Integrated Water Resources Management in Kosovo

INTEGRATED WATER RESOURCES MANAGEMENT IN KOSOVO (IWRM-K)
PROGRAM – PHASE 2
May 2024 – April 2029

Request for Proposal: 2026-001

Strengthening Groundwater Monitoring, Water Balance Analysis and Protection Zones in Kosovo

January 2026

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development and Cooperation SDC

Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government

SKAT Partners for Impact

ENVIRONMENT AGENCY AUSTRIA

The IWRM-K is a Swiss Agency for Development and Cooperation (SDC) and Government of Kosovo Program, implemented by Skat Consulting Ltd. (Switzerland) in consortium with the Environment Agency Austria (EAA).

TABLE OF CONTENTS

ACRONYMS/ABBREVIATIONS

CET	Central European Time
CV	Curriculum Vitae
DRASTIC	Groundwater vulnerability index based on **D**epth to groundwater, **R**echarge, **A**quifer media, **S**oil media, **T**opography, **I**mpact of the vadose zone, and **C**onductivity (hydraulic)
DWPZ	Drinking-water protection zones
EAA	Environment Agency Austria
EU WFD	European Union Water Framework Directive
GIS	Geographical Information System
GTC	General Terms and Conditions
HMIK	Hydrometeorological Institute of Kosovo
IWRM	Integrated Water Resource Management
IWRM-K	Integrated Water Resource Management in Kosovo Program
LDP	Long-Term Development Plan
MESPI	Ministry of Environment, Spatial Planning and Infrastructure
MODFLOW	Modular Three-Dimensional Finite-Difference Groundwater Flow Model
RBDA	River Basin District Authority
RBMPs	River Basin Management Plans
RFP	Request for Proposal
RWCs	Regional Water Companies
SDC	Swiss Agency for Development and Cooperation
SWAT	Soil and Water Assessment Tool
UP/FCE	University of Prishtina / Faculty of Civil Engineering
VAT	Value Added Tax

1. INVITATION FORM

Integrated Water Resources Management in Kosovo (IWRM-K) Program	**DATE: January 13, 2026**
	REFERENCE: RFP 2026-001 for Strengthening Groundwater Monitoring, Water Balance Analysis and Protection Zones in Kosovo

Dear Sir / Madam:

The "Integrated Water Resources Management in Kosovo" Program[1] (hereinafter the Program or IWRM-K) kindly invites you to submit your Proposal[2] in EUR (VAT excluded) for RFP 2026-001 for Strengthening Groundwater Monitoring, Water Balance Analysis and Protection Zones in Kosovo. The proposal must be submitted electronically on or before 13 February 2026, at 16:30h CET to the following dedicated email: **tender@skat.ch**

Please use the following e-mail subject: RFP 2026-001 for Strengthening Groundwater Monitoring, Water Balance Analysis and Protection Zones in Kosovo

Max. size of uploaded files (per document) must not exceed 20 MB

Password for Financial OFFER SHALL be provided to IWRM–K only upon conclusion of the deadline and when required by e-mail[3].

Service Providers failing to meet this requirement will be disqualified. Your Proposal must be valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of this procurement.

Any discrepancy between the unit price and the total price shall be re-computed by the IWRM-K Program, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on IWRM-K's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by IWRM-K after it has received the Proposal. At the time of Award of

[1] The Program is funded by the Swiss Agency for Development and Cooperation and the Government of Kosovo, and implemented by the Consortium of Skat Consulting Ltd., St. Gallen, Switzerland and the Environment Agency Austria. This procurement is organized by Skat Consulting Branch Office in Kosovo.

[2] Please be guided by the form attached hereto as **Annex 2**, in preparing your Proposal.

[3] Password protection of a PDF document can be done by using free software, such as Adobe Reader for example. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password. Companies that will pass the technical evaluation will be approached by IWRM-K to share the passwords to the financial offers.

Contract or Purchase Order, IWRM-K reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any contract that will be issued as a result of this RFP shall be subject to the Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of IWRM-K.

Please be advised that the IWRM-K is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

IWRM-K encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to IWRM-K if you, or any of your affiliates or personnel, were involved in the preparation of the Terms of References, or other requirements, cost estimates, and other information used in this RFP.

Thank you and we look forward to receiving your Proposal.

2. DESCRIPTION OF REQUIREMENTS

<table>
<tr><td>1</td><td>Brief Description of the Required Services</td><td>Groundwater is one of Kosovo's most strategic water resources, supporting drinking water supply, agriculture, industry, and ecosystems, yet it remains the least studied component of the national water balance. Increasing abstraction, land-use change, and climate variability are placing growing pressure on aquifer quantity and quality. However, Kosovo lacks a consistent, long-term groundwater monitoring system; existing networks are fragmented, data are limited, and groundwater–surface water interactions are poorly understood. Consequently, groundwater balance estimates and stress levels remain highly uncertain, limiting sustainable planning and resilience to over-extraction.

