan;
* Multi beneficiary Programmes IPA CP I and II “Cooperation in Civil Protection with candidate and potentially candidate countries” aiming to increase the Albanian civil protection capacities in the central and local level;
* “Program for the Prediction, Prevention and Mitigation of Forest Fire and Flood Risk in Albania” aiming to strengthen the Albanian National System for the prediction and prevention of forest fires and flooding;
* “ADRIARadNet project (ADRIARadNet “ADRIAtic integrated Radar-based and web-oriented information processing system NETwork to support hydro-meteorological monitoring and civil protection decision”)”
* “Disaster Inventory Management System: DesInventar”, aiming to develop the national disaster databases for Albania.
* “IncREO - Increasing Resilience through Earth Observation” aiming to provide actors responsible for civil protection and disaster management with Earth Observation based solutions contributing to an improved preparedness and mitigation planning for areas highly vulnerable to natural disasters and already noticeable climate change trends;
* “IPA FLOOD- Prevention, preparedness and response to floods in the Western Balkans and Turkey” aiming to improve measures for coordinated preparedness for response by neighboring countries, including through cooperation with the Union Civil Protection Mechanism, and integrated flood risk management – encompassing prevention – as approached at EU level;
* “IPA Disaster Risk Assessment and Mapping” aiming to enhance the abilities of the beneficiaries to ensure a proper risk management in national, regional and EU level.
* And other ongoing Programs

# OBJECTIVES & EXPECTED OUTPUTS

The project itself aims to launch a joint challenge between the Adriatic Sea area of Italy (Molise and Puglia’s Regions), Albania and Montenegro, areas that in recent years, have been affected by various natural and man-made disasters, with special attention to the risk of forest fires and floods. This call is for **"Specialist service for the development of a platform within the Project “To Be Ready"**, in framework of the Interreg IPA CBC Italy-Albania-Montenegro 2014-2020 Programme.

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 CBC Programme Italy-Albania-Montenegro 2014-2020" on August 20, 2019 has started implementation of the project "TO BE READY - The flOod and Big firE foREst, prediction, forecAst anD emergencY management ".

Participation in this project was approved by the Minister of Defence in 2018. For this reason, the Application Form was written and drafted, which includes all partners as well as the objectives, goals and overall budget of the project.

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.

National Civil Protection Agency/ Ministry of Defence of the Republic of Albania, is the Contracting Authority of the project and the main beneficiary. General Director of NCPA is the legal Representative of the TO BE READY project, based on the Order nr.1363 prot., dated 29.08.2022 of the Minister of Defence; he is also the authority where should be reported about the plan and implementation of activities, that should be implemented based on mutual consultation.

Based on the same Order nr.1363 prot., dated 29.08.2022 of the Minister of Defence, it is set up an internal structure for management and coordination; this structure work closely with the selected external experts.

The official expected date of closure of the project is 30th of June 2022, but an official extension of the project deadline is approved until October 2023 in order to achieve the full procurement of activities before the expected date of the project closure.

The implementation of project should require 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 Defence (NCPA) 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 Defence should timely and effectively will implement the project activities and will achieve the goals and objectives of the project by the end of the closure date of the same.

## Overall objective

The overall objective (Impact) to which this action contributes is the successful implementation of the project TO BE READY through contracting of external expertise and services at the WP-T1 of the thematic project for the Albanian side, Ministry of Defence, project partner no. 4.

## 2.2 Specific objective(s)

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

## The contract consists of a single lot, that textually states "Specialist service for the development of a platform within the Project “To Be Ready", dedicated to the Civil Protection service that facilitates the management, verification and coordination of emergencies with a positive impact in the emergency situations.

In particular, the procedure involves the creation of an independent web platform that, through the use of the API standard, interfaces to third-party systems and with the Civil Protection Operational Centre through the analysis and classification of information "captured" on social media, for the scenario constitution in case of an event, as well as the communication with citizens and among operators with classification procedures and tasking. The supply must be provided in SAAS mode.

## Expected outputs to be achieved by the contractor

The expected output of this contract is as follows:

The platform must allow partners to coordinate the emergency in an orderly, reliable, timely, and shared way through the collection of human and material resources needed to face it.

The platform must enable a collaborative management of emergencies using web 2.0 technologies and the information they make available online to manage critical situations with appropriately planned interventions.

The proposal must include the development of a back-end system and the organization of an emergency events to send a support request with the relative specifications (position on cartographic map, number of vehicles, operators, and necessary facilities, useful documents), to monitor the response and start a resolutive synergistic action. This will initiate an international coordination with the dissemination of valuable information for partners or openly publishable on social networks.

