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# BACKGROUND INFORMATION

## Partner country

Albania

## Contracting authority

National Civil Protection Agency

## 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 “SA Resilience” project aims at facing common challenge shared among Italian, Albanian and Montenegrin Adriatic regions. In these last year’s phenomena that are the direct consequence of climate change and of policies for the protection of territories, especially the most vulnerable ones, which have not always proved farsighted and capable of having a positive impact on the issue of risk management, have become increasingly frequent.

United by the awareness of the need to address the issue of territories protection and resilience through a better water management and the identification of tools for the prevention of forest fires, the national and regional public Administrations of Italy, Albania and Montenegro, with specific competences on the issue of civil protection, have identified common objectives to be achieved with the “SA Resilience” project. The project aims to consolidate cross-border cooperation and coordination in the South Adriatic region in the field of civil protection and water resources management, in order to improve the quality of interventions and timeliness of response to prevent and reduce risks, to manage efficiency and resilience building, in view of expected climate change, water losses, and/or other emergencies, through innovative technologies and infrastructure and human capacities.

The “SA Resilience” project capitalises on successful experiences such as the READY TO BE project, but also intends to actively contribute to the priorities of the EUSAIR Strategy (Pillars 3 and 4, specifically) as well as to the main initiatives, including those of governance, active in the Mediterranean in the framework of other cooperation programmes, especially ENI CBC MED and the future NEXT MED.

The greatest strength of the project is the active participation in the partnership of the administrations involved in civil protection in the three Countries.

## Current situation in the sector

National Civil Protection Agency is a central public legal entity, responsible for reducing the risk from disasters and civil protection, throughout the territory of the Republic of Albania. NCPA exercises coordinating, management, supervisory and controlling authority in the field of disaster risk reduction and civil protection.

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 law nr. 45/2019 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 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.

## Related programmes and other donor activities

National Civil Protection Agency has participated as a partner in many IPA projects with foreign co-financing such as: To Be Ready, IPA CBC Italy-Albania-Montenegro; Fire-Prep, IPA CBC Albania-Greece-Montenegro etc. Through these projects, many awareness campaigns have been made possible, activities have been carried out on the training of persons operating in the field of civil protection, as well as the necessary equipment has been provided for intervention in emergency cases.

# OBJECTIVES & EXPECTED OUTPUTS

The main objective of the project is to positively affect regional and national policies on territorial resilience with medium and long-term initiatives through:

* the identification and improvement of tools for the collection;
* the identification and improvement of tools for the collection, analysis and sharing of data to manage and prevent such phenomena;
* the improvement and strengthening of capacity building through training activities and exchange of experiences also with Institutions and Authorities of other European countries;
* the strengthening of infrastructures and equipment to allow operators to operate at their best in the field and, consequently, to allow the whole Southern Adriatic area to reach the same levels in terms of promptness and immediacy of the response in case of critical events;
* actions to increase the awareness of the local communities living in the territories involved as a fundamental feature in view to strengthening the link between institutions and territories and thus to concretely implement the identified strategies and trigger a virtuous process of active participation.

This call is for selection of the Assistant Officer from the Staff Cost-Package Management (work package m-management), to manage the management activities of the project “SA Resilience” in framework of the (Interreg VI-A) IPA CBC South Adriatic (Italy-Albania-Montenegro) Programme. The assistance will be provided to the NCPA staff in order to implement the activities of the project, manage and coordinate all these activities in cooperation with all the partners.

Pursuant to Law no. 65/2022, “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 specific rules for the implementation of EU financial assistance to Albania, within the Instrument for Pre-Accession Assistance (IPA III)”.

The National Civil Protection Agency in Albania participate as Lead Partner in this project. As the General Director of the Agency is the legal Representative of the “SA Resilience” project, he is also the authority where should be reported about the plan and implementation of activities.

Based on Internal Order of the Agency nr.220 prot., date 07.09.2023, an internal structure for the coordination is set up and this structure will work closely with the selected expert.

