

**Terms of References**  
**Sub-regional Administrative Assistant of the Implementing  
Partners**  
**to support the implementation of the Programme**  
**“EU4Environment – Water Resources and Environmental Data”**  
**in Kyiv for Eastern Europe**

**1. Financing**

European Union (ENI/2021/424-550)

Co-financing by Austria (Austrian Development Agency) and France (Artois Picardy Water Agency)

**2. Procedure**

Direct attribution according to EU PRAG<sup>1</sup>

**3. Contracting authority**

International Office for Water (OiEau)

**4. Nature of contract**

Fee-based service contract

**5. Indicative period of implementation**

April 2022 – June 2024 with likely extension up to August 2024

**6. Contract amount**

Maximum amount: € 40,000

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<sup>1</sup> Practical Guide to Contract Procedures for EU External Actions

## 7. Background information

The Programme aims at improving people's wellbeing in the EU's Eastern partner countries and enabling their green transformation in line with the European Green Deal and the Sustainable Development Goals (SDGs). The Programme's activities will be clustered around two specific objectives:

To support a more sustainable use of freshwater resources through improved water policies and practices and help reduce the adverse impact of human activities on water quality and ecosystems;

To extend and improve the use of sound environmental statistics by the partner countries, and ensure greater availability of policy-relevant data for decision-makers and citizens.

Environmental and climate resilience and the promotion of fair and inclusive societies are among the key objectives on the post-2020 Eastern Partnership (EaP) agenda. It includes ambitious goals related to better air and water quality.

A far-reaching Economic and Investment Plan will underpin this agenda, aiming to mobilise EUR 17 billion in investments. The Programme will help to speed up such investments into projects that reduce pollution.

The Programme is part of the Team Europe Initiative on Water and Zero Pollution, which aims at moving towards a toxic-free environment for all citizens is an area with a strong interest from partner countries.

The identified measures build on, and ensure continuity of, the Shared Environmental Information System Phase II and the EU Water Initiative Plus for Eastern Partnership programmes. These two programmes were instrumental for modernising environmental monitoring and data analysis systems, promote evidence-based policy making, and increase the partner countries' alignment with EU and international law, in particular the Water Framework Directive.

EaP countries<sup>2</sup> are countries have made progress in a number of water policy reform areas. Since 2016, especially through the European Union Water Initiative Plus (EUWI+), River Basin Management Plans for more than 10 river basins have been refined or newly developed with assistance from the European Union. Regular multi-stakeholder National Policy Dialogues (NPDs) and peer-to-peer international exchanges have enabled water sector reforms. Transboundary cooperation has been on-going in the Kura, Neman, Dniester/Nistru, Western Dvina/Daugava, and Danube river basins. Data management platforms developed in the six countries have increased the transparency of and access to water and environmental information. Water indicators are being gradually aligned with EU and good international practice. Furthermore, ratification and implementation of MEAs has progressed and River Basin Management Plans are now coordinated in some transboundary basins.

However, there is still a need to improve the existing regulatory and institutional frameworks to bring them in line with the principles of Integrated Water Resource Management (IWRM), the EU acquis and UNECE legal instruments. Another task involves addressing the economic aspects of water management through the introduction/upgrade of a number of economic instruments for water resources management. Water allocation rules as well as flood protection management should also be elaborated, and incentives for water use efficiency identified and implemented. National water resource strategies should be supported by sustainable financing strategies.

Beyond the water sector, it is fundamental to fully understand natural assets, stocks and flows, and the state of the environment more generally, in order to assess risks to economic and environmental resilience, create jobs, and shift towards greener growth. Developing and putting environmental economic accounts into place is a significant task for EaP countries. This is particularly the case in high-priority areas, such as air, water, waste, and land. Though environmental-economic statistics have improved, many gaps persist.

Shortfalls in the countries' monitoring capacities prevent effective data collection. In addition to the monitoring of water quality and quantity, air quality monitoring is particularly limited or obsolete, while air pollution is often the single largest environmental health risk. Better information is needed in order to devise effective strategies to combat air pollution and reduce environment-related health risks more generally.