The platform, in its composition defined in modules, have to allow the partner involved in interactive and highly accessible process that allows for the rapid exchange of useful information to better prevent, monitor and overcome the emergency risks that can have impact for the safety.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

## Risks

The project has started in August 2019 but the project has not implemented the core activities and the expected project closure date is 30th of June 2022 (an official extension of the project deadline has been approved for October 2023). There is a realistic risk that the procurement of activities, including implementation, may not be accomplished within the time limits.

1. **SCOPE OF THE WORK**

## General

### Description of the assignment

The scope of the contract, that textually states **"Specialist service for the development of a platform within the Project “To Be Ready"**, is dedicated to the Civil Protection service that facilitates the management, verification and coordination of emergencies with a positive impact on national safety.

In particular, the procedure will involve the creation of an independent web platform that, through the use of the API standard, interfaces to third-party systems and with the Civil Protection centre through the analysis and classification of information "captured" on social media, for the scenario constitution in case of an event, as well as the communication with citizens and among operators with classification procedures and tasking. The supply must be provided in SAAS mode.

The system set up by the "To Be Ready" project aims to be part of the "Integrated Civil Protection System"/SIMC which is expected to be developed but is in its conceptual period; with it, the National Civil Protection Agency and the Ministry of Defence have to ensure efficient, sustainable, stability and continuity on its effects.

### 4.1.2. Geographical area to be covered

Tirana, Albania

### 4.1.3. Target groups

Beneficiaries of all the activities of this project will be Ministry of Defence and the National Civil Protection Agency and other emergency structures.

## Specific work

The proposed platform should be designed to allow the management of the emergency cases in an orderly, reliable, timely and shared way, technically defined here as events, which threaten the internal stability of the nation and require the activation of means on an international scale. Specifically, the platform will allow each subject to intercept an event and report it to involve the Partners by requesting human, material and technological resources useful to deal with this emergency. The Partners include both International Partners and National Partners from other security departments (e.g. fire department). Such a request will follow a well-defined process prepared by the platform through modules that facilitate both the flow of information and the phases of engagement functional to the resolution of the event.

This platform also will serve to create a possible Standard Operating Procedure (SOP) between partner countries in the project “The flOod and Big firE foREst, prediction, forecAst anD emergencY management”, in acronym TO BE READY.

The platform will use crowdsourcing technologies that exploit the collaboration of citizens to collect reports. These reports, after being analyzed and verified, will be sent to the competent authorities who will take charge of them according to their priority. The information/reports that citizens make available will be used as social sensors and will be collected and organized in a database with a special graphical interface that will show the priority according to the severity level.

The combination of seismic alerts released by IGEO and the social alert system released by the citizens themselves will make the platform an essential landmark to ensure maximum readiness and capillarity of monitoring and intervention.

All events will be made accessible via APIs to allow International Partners to integrate them into their system.

The proposal includes, finally, the development of a back-end system from which it will be possible to manage personal data, communication and access, and a web portal useful to citizens to consult in real time the map of their country with the various sources and levels of risk. This map will be made available via free APIs.

*Four are, therefore, the fundamental aspects taken into account to facilitate monitoring and intervention actions:*

* *Event detection from official sources and social alert system;*
* *Communication of the emergency event;*
* *Involvement of the resources of Partners and of the citizenship;*
* *International management and coordination.*

**The project is independent and can be integrated at any time with third-party systems.**

**4.2.1. THE PLATFORM SYSTEM**

The platform system have to be developed by a web portal with three basic components, each with specific features.

**4.2.2. Front-end**

The web portal, in its front-end component, will allow citizens to get a real-time overview of the risks of their country through a graphical interface characterized by useful information (including, for example, the green emergency number 08000911, weather forecasts and emergency contacts) and cartographic maps with clear evidence of risks and severity levels.

After the registration to the portal, the citizen can report an event by attaching a geo-localized photo and selecting the type and extent of the alleged risk. The citizen will also have the opportunity to receive notifications on their phone through the browser, possibly limited to the events of a specific geographical area previously selected.

The registration to the portal can also be done with Gmail and Facebook login, based on security regulations and the respective addresses, that will be used. A filter will block the access to the portal to unauthorized users.

**4.2.3. Back.office**

The central system should contain an administrative area that allows the monitoring, management and sorting of reports received in relation to events.

Upon the occurrence of the emergency, the Partner who deems it useful and appropriate to initiate a synergistic action of intervention with the other Partners may open an event.

Each event will be defined through characterizing attributes, geographic information (made available also through the cartographic functionality that will be prepared in the platform) and further useful data, including contacts of the on-site referents, detailed directions to reach the destination and downloadable or searchable attachments.

