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CLEAN WATER
PROJECT

REQUEST FOR SERVICES

REF #: CWP/KS/001

Mapping of solid waste pollution spots in rivers in Kukës/Albania and Gjakovë-Djakovica/Kosovo.

Project implemented by  in partnership with



&



JUNE 8, 2020
GJAKOVË/DJAKOVICA
JAKOVA INNOVATION CENTER.

Terms of Reference – Request for Offers

ABOUT SHE-ERA

SHE –ERA, the Kosovo Women’s Business Association, is an economic development NGO founded in 1999 in the aftermath of the Balkan Wars as a non-profit organisation. SHE –ERA main mission is to assist women to enter the paid labour sector and pursue their business ambitions. SHE-ERA accomplishes this through individual capacity building, collaboration, training, networking and support for newly established businesses.

From start-up, to success, to significance, SHE-ERA supports women’s business enterprises at all stages of development in the public and private sector. As part of raising the economic status of women, and thereby their families’, community’s and nation’s status, SHE-ERA works on a local, regional, national and international level promoting bold initiatives, policies and programs.

SHE-ERA is primarily an organisation that provides training and consultancy in all areas of business, in particular in the areas of management, marketing, accounting, finance and economic development. In the early years of the organization operations were concentrated in the region of its headquarters in Gjakova, but as demand for projects has grown and the organization has expanded and currently provides training across the country.

Since the organization’s inception SHE-ERA has conducted more than 50 projects in which 14,000 women and men received assistance in the form of business advice, consulting, mentoring and training. Concrete results are many. A SHE-ERA business course was attended by more than 10,000 women that were trained on basic business skills including management, marketing, finance and how to create a business plan.

PROJECT BACKGROUND

The Clean Water in Gjakovë/Djakovica and Kukës Project is implemented by a consortium of non-governmental organizations and local governments, under the lead implementation from SHE-ERA. Other consortium members include Albanian Center for Economic Research (ACER), Municipality of Gjakovë/Djakovica, and Municipality of Kukës. The project is implemented as part of the [2nd Round of Calls for Project Proposals - IPA Cross Border Programme Albania-Kosovo 2014 – 2020](#) funded by the European Union and managed by the [Delegation of The European Commission in Albania](#). It will be implemented in the course of three years and is expected to conclude by December 2022.

PROJECT OBJECTIVES

From protective measures, to promoting climate change adaptation and mitigation, preventing and managing risk from human-induced pollution, the project strives to improve policies and practices of water protection and management through improved enforcement of wastewater standards. In achieving this Impact, the Action will achieve the following Outcomes:

Outcome 1 – Dialogue, policy co-operation and capacity building through partnerships between citizens, CSOs and public in support to Clean Water Resources in Gjakovë/Djakovica and Kukes promoted;



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Outcome 2 – The percentage of population not connected to sewage and waste-water systems reduced;

Outcome 3 – Management of Natural Water Resources through improvements in River Bank infrastructure improved;

Outcome 4 – Awareness and capacities of relevant stakeholders including decision makers, utility companies, SMEs, CSOs, and citizens raised.

RESULTS

The main results/outputs of the Clean Water in Gjakovë/Djakovica and Kukës Project include development of local/regional water policies, citizen engagement and stakeholder involvement in ensuring higher water security in the cross-border region. It will further directly contribute to the improvement of water quality in rivers through two major infrastructure investments – one for each side of the border. While in Gjakovë/Djakovica, construction of river bank in Llukac and development of waste water system alongside the same will considerably reduce river water pollution, in Kukes, the main waste water collector of the city will be reconstructed. The project will also include monitoring activities as well as capacity development for civil society organizations and activists.

The main target audiences and beneficiaries of the project are:

Municipality of Gjakovë/Djakovica and Kukes local government have shown their commitment to Clean Water in their territories, through investment projects to date, and through planned investments as part of the proposed Action. Both LGs have limited capacities in terms of equipment and human resources, but are willing to make the necessary policy and practice improvements in their respective territories.

Public Utility Companies Radoniqi in Gjakova and Kompania Ujesjelles Kanalizime SH.A in Kukes, also have considerable limitations in resources and do not cover the entire territory or population with their services. They also lack management capacities and often have difficulties in collecting dues from clients/users.

Local Businesses in the CBC regions will also be both target group and final beneficiary of the project. Particularly businesses involved in completing the works contracts, will represent major beneficiaries of the proposed Action. On the other hand, businesses will also be targeted with campaigning, and ensuring their compliance with wastewater and sewage systems required for industrial entities.

Local CSOs, also represent a key target audience and final beneficiary. They will directly benefit from capacity development activities, and participate in local processes and policy formulation and monitoring.

Local Communities, represent the single biggest beneficiary of the proposed Action. Their benefit comes from improved services, public health, cleaner environment, and overall improved quality of life. They will also be targeted with campaigns to ensure future pollution does not occur.

Other municipalities, outside the direct territory of Gjakovë/Djakovica and Kukes. The investments in Llukac will clean the water of the River, making it much cleaner in the outflow from the municipal territory. Similarly, the wastewater collector in Kukes, will enable cleaner water flow into the Fierze Lake, which currently flows untreated. The pollution that these rivers and streams take to the sea coast will also be reduced once the investments are made.