It is foreseen that the “SA Resilience” project will be implemented during a period of 54 months and project activities have yet to begin. The partners involved in the “SA Resilience” project (National Civil Protection Agency (lead partner of the project) in Albania, Molise Region (Fourth Department - Civil Protection Service) in Italy, Puglia Region (Department of Civil Protection and Emergency Management) in Italy; Acquedotto Pugliese S.p.A. in Italy, Ministry of Interior (Directorate for Protection and Rescue) of Montenegro and Regional Waterworks for the Montenegrin coast in Montenegro) identified common objectives based on an awareness of the need to adopt a cross-border approach to address common challenges. This awareness stems from a deep knowledge of the territories, which are united by similar physical characteristics and therefore require continuous exchanges and comparisons between the administrations involved. In particular, the activities envisaged in the project intend to respond to the following challenges:

* the need for greater coordination to fight climate change effects (extreme weather events; floods; rising temperatures; droughts; diminishing fresh water resources; salinization of water bodies; increased occurrence of wildfires);
* the need to empower skills and to strengthen the infrastructures also digital;
* the need to identify common protocols for efficient forest fires management;
* the need to reduce water losses. Cross-sectorial cooperation should endorse a full cycle resilience building approach in civil protection, consisting of planning, preparing, responding to and mitigating disaster effects, accommodating effects, recovering, adapting and transforming into a new equilibrium. The two sectors (civil protection and water resources) could strengthen territorial cooperation for climate resilience and adaptation in the SA region.

The implementation of the project requires the full cooperation between all project partners and a direct communication with all the project partners should be established.

The National Civil Protection Agency should timely and effectively implement the project activities, ensure the good cooperation between the partners and achieve the goals and objectives of the project by the end of the closure date.

## Overall objective

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

Assisting the Project Manager of the thematic project “SA Resilience” for the Albanian side, National Civil Protection Agency, lead partner of the project. The assistant manager will provide administrative and logistical support.

## 2.2 Specific objective(s)

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

* + - Assist the Project manager and the other experts involved in the project implementation with the project co-ordination and management, including:
    - Overall management of the administrative procedures
    - Maintaining the project’s records and sensitive files;
    - Support in booking and organizing trainings, expert missions, local travels, project

meetings, seminars, workshops, study tours, press conferences;

* + - Attending meetings, preparing agendas, taking minutes when necessary;
    - Maintaining the stationary supplies and inventories;
    - Preparing and ensuring accurate and timely processing of all administrative related

documentation and maintaining accounting records;

* + - Assist the preparation of status and progress reports by providing information such as

financial and other inputs, prepares tables, charts and draft sections of it as required.

* + - Draft correspondences on routine matters including minutes/summary notes for daily

meetings;

* + - Maintain confidentiality in all matters relating to the realization and management of

the Project.

* + - Support experts in their travel management, according to the PRAG rules and

procedures and the overall planning/agenda, in cooperation with the Key Project

Experts/Officers and under supervision of the Project Manager;

* + - Follow up on all administrative correspondence in coordination with the Key Project

Experts/Officers and the Project Manager.

* + - Provide back-up support to the Key Project Experts/Officers and the Project manager;

## Expected outputs to be achieved by the contractor

The expected output of this contract is as follows:

* Assisting the project manager in the implementation of the project SA RESILIENCE with the functions of managing the project, and supporting the NCPA staff with all administrative work related to the project;
* To prepare correct and timely all documents that will serve to a smooth implementation of the project, according to institution internal rules and PRAG rules.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

## Risks

There is a possible risk of delay in the implementation of the first activities due to the responsibilities arising from being a lead partner for the first time and the late contracting of the expert.

# SCOPE OF THE WORK

## General

### Project description

The Project Assistant selected will be responsible for the administrative implementation of the initiative, general organizational tasks. For conducting the above mention responsibilities, the project assistant should work closely with the Project Manager, Financial Officer, National Civil Protection Agency, and the other project partners and Joint Secretariat to ensure efficient and sustainable project management, in terms of general management, administrative and organizational tasks. As mentioned above, a proper communication and cooperation should be maintained between all project responsible bodies.