To address these gaps, the IWRM-K Program will collaborate with the Hydro-Meteorological Institute of Kosovo (HMIK), the River Basin District Authority (RBDA), and other respective stakeholders. The study will design an optimized groundwater monitoring network and delineate drinking-water protection zones for selected wells in one regional water company. In parallel, it will develop an improved groundwater balance and scenario analysis, supported by a flexible groundwater model that can be refined as new data become available and integrated into basin-scale planning.</td></tr>
<tr><td>2</td><td>List and Description of Expected Outputs to be Delivered</td><td>
<table>
<tr><th>Tasks</th><th>Description of deliverables</th></tr>
<tr><td rowspan="8">Task 1</td><td>Optimized groundwater monitoring network (with recommended locations, well specifications, sensors, and sampling protocols for HMIK).</td></tr>
<tr><td>Consolidated groundwater datasets (covering levels, quality, abstraction, and vulnerability).</td></tr>
<tr><td>Field Monitoring and Data Collection Report</td></tr>
<tr><td>Improved groundwater balance Report (including recharge, abstraction by sector, dynamic/static reserves, and groundwater stress levels).</td></tr>
<tr><td>Updated SWAT model (inputs through the introduction of groundwater components and refined surface–groundwater interaction parameters).</td></tr>
<tr><td>Scenario-based assessment (showing how improved water-use efficiency and climate change projections influence groundwater sustainability).</td></tr>
<tr><td>Groundwater Database Report proposing an integrated groundwater database model</td></tr>
<tr><td>Task 2</td><td>Drinking-water protection zone delineation study (as required by the national legislation for the selected RWC wells).</td></tr>
<tr><td rowspan="2">Task 3</td><td>Strengthened institutional capacity (in HMIK, RBDA, and RWCs through training and joint technical work).</td></tr>
<tr><td>Enhanced academic involvement with young researchers (gaining practical experience and using study outputs for theses and publications).</td></tr>
<tr><td>Admin</td><td>Final Synthesis Report</td></tr>
</table>
</td></tr>
<tr><td>3</td><td>Frequency of Reporting and Progress Reporting Requirements</td><td>As proposed in the Service Provider's methodology and agreed with IWRM-K prior to contract signing</td></tr>
<tr><td>4</td><td>Location of work</td><td>☐ Exact Address/es [pls. specify]
☒ At Contractor's location, in Pristina, Kosovo (at the premises of the HMIK and the IWRM-K office)</td></tr>
</table>

5	**Expected duration of work**	12 months from the signing of the contract
6	**Target start date**	02 March 2026
7	**Estimated completion date**	01 March 2027
8	**Language of the Proposal**	English
9	**Pre-proposal conference**	Not Applicable
10	**Travels Expected**	Representatives of the expert team from outside Kosovo are expected to travel to Kosovo during the assessment part and presenting results (details to be proposed in the Service Provider's methodology). All travel-related costs need to be calculated and included in the daily fees of proposed Experts.
11	**Implementation Schedule indicating breakdown and timing of activities/sub-activities**	☒ Required ☐ Not Required A detailed breakdown/timeline of activities needs to be included as part of the Service Provider's methodology reflecting the main requirements from the Terms of Reference
12	**Names and curriculum vitae of individuals who will be involved in completing the services**	☒ Required ☐ Not Required
13	**Currency of Proposal**	☐ Other currency (if required) ☒ Euro
14	**Value Added Tax on Price Proposal[4]**	☐ must be inclusive of VAT and other applicable indirect taxes ☒ must be exclusive of VAT and other applicable indirect taxes
15	**Bid Security**	Will not be applied
16	**Liquidated Damages**	Will be applied at the rate of 3.33 % of the price of the contract per month of delay, for up to 10% or 3 months, upon which the Contract will be considered for termination.
17	**Performance Security**	Not required
18	**Financial Standing**	Not Required
19	**Validity Period of Proposals *(Counting for the last day of submission of quotes)***	☐ 60 days ☐ 90 days ☒ 120 days In exceptional circumstances, IWRM-K may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
20	**Partial Quotes**	☒ Not permitted ☐ Permitted
21	**Payment Terms[5]**	To be specified in the contract based on timeline agreed
22	**Type of Contract to be Signed**	☒ Contract for Professional Services ☐ Other Type of Contract
23	**Evaluation Method for the Award of Contract**	☒ Combined Scoring Method, using the 70%/30% distribution for technical and financial proposals respectively

[4] IWRM-K is VAT exempt in the country and all activities implemented by the Program directly or through contracts are also VAT exempt.

[5] IWRM-K's preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding EUR 30,000, IWRM-K shall require the Service Provider to submit a bank guarantee or bank cheque payable to IWRM-K, in the same amount as the payment advanced by IWRM-K to the Service Provider.

		☐ Full acceptance of the IWRM-K's Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of the services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
24	**Criteria for the Assessment of Proposal**	Technical Proposal (70%) ☒ The expertise of the Firm 200 ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 200 ☒ Qualification of Key Personnel 300 Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by IWRM-K.
25	**IWRM-K will award the contract to:**	☒ One and only one Service Provider ☐ One or more Service Providers, depending on the following factors:
26	**Contract General Terms and Conditions[6]**	Terms and Conditions for contracts (services)
27	**Annexes to this RFP[7]**	☒ Annex 1: Terms of Reference ☒ Annex 2: Bidder Submission Form ☒ Annex 3: Bidder Information Form ☒ Annex 4: Qualification Form ☒ Annex 5: Format of Technical Proposal ☒ Annex 6: Financial Proposal Submission Form ☒ Annex 7: Evaluation Criteria ☒ Annex 8: Terms and Conditions
28	**Contact for Inquiries (Written inquiries sent by email only)[8]**	**Email to: skatconsultingkosovo@skat.ch** Any delay in IWRM-K's response shall be not used as a reason for extending the deadline for submission unless IWRM-K determines that such an extension is necessary and communicates a new deadline to the Proposers.
29	**Deadline for Submission of requests for clarification**	3 working days before the deadline
30	**Manner of Disseminate-ting Supplemental Information to the RFP and responses/ clarifications to queries**	By e-mail to the requesting bidder and also posted on the Skat Consulting Ltd., St. Gallen website (https://skat.ch/projects/integrated-water-resources-management-in-kosovo-iwrm-k-program-phase-2).
31	**Documents to be submitted**	☒ Annex 2: Bidder Submission Form ☒ Annex 3: Bidder Information Form ☒ Copy of the registration from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and

[6] Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

[7] Where the information is available in the web, a URL for the information may simply be provided.