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DESCRIPTION OF SERVICES

The services subject to this contract, should be provided by the service provider from specialized local research company / organization on competitive basis and all offers should include an indicative timing of delivery, including financial offer. The services to be offered as part of this project should be tailored as such that they forward/help achieve the project objectives and results, and should promote overall water preservation, responsible use, and restoration of water resources in the cross border region.

Scope and nature of services

Mapping of solid waste pollution spots in rivers in Kukës/Albania and Gjakovë-Djakovica/Kosovo.

The purpose of this contract is to develop the mapping report on actual situation of solid waste pollution spots in rivers and streams in Kukës/Albania and Gjakovë-Djakovica/Kosovo.

This one-off activity is aimed at identifying the solid waste pollution sources in the CBC area, which is later to be used for advocacy purposes and organizing clean-up actions.

Combined with raised awareness as a result of other activities, the clean-up of identified spots in the future, will represent a major advocacy target, as it would end water pollution (or reduce significantly), after the sewage systems have been upgraded.

International environment/water days will be used to clean-up the identified solid waste sites in rivers and streams.

EXPECTED MAIN DELIVERABLES FROM SERVICES

The contractors shall at minimum produce the following deliverables/outputs:

	Development and finalizing methodology and approach	Expected Date
1.1	Draft research methodology for identification of solid waste pollution spots in rivers in Kukës/Albania and Gjakovë-Djakovica/Kosovo	15/07/2020
1.2	Consultations with relevant stakeholders in Kukës/Albania and Gjakovë-Djakovica/Kosovo;	30/07/2020
1.3	Research for solid waste pollution spots in rivers and streams of Kukës/Albania and Gjakovë-Djakovica/Kosovo;	15/08/2020
1.4	Draft mapping report of solid waste pollution spots in rivers and streams Kukës/Albania and Gjakovë-Djakovica/Kosovo;	31/08/2020
1.5	De-briefing and consultation with SHE –ERA prior finalizing the draft mapping report	15/09/2020



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1.6	Provide final version of the solid waste pollution spots in rivers and streams mapping	30/09/2020
1.7	Provide electronic versions of maps with solid waste pollution spots in rivers and streams;	10/10/2020
1.8	Submit final version of the solid waste pollution spots in rivers and streams mapping	30/10/2020
1.9	Submit electronic versions of maps with solid waste pollution spots in rivers and streams;	30/10/2020

APPLICATION PROCESS

Interested companies should present Technical and Financial Proposals alongside brief company profile / portfolio, and the experience of their staff. The applications should be submitted via email at wsheera@gmail.com;

or

in person or via courier services at the project address:

“Clean Water Project in Gjakovë/Djakovica and Kukës”
Women Business Association SHE-ERA
S. Hadum Aga, #189,
50000 Gjakova/Kosovo

by **17 June 2020 at 17:00 Local Kosovo time.**

Applications submitted in hard copy should contain electronic copies of materials in USB, CD or other storage devices.

Any questions or comments regarding this opportunity can be sent to wsheera@gmail.com, no later than 10 June 2020.

Content of Technical Proposal

The Technical proposal should include detailed information on the type of products, quality, and quantity proposed have clear linkage to the budget lines presented as part of Financial Proposal. The technical proposal should at minimum demonstrate:

- Understanding of the scope and nature of services
- Description of services offered (compliant to those requested in the Scope)
- Creative Approach/Concept
- Management set-up and delivery of results
- Timeline of activities



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Content of Financial Proposal

Financial proposal should be expressed in clear units describing in detail the quantities of products proposed. The total cost of offer will be calculated on the basis of number of cost per product/service x the number of items proposed. The sum of all costs will be considered the total financial offer. Offerors should clearly indicate where they expect to pay for visibility coverage (i.e. boosts and/or TV airtime), the amount, frequency and duration of paid coverage. Although only total budget offer will be taken into account during the evaluation process, offerors are strongly encouraged to provide itemized budget breakdowns, as per the example provided below:

#	Description	Item Cost	# of Items	Total
1	(example) activity XXX (from the Scope)	€ XXX,00	1	€ XXX,00
2	(example) product YYY (from the Scope)	€ YYY,00	3	€ YYY,00

Appendices

With their technical and financial offers, Offerors should submit the following appendices, copies of original documents.

- Copies of registration documents (Business/Organization Registration Certificate and Fiscal Number Certificate)
- Financial Identification Form and Legal Entity Form
- Company ID and portfolio (files that are too large for email, offerors can upload them in web hosting platforms and FTP servers and provide links to access them.
- CVs of Proposed Key Staff (up to 5 Key Expert CVs)



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SELECTION / EVALUATION CRITERIA

#	Description (A)	Points (B)	Points by Applicant (C)	Total Points for category (B x C)
1	Technical Proposal = 50%			
1.1	Creative concept	20		
1.2	Methodology, management set-up and timing	10		
1.3	Overall proposal detail and clarity	10		
1.4	Estimated reach and engagement of target audiences	10		
Subtotal Technical Proposal (of max 50 points)				
2	Management Capacity = 30%			
2.1	Quality of proposed staff	10		
2.2	Relevance of company portfolio / experience	10		
2.3	Experience of company and/or proposed staff in providing services required	10		
Subtotal Management Capacity (of max 30 points)				
3	Financial Proposal = 20%			
3.1	Total offer / total of lowest offer	20		
Subtotal Financial Proposal (of max 20 points)				
Total by Applicant (of max 100 points)				



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