At this point, the other Partners:

* They will receive a notification regarding the support request;
* They will be able to accept the request for support and provide all the useful information (for example, the number of means, persons, structures to be made available) for the purpose of managing the intervention;
* They can refuse the request for support but have to indicate, in the appropriate form, the date on which it will be appropriate to make a new verification of the availability of the resources to change, if necessary, the negative response.

All the planned functionalities are studied in order to promote the synergistic collaboration between the Partners and the correct management of every event. In detail:

* The data and documents entered in relation to the event will be available online and/ or attached to allow downloading and printing them even outside the platform itself;
* The evolution of the process of communication and engagement can be followed step by step in real time through access to the platform or through notifications automatically forwarded to the subjects involved: timely, concrete and reliable feedback will be obtained with respect to the evolution of the request for support (whether it has reached the Partners, whether it has received a positive or negative response or whether it has remained unanswered);
* The system will also allow the sending of other types of communication or messages reserved for Partners;
* The system will manage georeferenced information about emergency events. Partners can consult the information directly on the map or, in the same way, enter on the map the coordinates of the event to facilitate the achievement of the designated place;
* The platform will be accessible by different users, that is accounts enabled to use it. The supervisor of the platform will be able to enter, modify and delete the users’ data, establish their role within the platform, and manage the accounts allowed to enter the system.
* Partners can create events complete with all the useful information (maps, event features, necessary resources, risk and alert status) and send support requests, monitoring their feedback;
* The system will be able to aggregate the data received from the classification phase to avoid duplication and associate them, for consistency, to the same event. If, for example, several events are detected in time and space for a given risk, they can be traced back to the same event.
* The system will be able to review the severity of a potential event already detected by adapting it on the basis of new information received.

**4.2.4. Back-end**

The back-end system will have a specific user interface, through which all communication data between Project Partners ( IT- AL- MN), will be conveyed. It includes back-office features but assigns a general level of administration to the Supervisor user.

The system should ensure a component accessible through APIs to allow integration with third-party systems.

Through the back-end, the Supervisor can:

* Create new users and manage their roles;
* Create and display complete events with all useful information (maps, event features, necessary resources, risk and alert status);
* Send support request, monitor responses and coordinate the intervention process;
* Transform the inserted information in downloadable and independently printable pdf files;
* Manage general platform configuration parameters.

1. **METHODS AND TIMING OF IMPLEMENTATION**

The first processing phase will be an analysis phase that will allow to define more precisely the characteristics of the system and the organizational methods in relation to the needs expressed by the client.

This will be followed by the actual execution of the project and the development of the platform, including the back-end and it will be proceed with the installation of the platform, as well as the back office and back-end, and with the configuration of the necessary elements. The team will provide maximum support at every stage and will organize dedicated training sessions for the use of the entire system, based on the NCPA’s availability.

The duration of the entire project is not more than 120 working days.

1. **TRAINING**

The economic operator, tenderer’s winer, will organize a training course for the correct use of the platform and the back-end system, according to the NCPA’s availability and the methods deemed most appropriate.

The course will be held in person and will be aimed at a necessary number of operators on the NCPA’s offices, that will be entrusted with the task of internally training all the operators, who might have an interest in using the platform.

During the course, theoretical and practical sessions will alternate, which each operator must follow through their personal workstation. The sessions will cover both system configuration and its practical use, with an introduction on the objectives of the platform and the results that it is possible/desirable to achieve through it.

The economic operator will be available for assistance and suppot for every question and uncertainties, until the certification of specialists as capable of using the platforme.

All the sessions will be supported by multimedia content, which will remain available to the operators participating in the course. In addition, specific material (e.g., tutorials uploaded directly to the platform) on the most important elements of the platform will be provided, in order to facilitate the consolidation and continuation of training even after the course itself.

1. **INSTALLATION AND SUPPORT**

The application part of the service will be covered by a warranty service that lasts 2 years from the system's activation and includes both software maintenance and server management.

Maintenance is carried out by dedicated staff, available 5 days a week (on call), and to intervene through Help Desk Level I and II or on-site depending on the type of problem encountered and the speed of resolution.

To request maintenance, the client must open a ticket on the platform, which will be taken over by specialists. Once worked on, the ticket will be closed with an indication of the solution implemented and sharing it with the client who reported the issue.

On-site and remote support will be provided in English.

Maintenance requests will be processed according to priority (with intervention times, therefore, ranging from 6 to 24 hours) and can be made through the following channels:

* Email
* Phone
* Ticket

The warranty service should include interventions due to malfunctions or failures.

Focus should be placed on ensuring the sustainability and dissemination of project outputs. The contractor must also comply with the Communication and Visibility Requirements for European Union External Actions laid down and published by the European Commission <https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en>).