[8] This contact person and address is officially designated by IWRM-K. If inquiries are sent to other person/s or address/es, even if they are IWRM-K staff, IWRM-K shall have no obligation to respond nor can IWRM-K confirm that the query was received.

		principal place of business (no translation required) for all entities involved. ☒ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any ☒ Annex 4: Qualification Form ☒ Annex 5: Format of Technical Proposal including CVs of proposed experts for the assignment, as per the qualification requirements in the TORs ☒ Annex 6: Financial Proposal Submission Form
32	**Other:**	n/a

ANNEX 1: TERMS OF REFERENCE

PROGRAM BACKGROUND

The Integrated Water Resources Management in Kosovo Program (hereinafter "IWRM-K" or "the Program") is implemented by a Consortium led by Skat Consulting Ltd. (Switzerland) in partnership with the Environment Agency Austria (EAA), with financial support from the Swiss Agency for Development and Cooperation (SDC) and the Government of Kosovo. The Ministry of Environment, Spatial Planning and Infrastructure (MESPI) is the key national partner.

Following the successful completion of Phase 1 (2020–2024), Phase 2 of the IWRM-K Program (2024–2029) builds on achieved results and lessons learned to further strengthen the sustainable management of water resources in Kosovo. The Program focuses on enhancing institutional capacities, improving water monitoring systems, and supporting the implementation of strategic and regulatory frameworks in line with Integrated Water Resources Management (IWRM) principles and EU requirements.

A central pillar of the Program is the strengthening and operationalization of the national water monitoring system. In this context, the Program supported the Hydro-Meteorological Institute of Kosovo (HMIK) in the preparation of a key long-term strategic planning document for the development of hydrological, meteorological, and environmental monitoring. Now, the HMIK supported by the IWRM-K is focused on the implementation of this Long-term Development Plan (LDP), through targeted investments, capacity development, and priority technical studies.

Within this context, the groundwater monitoring study represents one of three priority studies and analyses required to support the HMIK in implementing the LDP. The study will contribute to improving groundwater monitoring design, data availability, and analytical capacity, addressing a critical gap in Kosovo's water resources knowledge base. Given the complexity of groundwater monitoring and the limited national experience with European Union Water Framework Directive (EU WFD) compliant approaches, the Program will also facilitate knowledge transfer and collaboration with external experts and institutions, ensuring that the developed system is robust, applicable, and sustainable over the long term.

ASSIGNMENT CONTEXT

Groundwater is the least studied and least understood component of Kosovo's overall water balance, yet it represents one of the country's most strategic natural resources. It supports drinking water supply, agriculture, industry, and ecosystems. Increasing abstraction, land-use change, and climate variability put growing pressure on both the quantity and quality of aquifers.

Despite its importance, Kosovo lacks a consistent, long-term groundwater monitoring system; the existing network is fragmented, data are limited, and groundwater–surface water interactions are not well characterized. As a result, groundwater balance estimates are uncertain and groundwater stress levels remain largely unquantified. Addressing these gaps is essential for sustainable planning, agricultural development, resilient water supply, and reducing vulnerability to over-extraction.

To respond to these needs, the IWRM-K Program will collaborate closely with the HMIK, River Basin District Authority (RBDA) and Regional Water Companies (RWCs) to undertake a comprehensive, applicative research study.

The study will (i) design an optimized and functional groundwater monitoring network and (ii) delineate drinking-water protection zones (DWPZ) for selected wells in one RWC.

In parallel, the study will develop an improved groundwater balance assessment and scenario analysis, demonstrating how groundwater pressures can be mitigated through more efficient water-use practices across sectors even in cases where initial monitoring data are incomplete. The groundwater model will be designed so that it can be progressively refined and updated as new monitoring data becomes available.

The results will also be used to upgrade the Program's existing SWAT model, which currently lacks groundwater components, ensuring better integration of groundwater processes into basin-scale water resources planning.

OBJECTIVES AND SCOPE OF WORK

Objective: The overall objective of this assignment is to **strengthen the scientific and institutional basis for sustainable groundwater management in Kosovo by improving groundwater monitoring**, **assessment, and analytical capacity**. The assignment supports the implementation of the HMIK's monitoring plan by establishing a functional and optimized groundwater monitoring framework, improving groundwater balance assessments, and providing practical tools for groundwater protection and management. Through applied analysis, scenario development, and capacity building, the assignment will enable national institutions to better understand groundwater availability, pressures, and risks, and to progressively improve groundwater monitoring network and decision-making in line with IWRM principles and EU WFD requirements.

Scope of work: The assignment shall include the design of an optimized, scientifically robust, and operational groundwater monitoring network capable of capturing groundwater levels, quality, recharge processes, and vulnerability. The monitoring network shall be designed as a long-term system that provides the foundational data required to progressively refine groundwater balance assessments and groundwater models as additional data become available through continued monitoring.

Building on the monitoring framework, the assignment shall deliver an improved assessment of the groundwater balance by analyzing recharge, abstraction, and both dynamic and static groundwater reserves. This assessment shall be complemented by an evaluation of groundwater use across key sectors, including drinking-water supply, agriculture, industry, and other relevant uses. Based on these analyses, groundwater stress levels shall be determined, and priority areas identified where pressures on groundwater resources can be reduced through improved management and demand-side measures.

The assignment shall also include the delineation of DWPZ for selected drinking water wells operated by one RWC[9]. Using appropriate hydrogeological investigations and analytical and/or numerical tools, short-, medium-, and long-term protection zones shall be defined. The outputs shall include GIS-based capture zone maps, land-use recommendations, and measures aimed at preventing pollution and safeguarding drinking-water sources.

Furthermore, the assignment shall develop scenarios for sustainable groundwater management, illustrating how groundwater pressures can be mitigated under different management and development pathways. The scenario analysis shall address measures such as improved irrigation efficiency, reduction of water losses in supply systems, rationalization of industrial water use, and the potential impacts of climate change in Kosovo. The scenarios shall demonstrate management

[9] It will be carried out for only one (1) Regional Water Company (RWC) and for one groundwater zone. The selected groundwater zone may include several wells located in close proximity; however, the total number of wells will not exceed seven (7), as there are seven monitoring devices to be deployed by UP. All wells within the zone are treated collectively and managed under a single water permit.

options and policy relevance even in cases where baseline groundwater data are limited or incomplete.