### Geographical area to be covered

Albania and travel in other partners’ countries if requested.

### Target groups

Beneficiaries of all the activities of this project will be the National Civil Protection Agency and also the Ministry of Energy and Infrastructure in Albania.

## Specific work

The contractor shall ensure the capitalisation and sharing of knowledge related to the implementation of the project. It concerns observations of technical and pedagogical value, which are interesting for other professionals, and which do not infringe with the obligations of Article 14 of the general conditions of the contract.

## Project management

### Responsible body

National Civil Protection Agency.

### Management structure

As the General Director of the National Civil Protection Agency is the legal Representative of the SA RESILENCE project, he is also the authority where the expert should report about its activities and their plan of implementation. Based on the Order nr. 220 prot., date 07.09.2023, an internal structure for coordination is set up and this structure will work closely with the selected external expert.

### 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

Albania and travel in other partners’ countries if requested.

## Start date & period of implementation

The intended start date of the expert is March 2024, and the period of implementation of the contract will be up to 4 months after the project closure, i.e. 54 months.

# REQUIREMENTS

## Personnel

One (1) external expert will be contracted for project management and he/she will have a crucial role in implementing the remaining activities of the project. These terms of reference contain the required expert profile.

**General requirements for admission of candidates:**

* + - Albanian citizen;
    - University degree in social or natural sciences
    - Strong analytical skills, highly organized and able to multitask with high attention to detail and accuracy;
    - Good writing, facilitation and communication skills;
    - Fluent in Albanian and English (written and spoken);
    - At least 2 years of professional experience in the implementation of EU- funded and/or other donners projects;
    - At least 2 years of experience in the administrative management (assistance) of donor funded development projects, particularly EU funded projects;
    - Knowledge of relevant EU regulations, Programme rules and national laws and regulations in place;
    - Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
    - A clean criminal record.

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

* + - Master degree in environmental related topic
    - Very good communication skills, creative and problem-solving oriented.
    - Strong attention to detail and problem-solving skills.
    - Excellent communication skills, both verbal and written
    - Able to work independently and as part of a team.
    - Administrative and basic accounting skills;
    - Good understanding of local and international environment

### Key experts

N/A

### Non-key experts

N/A

### Support staff & backstopping

N/A

## Office accommodation

N/A

## 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.

## Equipment

N/A

## 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, undertaken as part of this contract. If applicable, indicate whether the provision includes costs for environmental measures, for example CO2 offsetting.

Per diem are daily subsistence allowances that may be reimbursed for missions foreseen in these terms of reference or approved by the Contracting Authority, carried out by the contractor’s authorised experts outside the expert's normal place of posting. The per diem is a maximum fixed flat-rate 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. Per diem may only be paid in full or in half (no other fractions are possible). A full per diem shall be paid for each 24-hour period spent on mission. Half of a per diem shall be paid in case of a period of at least 12 hours but less than 24 hours spent on mission.  No per diem should be paid for missions of less than 12 hours. Travelling time is to be regarded as part of the mission. 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 - <https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en> - in force at the time of contract signature.

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 always needed.

## Lump sums

No lump sums are foreseen in this contract.

## Expenditure verification

N/A

# REPORTS

## Reporting requirements

Monthly time sheets must be prepared during the period of implementation of the tasks.

Anyhow reports must be prepared every six months during the period of implementation of the tasks, on behalf of the project manager reports. There must be a final 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.

## Submission & approval of reports

The reports mentioned above or the timesheets must be approved by the project manager and submitted to the Legal Representative. The reports must be written in English.

# MONITORING AND EVALUATION

## Definition of indicators

The monitoring will be carried out by the working group established with the Order nr.220 prot., date 07.09.2023, a composite group from the staff of 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

\* \* \*