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<sup>2</sup> Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova, and Ukraine.

### Objectives and outputs

The Programme “EU4Environment – Water resources and Environmental data” (hereinafter - the Programme) aims to operationalise several key mechanisms to preserve natural resources, thus improving people’s wellbeing in the partner countries, while enabling countries’ green growth in line with the European Green Deal and a post-COVID-19 green recovery. This will contribute towards longer-term environmental, climatic, and socio-economic resilience, and improved human health and wellbeing, as well as the achievement of the Sustainable Development Goals (SDGs).

The Programme’s specific objectives are:

- Specific Objective 1 “Water resources management”: Water policies and practices support more sustainable use of freshwater resources and help reduce the adverse impacts of human activities on water quality and ecosystems.
- Specific Objective 2 “Environmental statistics and open data”: The use of sound environmental statistics by the partner countries is extended and improved, and better availability of policy-relevant data to decision-makers and citizens is ensured.

To address these specific objectives, the expected outputs are listed below (each output is broken down into activities):

#### *Component 1: Water resources management*

Output 1.1 The first cycle of river basin management planning is extended

Output 1.2 Water strategies, policies and practices include climate-proofing measures

Output 1.3 The implementation of water for health agenda is making progress

Output 1.4 Novel approaches to water monitoring are further promoted

Output 1.5 The economic soundness of water strategies and policies is improved

Output 1.6 Water utilities, private sector and the general public are more closely involved in water management

Output 1.7 National and international water governance and cooperation are further strengthened

Output 1.8 Priority measures are supported through finance mobilisation

#### *Component 2: Environmental statistics and open data*

Output 2.1 Water accounting is extended

Output 2.2 Land and agriculture monitoring and data are improved

Output 2.3 Air and waste management data and statistics are improved for policy-relevant use

Output 2.4 Open data and citizen participation in data collection and analysis are further operationalised

Output 2.5 International sharing of data and networking is maintained

### Organisation of implementation

The Programme, co-financed by the European Union, will be implemented in close cooperation and coordination with the Implementing Partners: three Member State agencies: Umweltbundesamt GmbH (also called “UBA” or “Environment Agency Austria”), Austrian Development Agency (ADA) and International Office for Water (OiEau, France) as well as two international organisations (OECD and UNECE).

The main target group of the Programme in the country is composed of the ministries in charge of water resources and environmental data management. Further target groups are other public institutions and agencies responsible for developing and implementing the national water policy and involved in the management of water resources and non-government stakeholders.

The planned implementation period for the Programme is from January 2022 until August 2024.

The International Office for Water (hereinafter – the Contracting authority) is contracting an experienced Administrative Assistant (hereinafter – the Contractor) for the Implementing Partners’ team in Eastern Europe for the execution of the Programme.

## 8. Scope of works

### Purpose

The Contractor will function as Sub-regional Administrative Assistant located in Kyiv to support the implementation of the Programme. He/she will manage the sub-regional office and support the implementation of the Programme in Belarus, Moldova, and Ukraine, through constant support to the Local Representatives in the sub-region as well as to the Implementing Partners, managing all administrative and financial processes in the framework of the Programme.

### Main tasks to put in place during the programme implementation

The key tasks and responsibilities are described below:

#### **Task 1:** Provide support to the Programme activities organisation:

- Assist and support the Implementing Partners in synergy with their international experts and back offices,
- Assist and support the Country Representatives of the Eastern Europe sub-region and all Implementing Partners,
- Set up a logistical management of programme activities, such as virtual and physical meetings, training and public events and local missions, the consistent use of the Project Operation Manual, the registration of office visitors, of participants to events, workshops, etc. incl. the preparation and management of lists of participants,
- Set up usual office support routines, such as but not limited to maintaining diaries, arranging meetings, local travel, office meeting room, arranging catering support to meetings as necessary, operating any centralised telephone system, reproducing documentation and photocopying, distribution and mailing,
- Launch and maintain an up-dated list of contacts for the sub-region, including relevant media contacts,
- Organize project files management and regular data secure storage on independent storage devices

#### **Task 2:** Manage service providers

- Ensure the functioning of a sub-regional office and of all office infrastructure,
- Organise occasional interpretation and translation services between the local languages and English,
  - For international experts during technical meetings (physical or online),
  - Ensure quality translation that may be requested into the national languages,
- Provide input to the administrative and financial management for service or supply contracts.