The results of the groundwater monitoring design, balance assessment, and scenario analysis shall be used to upgrade the Program's existing SWAT model, which currently lacks a groundwater component. The assignment shall enhance the representation of groundwater processes and surface–groundwater interactions, thereby improving basin-scale water resources planning and analysis.

In parallel, the assignment shall strengthen institutional knowledge and practical capacities within the HMIK, RBDA, and RWCs. This shall be achieved through targeted training, technical guidance, and structured knowledge transfer, ensuring that groundwater monitoring methods, protection zone management, and groundwater modelling approaches can be applied, maintained, and further developed beyond the duration of the assignment.

METHODOLOGY

Methodology: The assignment will be conducted using the following approach:

- **Data Assessment & Hydrogeological Review**: Compile and verify all existing groundwater-related data, including public and private well inventories, abstraction records, water quality datasets, borehole logs, geological and hydrogeological maps, and previous studies[10]. Identify gaps in spatial coverage, temporal consistency, and data reliability. This step will also include a review of groundwater–surface water interaction patterns in the study area[11]. Links will be established with the pressure and impact assessments, both quantitative and qualitative, under the ongoing River Basin Management Plans (RBMPs), and all new findings will be formulated so they can directly feed back into and strengthen the RBMPs.
- **Vulnerability Mapping**: Apply the **DRASTIC method** to map intrinsic vulnerability and identify high-risk zones where pollution threats and land-use pressures may compromise groundwater quality. These vulnerability outputs will guide the placement of monitoring wells and inform protection zone delineation.
- **Design of the Groundwater Monitoring Network**: Based on the hydrogeological review and vulnerability analysis, identify optimal locations for monitoring wells and piezometers. Define technical specifications (depth, screen intervals, lithology), instrumentation requirements (e.g., level loggers, EC/pH/temperature and other sensors), sampling protocols, and recommended monitoring frequency. Prepare an operational plan for the HMIK, including calibration, maintenance, and data management procedures.

  Each piezometer of the identified wells should first be inspected using a 360-degree rotating camera (available at the Ministry). Then, a licensed company should clean the piezometer using water pressure, after which the well should be re-inspected to verify that the cleaning has been properly carried out.
- **Groundwater Balance, Sectoral Use, and Stress Assessment**: Estimate groundwater recharge, abstraction volumes across sectors (drinking-water, agriculture, industry, etc.),

[10] These data originate from multiple, well-documented sources. Although verifying the data through site visits will require considerable effort, the sources have been clearly identified, and their owners have confirmed their willingness to share the information.

[11] In this context, the study area refers to the scope defined for this assignment, which encompasses all river basins within territory of Kosovo. It should be noted, however, that hydrological boundaries do not always co-incide with administrative borders.

dynamic and static reserves, and groundwater depletion trends (where applicable). Determine groundwater stress levels using internationally recognized indicators. Where data are initially limited, apply conceptual models and proxy indicators to establish a credible baseline that can be refined as monitoring expands.

- **Groundwater Modelling (Conceptual and Numerical)**: Develop a groundwater conceptual model integrating hydrogeology, recharge mechanisms, pumping regimes, and aquifer boundaries. Model outputs will also be used to upgrade the Program's existing **SWAT model**, introducing groundwater components and improving surface–groundwater connectivity.
- **Delineation of Drinking-Water Protection Zones**: Use hydrogeological characterization, groundwater modelling, at least 6-months measurements directly at the selected wells[12], flow direction analysis, and capture-zone assessment to delineate short-, medium-, and long-term protection zones for selected RWC drinking water wells. Deliver GIS layers, maps, and land-use recommendations aligned with international best practices and Kosovo's regulatory context. To the extent possible, and primarily for educational purposes, analytical and/or numerical models (e.g., MODFLOW-type approaches) will be applied to simulate groundwater behaviour, with results used to inform the protection zone delineation.
- **Scenario Development for Sustainable Water Use**: Construct scenarios showing how groundwater pressures can be reduced through improved irrigation efficiency (e.g., precision agriculture), reduced water losses in supply networks, rational industrial consumption, and projected climate change impacts. Quantify management potential for each scenario, even with partial datasets, by comparing groundwater stress reductions and availability under different intervention pathways.
- **Groundwater Database Design and System Integration Requirements:** Analyse the current HMIK databases and information systems and propose an integrated groundwater database model suitable for time-series management, long-term monitoring, and national and EU-compliant reporting. Ensure interoperability **with GIS, SWAT, and existing HMIK systems, using a modular and scalable design.**
- **Socio-Economic and Feasibility Analysis**: Assess the cost-effectiveness of proposed monitoring investments, protection measures, and efficiency interventions. Evaluate opportunity costs, expected savings (e.g., reduced pumping, less contamination risk), and long-term benefits for municipalities, RWCs, and national institutions.
- **Capacity Building & Knowledge Transfer**: Conduct targeted workshops, field demonstrations, and technical training sessions for HMIK, RBDA, and RWCs staff. Focus areas will include groundwater monitoring techniques, data interpretation, vulnerability mapping, protection zone management, and integration of groundwater results into broader water resources planning tools (including the upgraded SWAT model).

Based on the above the interested bidders are expected to develop a concise methodology outlining the approach and all steps necessary for successful completion of the assignment. The methodology must clearly specify the roles (leading and supportive) of all involved entities, as well as the inputs to be deployed (number of working days) and the timeline, in accordance with the table provided in the section "Inputs and Timetable."

[12] Groundwater monitoring equipment will be provided by the University of Prishtina / Faculty of Civil Engineering (UP/FCE). The LSP shall coordinate with UP/FCE, through IWRM-K, for access and use of the equipment. The LSP remains responsible for fieldwork installation of equipment, data quality, and documentation, while the collected data will also be shared with UP/FCE for future research purposes.