## Project management

### Responsible body

National Civil Protection Agency/ Ministry of Defence of the Republic of Albania (Contracting Authority).

* 1. **Management structure**

The National Civil Protection Agency is the responsible structure for this project, and all the activities should be implemented based on mutual consultation with Ministry of Defence.

Based on the Order nr.1363, date 29.08.2022 of the Minister of Defence an internal structure for management and coordination is set up and this structure.

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

A suitable working environment and a working office properly equipped. In particular, it must ensure that there is a sufficient administrative provision to enable it to focus on its primary responsibility.

# LOGISTICS AND TIMING

## Location

National Civil Protection Agency/ Ministry of Defence, Tirana, Albania.

## Start date & period of implementation

The intended start date is on August 2023 and the period of implementation of the contract will be not over 3 months. Officially, the closure dated of the project was foreseen on 30th of June but an extension has been granted by the Managing Authority of the Programme until October 2023.

# REQUIREMENTS

## General requirements for admission of candidates

The subject must submit a specific application for participation.

This application for participation must also contain, a penalty of exclusion, the following declarations, made and signed by the legal representative of the candidate subject, aimed at communicating all the information and attesting to the possession of general requirements, as well as those of technical capacity, which in the specific case are reflected in:

* Having a registered office in Albania
* It must have been established for more than 24 months
* Availability to develop the Web Platform in all its functionalities
* Front-end development capability
* Back-end development capability
* Capability of mobile front-end porting development
* Capability of mobile back-end porting development
* Ability to manage software on dedicated infrastructures in Saas mode.
* The Contracting Authority (CA) reserves the right to subsequently verify what has been declared.

It is given the right to document the declarations made in the request for participation through the presentation of the relative documentation and/or technical report on the activities.

In cases of formal irregularities, or lack and incompleteness of non-essential declarations, it is the prerogative of the CA to request their integration.

Subcontracting to another company, even in the case of a foreign company, will only be possible if the candidate company is part of the same group, therefore controlled or controlling of the Albanian company.

* **Additional elements/qualifications of the economic operator, 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;
* Excellent communication and writing skills;
* High responsibility, initiative and correctness;
* Ability to encourage and facilitate cooperation between institutional entities;
* Ability to work in a multicultural environment.

### Key expert

N/A

### Other experts, support staff & backstopping

N/A

## Office accommodation

Office accommodation for the expert working on the contract will be provided by the NCPA.

## Facilities to be provided by the contractor.

The contractor must ensure the expert is adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable expert to concentrate on his primary responsibilities. It must also transfer funds as necessary to support its work under the contract and to ensure that is paid regularly and in due time.

## 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.

## Cost for this contract:

The service will be paid on the basis of the delivery of the specified outputs (global price contract). Payments might be totally or partially withheld if the contractual results have not been reached in conformity with the detailed terms of reference. Payments may be based on the approval of these deliverables. The contractor is requested to submit a breakdown of price per deliverable in the tender dossier.

The maximum available budget for this contract is EUR 187,000 (tax excluded).

1. **REPORTS**

## Reporting requirements

Three (3) Progressive reports must be prepared during the period of implementation The narrative report should be based on the monitoring and evaluation system set up in the contract, using the Logical framework matrix (annex b8g) if included in the contract. In the latter case, a narrative report must inform all the results as measured by the indicators defined in the logical framework. The narrative report 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.

To summarise, in addition to any documents, reports and deliverable specified under the duties and responsibilities of the Management, the contractor shall provide the following reports:

|  |  |  |
| --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** |
| Inception report | Analysis of existing situation and work plan for the project | No later than 2 weeks after the start of implementation |
| Draft final report | Short description of the achievement of the results as spelled out in the Logframe (attached to the contract, if any). The draft final report should include a description of the problems encountered and recommendations. | No later than 1 week before the end of the implementation period. |
| Final report | Short description of the achievement of the results as spelled out in the Logframe (attached to the contract, if any). The final report should include a description of the problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report. | Within 1 week of receiving comments on the draft final report. |

## Submission & approval of reports

Submission and approval of reports

Copies of the reports mentioned above should be submitted to the Legal Representative and the working group established in the Ministry (Order of the Minister of Defence no. 1363, dated 29.08.2022). Reports should be written in English. The reports should be approved by the General Director NCPA /Legal Representative.

# MONITORING AND EVALUATION

## Definition of indicators

The monitoring will be carried out by the working group established with the Order of the Minister of Defence, no. 1363, dated 29.08.2022, a composite group from staff from MOD and NCPA and will be based on the quantitative and qualitative evaluation of the realization of the tasks that are set in the sections above.

## Special requirements

N/A