#### **Task 3:** Provide administrative and financial support:

- Set up the proper and timely management and support of administrative and financial processes in the framework of the Programme, payment of travel expenses, daily allowances, service providers, etc.
- Arrange local petty cash and office accounts under the supervision of the Programme Manager (UBA) and UBA's responsible Project Assistant and prepare the monthly finance report of expenditures,
- Ensure first level administrative control of the expenses, ensure cash and receipts management,
- Collect quotes from service or supply providers,
- Transmit administrative and financial documents regularly and/or on request to OiEau or UBA,
- Ensure trustful relationships and clear receipts vis-à-vis financial issues,

**Task 4:** Provide support to stakeholder involvement and public communication:

- Support the development of the Programme's communication and visibility plan, facilitating in particular its monitoring,
  - Assist in developing photo and video archives of the Programme,
  - Monitor social network and website of the Programme according to the agreed set of indicators,
  - Support in disseminating information about the Programme to national and local media,
  - Support in maintaining an archive of press clipping featuring the Programme in national and local media and publications featuring the Programme through social networks,
  - Support in verifying the translation of any communication material in local language before its dissemination,
  - Ensuring that any lists of participants are filled in (template to be provided and prepared before specific use) at each event/workshop/meeting organised during the Programme and archiving most important data under a csv format,

Execute any other reasonable tasks in connection with the overall Programme objectives put forward by the Contracting Authority (OiEau), the Programme Manager (UBA) or the responsible Programme administrators.

## **9. Working modalities**

### Location of services

The regional offices will be set up in Kyiv. National and international travels are unlikely in this starting phase of the Programme.

### Assignment schedule

The assignment is expected to start in April 2022 and will end in June 2024, with a likely extension until August 2024 for administrative work wrap up.

### Input

The Consultant will be contracted on a part-time basis for an estimation of **540 days** in total at an indicative average of 19 work days per month.

### Management

The Project Sub-regional Administrative Assistant will work under the supervision of the Programme Manager (UBA), supported by the contracting authority representatives (OiEau).

He/she has to provide all means and technical equipment (e.g. computer, cell phone) necessary for a successful implementation of these services. Once procured, she/he can also use the office room and equipment.

All correspondence and documents related to these services must be written in English.

### Deliverables

Concise monthly activity reports with timesheets.

Media report with e.g. press clipping and social media posts (screenshots and links) about the Programme.

Up-dated list of Programme contacts.

Other deliverables may be defined on an ad-hoc basis by the implementing partners.

### Payment

Payment will be made by the Contracting Authority to the Consultant in regular intervals after successful execution of the work and will be subject to acceptance of the results. Payments will be made by OiEau upon receipt of invoices with supporting documents/time-sheets.

## **10. Application**

Interested parties (individual and legal persons) are invited to request the full tender dossier containing instructions and further information about the tender procedure from the following persons:

Ms Ilke CICEKOGLU: i.cicekoglu@oieau.fr, Project Assistant and the project managers Mr Philippe SEGUIN: p.seguin@oieau.fr and Mr Pierre Henry de Villeneuve: p.henry-de-villeneuve@oieau.fr from OiEau as contracting authority staff.

The deadline for submitting proposals to OiEau premises (France) by express post is:

**14 March 2022, 16:00 (CET).**

This tender is based on the EUs Practical Guide to Contract Procedures for EU External Actions (PRAG). The tender will be awarded based on the best price-quality ratio.

## **11. Award of the contract**

This invitation does not commit OiEau to contract the services announced. OiEau can withdraw from this call at any given time. In no event shall OiEau be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure.

The awarding or non-awarding of the contract does not preclude the application or (non-)awarding for any similar tender under this Programme.