COOPERATION MODEL

A **Lead Service Provider (LSP) shall be contracted as the primary party** responsible for the overall delivery of the assignment, including planning, coordination, quality assurance, reporting, and oversight. The LSP will also ensure training and knowledge transfer to HMIK, RBDA, and selected researchers at the academic institution(s). The LSP will lead and undertake specific tasks, while also supporting the subcontracted academic institution(s) on tasks where the academic institution has the primary role. The responsibilities are as follows:

Tasks led by the LSP:

- Vulnerability Mapping: Apply the DRASTIC method
- Design of the Groundwater Monitoring Network
- Groundwater Balance, Sectoral Use, and Stress Assessment
- Groundwater Modelling (Conceptual and Numerical)
- Scenario Development for Sustainable Water Use
- Groundwater Database Design and System Integration Requirements
- Socio-Economic and Feasibility Analysis
- Capacity Building & Knowledge Transfer

Tasks supported by the LSP:

- Data Assessment & Hydrogeological Review: The LSP provides guidance, ensuring that the academic institution collects and verifies groundwater data, including public and private wells, abstraction records, water quality datasets, borehole logs, geological and hydrogeological maps, and previous studies.
- Delineation of Drinking-Water Protection Zones (DWPZ): The LSP supports the academic institution in undertaking the analytical/numerical models.

To implement these tasks, the **LSP is required to subcontract at least one recognized academic or research institution** with demonstrated expertise in hydrogeology and groundwater monitoring in Kosovo. The subcontracted institution must be legally established and shall lead activities such as:

- Groundwater data collection and field monitoring
- Installation of equipment and monitoring selected RWC wells for DWPZ delineation
- Contributing to the preparation of the DWPZ elaboration
- Providing local hydrogeological knowledge and interpretation
- Supporting training and knowledge transfer to HMIK and RBDA, with guidance from the LSP.

A formal subcontracting agreement shall define the responsibilities between the LSP and the academic institution(s).

DUTIES AND RESPONSIBILITIES

Under the supervision of the designated technical representatives of the IWRM-K and HMIK for day-to-day coordination, and the general guidance of the Team Leader of the IWRM-K, the Service Provider will be responsible for the following specific duties and responsibilities:

Task 1: Establishing Integrated Groundwater Monitoring, Assessment, and Management Framework

- **Develop an Optimized Groundwater Monitoring Network:** Design a scientifically robust, long-term monitoring system that captures groundwater levels, quality, recharge, and vulnerability. The network will provide the foundational data needed to progressively refine

groundwater balance calculations and models as new information becomes available. This will follow a detailed study of the current monitoring system, the collection and evaluation of hydrogeological data, as well as a vulnerability assessment using the DRASTIC method.

- **Assess Groundwater Balance, Sectoral Use, and Stress Levels:** Prepare an improved groundwater balance by assessing recharge, abstraction, and dynamic and static reserves, combined with an analysis of groundwater use across key sectors (drinking-water supply, agriculture, industry, and others). Determine groundwater stress levels and identify priority areas where pressures can be reduced through improved management practices.
- **Develop Scenarios for Sustainable Groundwater Management**: Conduct scenario analysis illustrating how groundwater pressures can be reduced through improved irrigation efficiency (e.g., precision agriculture), reduced water supply losses, rational industrial water use, and climate change projections for Kosovo. Scenarios will demonstrate management potential even where baseline groundwater data are limited.
- **Integrate Groundwater Insights into the Existing SWAT Model**: Use findings from the monitoring network, groundwater balance assessment, and scenarios to upgrade the Program's existing SWAT model with groundwater components and improved representation of surface–groundwater interactions.
- **Define Groundwater Database Design and System Integration Requirements:** Carry out an analysis of the current status of HMIK's databases and information systems and, based on this analysis, to propose an integrated groundwater database model. The proposed model shall be suitable for time-series data management, long-term monitoring, and national as well as EU-compliant reporting. Bidders shall ensure that the proposed database is fully interoperable with GIS, hydrological models (including SWAT), and the existing databases and information systems of HMIK. The database design shall be based on a modular and scalable approach, enabling further development and expansion beyond the duration of the project without limiting future data integration or use.

Task 2: Designing of Protection Zones for Drinking-Water Wells

- **Delineate Drinking-Water Protection Zones**: Use hydrogeological assessment and analytical/numerical tools (e.g., MODFLOW) to delineate short-, medium-, and long-term protection zones for selected RWC production wells. Outputs will include GIS capture zones, land-use recommendations, and pollution prevention measures.

Task 3: Strengthening Institutional Knowledge and Skills

- **Strengthen Institutional Knowledge and Capacities**: Build practical capacities within HMIK, RBDA, RWCs, and academia through training, technical guidance, and structured knowledge transfer, ensuring long-term application of monitoring methods, protection zone management, and groundwater modeling approaches.

INPUTS AND TIMETABLE

Tasks	Description of deliverables	Estimated distribution of days[13]		Tentative timetable
		Profile of experts	Indicative no. of Days	
Task 1	**Optimized groundwater monitoring network** (with recommended locations, well specifications, sensors, and sampling protocols for HMIK).	- Senior Hydrogeologist / Project Manager. - Hydrogeologist. - Hydrologists/ Researchers - Water Resources Modeller. - Equipment Specialist. - GIS Specialist. - Field Specialists/ Researchers.	≈ 300	To be proposed by the Service Provider in its methodology and workplan
	Consolidated groundwater datasets (covering levels, quality, abstraction, and vulnerability).			
	Field Monitoring and Data Collection Report			
	Improved groundwater balance Report (including recharge, abstraction by sector, dynamic/static reserves, and groundwater stress levels).			
	Updated SWAT model (inputs through the introduction of groundwater components and refined surface–groundwater interaction parameters).			
	Scenario-based assessment (showing how improved water-use efficiency and climate change projections influence groundwater sustainability).			
	Groundwater Database Report proposing an integrated groundwater database model			
Task 2	**Drinking-water protection zone delineation study** (as required by the national legislation for the selected RWC wells).			
Task 3	**Strengthened institutional capacity** (in HMIK, RBDA, and RWCs through training and joint technical work).			
	Enhanced academic involvement with young researchers (gaining practical experience and using study outputs for theses and publications).			
Admin	**Final Synthesis Report**			
		Total expert days:	≈ 300	

[13] The Service Provider will provide the distribution of days per tasks/per profile on his technical proposal

QUALIFICATION REQUIREMENTS

The **Lead Service Provider** shall be a legally established consulting firm, academic, or research organization with extensive demonstrated experience of a **minimum of 10 years** in groundwater assessment, monitoring, and integrated water resources management. The Lead Service Provider shall have the technical, managerial, and institutional capacity to deliver the full scope of services and to coordinate national academic partners. It shall have a record of a **minimum of 3 projects** of similar nature and degree of complexity (Design or optimization of groundwater monitoring networks; Groundwater data collection and interpretation; Groundwater balance assessment at basin, regional, or national level). Experience in the Southeast Europe region is considered an asset. It shall have proven experience in **at least 2 projects** involving the Delineation of DWPZ or wellhead protection areas, and the Development of land-use or pollution prevention recommendations.

The scope of work requires a **team of skilled professionals** with compatible qualifications and previous experience in similar projects. All team members shall possess excellent relevant technical and language skills to successfully implement the assignment. For the needs of the evaluation process, the IWRM-K will evaluate/score only the required expert profiles as stated below, while the CVs of other researchers/specialists will be added value:

Team members and key responsibilities	Qualification requirements
Senior Hydrogeologist / Project Manager (Key Expert 1) *The Senior Hydrogeologist / Project Manager will act as Team Leader and will be responsible for overall technical leadership, coordination of all project components, quality assurance, reporting to Client and Beneficiaries, and supervision of the national academic subcontractor.*	• University degree (PhD) in Hydrogeology, Geology, Water Engineering, Environmental Engineering, or a closely related field. • Minimum 15 years of professional experience in hydrogeology and groundwater-related assignments. • Experience from at least 2 projects of similar nature and degree of complexity (Design or optimization of groundwater monitoring networks, Hydrogeological/groundwater research). • Experience from at least 2 projects involving the management of complex, multi-disciplinary water resources or groundwater projects in a lead position (e.g., Team Leader, Project Manager) • Experience working with public water authorities, water agencies, or water utilities. • Experience in South-East Europe or comparable hydrogeological and institutional contexts. • Experience with donor-funded or public-sector projects. • Strong reporting, coordination, and communication skills. • Fluency in English (both written and spoken) is essential.
Hydrogeologist / Deputy Project Manager (Key Expert 2) *The Hydrogeologist will support field investigations, groundwater monitoring network design, data collection, interpretation of groundwater levels and quality, and contribute to protection zone delineation.*	• University degree (Master) in Hydrogeology, Geology, Water Engineering, Environmental Engineering, or a closely related field. • Minimum 10 years of professional experience in hydrogeology and groundwater-related assignments. • Experience from at least 2 projects of similar nature and degree of complexity (involving Groundwater monitoring and assessment, and Design DWPZ studies preferably in South-East Europe). • Experience working with public water authorities, water agencies, or water utilities and donor-funded or public-sector projects. • Experience with GIS tools and MODFLOW for groundwater data analysis. • Fluency in English and Albanian is essential.

Team members and key responsibilities	Qualification requirements
Water Resources Modeller (Key Expert 3) *The Water Resources Modeller will be responsible for groundwater and/or integrated surface–groundwater modelling, scenario analysis, and upgrading the existing SWAT model by introducing groundwater components and improving representation of surface–groundwater interactions.*	• University degree (Master) in Water Resources Engineering, Hydrology, Environmental Engineering, Civil Engineering, or a closely related field. • Minimum 15 years of professional experience in water resource modelling (e.g., hydrology, hydraulics, hydrogeology). • Experience from at least 2 projects of similar nature and degree of complexity (involving water balance modelling and scenario analysis; and Integrating surface water and groundwater processes). • Proven experience with the key hydrological and/or hydrogeological models and tools required for this assignment (e.g. SWAT, MODFLOW, DRASTIC or equivalent). • Fluency in English is essential.

NOTE: In addition to the key experts, the Service Provider shall ensure the availability of a pool of experts, technicians, and other support staff (e.g., for field visits, translation/interpretation/ proofreading, and organizing meetings and events) to successfully complete the tasks under this RFP.

OTHER TERMS AND CONDITIONS

- *Language*

The language of the required deliverables is English and Albanian. The quality of the documents is subject to review before approval. High-quality proofreading in English and Albanian is mandatory.

- *Sources of information*

The Program will make the best possible efforts to provide all relevant documentation/information to the selected Service Provider.

- *Ownership and submission of data, reports, and other material produced*

All primary data, reports, and other documentation in the course of this assignment shall be made available to the Program in electronic format. The ultimate ownership of the deliverable's rests with the donor (Swiss Agency for Development and Cooperation) and the Program partners. The Program has the right to use the results of the work in various publications, citing the results of work carried out, and/or asking the experts to contribute as authors/co-authors. The experts of the Service Provider can use the findings of this work only with written consent from the owners.

ANNEX 2: BIDDER SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our password protected Financial Proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, for any part of the contract:

1. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
2. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
3. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the IWRM-K.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Bidding documents, including the General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] *to sign this Proposal and bind it should the IWRM-K accept this Proposal.*

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

ANNEX 3: BIDDER INFORMATION FORM

The legal name of Bidder	
Legal address	
Year of registration	
Bidder's Authorized Representative Information	
Country/ies of operation	
No. of full-time employees	
Quality Assurance Certification[14] (e.g. ISO 9000 or Equivalent) (*If yes, provide a copy of the valid Certificate):*	
Does your Entity hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a copy of the valid Certificate):*	
Person IWRM-K may contact for requests for clarification during the Proposal evaluation	

[14] The possession of such certification is not a mandatory requirement. However, it may result in acquiring slightly higher score on the Bidder's qualifications, capacity and experience assessment

ANNEX 4: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

Previous Relevant Experience for Company/Entity
Please list only previous similar assignments successfully completed [as per the requirements in the Terms of Reference related to relevant experience].

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company/entity or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the IWRM-K

No.	Project name and a brief description	Client & Reference Contact Details	Contract Value	Period of activity and status
1				
2				
3				
4				

Expertise
Please list all experts and their qualifications in the list provided in addition to requirements under Annex 5 [as per the requirements in the Terms of Reference related to relevant experience].

No.	Position	Relevant projects (please check the requirements in TOR for the relevance of projects)	Education	Total-experience/experience in relevant projects (years)	Other
1.		1. 2. 3.			
2.		1. 2. 3.			

ANNEX 5: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and, expertise

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and, project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
1.3 The relevance of specialized knowledge and experience on similar engagements done in the region/country.
1.4 Quality assurance procedures, accreditations and certificates (such as ISO or similar), and risk mitigation measures.
1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

At a minimum, the CV shall include the following information outlined below

Name of Personnel	[Insert]
Position for this assignment / Area of Expertise (from TOR)	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of goods and/or services]*
	▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, the title of position held, and location of employment. For experience in the last five years, detail the type of activities performed, degree of responsibilities, location of assignments, and any other information or professional experience considered pertinent for this assignment.]*
	[Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]*
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

_____	_____
Signature of Personnel	Date (Day/Month/Year

ANNEX 6: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

We, the undersigned, offer to provide the services for [Insert RFP Title] in accordance with your Request for Proposal No. RFP 2026-001 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and our password protected Financial Proposal.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in Description of Requirements [Annex 1].

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with the official stamp of the Bidder]*

The Bidder is required to prepare the Financial Proposal following the below format and submit it separately (password protected) from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The currency of the proposal: EUR

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees (THIS IS JUST a SAMPLE)

Name	**Position**	**Fee Rate**	**No. of Days/months / hours**	**Total Amount**
		A	*B*	*C=A+B*
In-Country				
Home Based				
			Subtotal Professional Fees:	

Table 3: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	**Time** (person-days)	**Professional Fees**	**Other Costs**	**Total**
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Payment is deliverables based

ANNEX 7: EVALUATION CRITERIA

A two-stage procedure is utilized in evaluating the proposals, with an evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals (expertise of the firm in similar projects, methodology and approach and qualifications of the staff with relevant experience) and the price has allocated 300 points.

The contract will be awarded to the Service Provider with the highest aggregate score based on the technical and financial proposal.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable	Company				
			A	B	C	D	E
1.	Expertise of organization	200					
2.	Proposed methodology and approach	200					
3.	Personnel (qualifications and experience)	300					
	Total:	**700**					

		YES/NO for minimum requirements	
	Section 1. Bidder's qualification, capacity, and experience		
1.1	Company profile and evidence of capacity/organization capability (see Annex 5, Format of Technical Proposal (SECTION 1: Bidder's qualification, capacity, and expertise)		Max 40
1.2	Minimum of 10 years in groundwater assessment, monitoring, and integrated water resources management. The Lead Service Provider shall have the technical, managerial, and institutional capacity to deliver the full scope of services and to coordinate national academic partners.	Max 60	Max 45 points for 10 years Max 53 points for 10 to 15 years Max 60 points for 16 years and more
1.3	It shall have a record of a minimum of 3 projects of similar nature and degree of complexity (Design or optimization of groundwater monitoring networks; Groundwater data collection and interpretation; Groundwater balance assessment at basin, regional, or national level).	Max 60	Max 45 points for 3 projects Max 53 points for 4 to 6 projects Max 60 points for 7 projects and more
1.4	It shall have proven experience in at least 2 projects involving Delineation of DWPZ or wellhead protection areas, and Development of land-use or pollution prevention recommendations.		Max 30 points for 2 projects Max 35 points for 3 to 5 projects Max 40 points for 6 projects and more
	Total Section 1:		**200**

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Does the proposer understand the task and the project environment?	40
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	40

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.3	Details on how the different service elements shall be organized, controlled, and delivered	40
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	30
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	25
2.6	Details on how the pool of experts will contribute to the design and delivery of the training based on the proposed methodology	25
	Total Section 2:	**200**

Section 3. Management Structure and Key Personnel			
3.1 Senior Hydrogeologist / Project Manager (Key Expert 1)			
	YES/NO for minimum requirements	**Score**	**Max obtainable points**
University degree (PhD) in Hydrogeology, Geology, Water Engineering, Environmental Engineering, or a closely related field.		Max 15 points for PhD	15
Minimum 15 years of professional experience in hydrogeology and groundwater-related assignments.		Max 15 points for 15 years Max 20 points for 16 or more years	20
At least 2 projects of similar nature and degree of complexity (planning and conducting studies and/or projects on hydro-meteorological, and other environmental monitoring services).		Max 10 points for 2 projects Max 15 points for 3 or more projects	15
		Max points or 3.1:	**50**
3.2 Expert Hydrogeologist / Deputy Project Manager (Key Expert 2)			
University degree (Master) in Hydrogeology, Geology, Water Engineering, Environmental Engineering, or a closely related field.		Max 12 points for MSc Max 15 points for PhD	15
Minimum 10 years of professional experience in hydrogeology and groundwater-related assignments.		Max 15 points for 10 years Max 20 points for 11 or more years	20
At least 2 projects of similar nature and degree of complexity (involving Groundwater monitoring and assessment, and Design DWPZ studies preferably in South-East Europe).		Max 10 points for 2 projects Max 15 points for 3 or more projects	15
		Max points or 3.2:	**50**
3.3 Water Resources Modeller (Key Expert 3)			
University degree (Master) in in Water Resources Engineering, Hydrology, Environmental Engineering, Civil Engineering, or a closely related field.		Max 12 points for MSc Max 15 points for PhD	15
Minimum 15 years of professional experience in water resource modelling.		Max 15 points for 15 years Max 20 points for 16 or more years	20
At least 2 projects of similar nature and degree of complexity (involving Groundwater balance modelling and scenario analysis; and Integrating surface water and groundwater processes, preferably in South-East Europe).		Max 10 points for 2 projects Max 15 points for 3 or more projects	15
		Max points or 3.3:	**50**
		Total Section 3	**300**

Failing to meet the mandatory requirements (e.g., educational background requirements, years of professional experience, number of relevant previous projects), even one of all will lead to disqualification.

An Offeror's response to the solicitation document is evaluated and points are attributed based on how well they meet the defined desirable criteria. A proposal shall be considered non-responsive and rejected if it fails to substantially satisfy the requirements of the TOR, or it fails to achieve a minimum technical score (70% of 700 points or 490 points) as specified in the RFP.

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals. The offer with the lowest price will receive a total of 300 points. Other offers with higher prices will receive their respective scores according to the following formula:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times 300$$

The proposal will be awarded with the highest aggregate score based on the technical and financial proposal. The remaining financial proposals of Offeror's whose technical proposals are deemed unacceptable or unqualified shall remain unopened can be returned.

ANNEX 8: TERMS AND CONDITIONS FOR CONTRACTS

1. LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the IWRM-K. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the IWRM-K. For the purposes of this agreement, the Contractor is defined as a business that agrees to conduct work for the IWRM-K as specified under the terms of a contract. The term "Contract" includes the general terms and conditions set forth in the body of this document (the "Terms and Conditions for Contracts Terms").

2. SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from anyone else but the IWRM-K in connection to its services under this contract. The Contractor shall refrain from any action that may adversely affect the IWRM-K and shall fulfil its commitments with the fullest regard to the interests of the IWRM-K.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims, or obligations under this Contract except with the prior written consent of the IWRM-K.

5. SUB-CONTRACTING:

In the event, the Contractor requires the services of sub-contractors in the course of the implementation of the assignment (unless specified in the Proposal/Offer/Bid), the Contractor shall obtain the prior written approval and clearance of the IWRM-K for all sub-contractors. The approval of IWRM-K of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of IWRM-K has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless, at its own expense, the IWRM-K, its officials, agents, servants, and employees from and against all third-party claims, suits, obligations, causes of action, demands, and all losses, damages, judgments, the liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material, or other intellectual property by the Contractor, its employees,

officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES:

The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

9. LIENS:

The Contractor shall not cause or permit any lien, attachment, or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the IWRM-K against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by IWRM-K shall rest with IWRM-K and any such equipment shall be returned to IWRM-K at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to IWRM-K, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate IWRM-K for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS:

Except as is otherwise expressly provided in writing in the Contract, the IWRM-K shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the IWRM-K under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the contract and the Contractor acknowledges and agrees that such products, documents, and other materials constitute works made for hire for the IWRM-K.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the IWRM-K does not and shall not claim any ownership interest thereto, and the Contractor grants to the IWRM-K a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

All maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the IWRM-K, shall be made available for use or inspection by the IWRM-K at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to IWRM-K authorized officials on completion of work under the Contract.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF IWRM-K

The Contractor shall not in any manner whatsoever use the name, emblem, or official seal of the IWRM-K in connection with its business or otherwise unless expressly allowed in writing by authorized IWRM-K officials.

13. CONFIDENTIALITY:

Information and data that is considered proprietary by either Party and that are delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

The recipient ("Recipient") of such information shall:

a) use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
b) use the Discloser's Information solely for the purpose for which it was disclosed.

Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract, the Recipient may disclose Information to:

a) any other party with the Discloser's prior written consent; and,
b) the Recipient's employees, officials, representatives, and agents who have a need to know such information for purposes of performing obligations under the Contract, and employees officials, representatives, and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such information for purposes of performing obligations under the Contract.

The Contractor may disclose Information to the extent required by law, provided that the Contractor will give the IWRM-K sufficient prior notice of a request for the disclosure of information in order to allow the IWRM-K to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

The IWRM-K may disclose Information to the extent as required by national law in Kosovo.

These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the IWRM-K, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the IWRM-K of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the IWRM-K shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the IWRM-K shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.

IWRM-K reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case the IWRM-K shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination by the IWRM-K no payment shall be due from the IWRM-K to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the IWRM-K may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the IWRM-K of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

The parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of this Contract or the breach, termination, or invalidity thereof. This Contract shall be construed and interpreted and the legal relations created hereby shall be determined in accordance with the laws of the Republic of Kosovo. The parties' consent to the exclusive jurisdiction of, and agree that venue lies solely with, the state courts located in the Republic of Kosovo.

17. TAX EXEMPTION

IWRM-K is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IWRM-K's exemption from such taxes, duties, or charges, the Contractor shall immediately consult with the IWRM-K to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes the IWRM-K to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with the IWRM-K before the payment thereof and the IWRM-K has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the IWRM-K with written evidence that payment of such taxes, duties, or charges has been made and appropriately authorized.

18. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

19. AUTHORITY TO MODIFY

Only the IWRM-K Authorized Official possesses the authority to agree on behalf of the IWRM-K to any modification of or change in this Contract, to a waiver of any of its provisions, or any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against the IWRM-K unless provided by an amendment to this Contract signed by the Contractor and jointly by the IWRM-K.