

0. Terms of Reference

Support for the implementation of the Project “Georgia - Water and Health” by an Assistant of the implementing partners

1. Financing

Funder: European Union (700001965)

Co-financing: Expertise France

2. Procedure

EF procurement rules

3. Contracting authority

International Office for Water (OiEau)

4. Nature of contract

Fee-based service contract

5. Indicative period of implementation

2 December 2024 – 31 July 2027

6. Service Parameters

Maximum number of working days for the overall period: 480

Estimated budget for the service: 48 000 €

7. Background information

Context

Water especially is a key resource for sustainable economic and social development in Georgia. Effective water management is critical for economic resilience, people's well-being and sustainable livelihoods. The COVID-19 pandemic highlighted water's significant role in ensuring health and future economic recovery. Growing pressures on water resources and poor water use efficiency increasingly affect the availability of water and its quality.

With support from the European Union (EU), its Member States and other donors, water management in Georgia has increasingly integrated climatic, environmental, economic, and social considerations. Several Eastern Partnership (EaP) countries are in the process of aligning their water sector policies and practices with the general principles and more specific requirements of the European Union (EU) Water Framework Directive (WFD), as well as other water-related directives and Multilateral Environmental Agreements (MEAs).

Georgia has good water resources fed by mountain rivers draining from the Greater and Lesser Caucasus and there is no systemic shortage of water. However, these resources are unequally distributed between the western and eastern parts of Georgia (the Black Sea Basin Rivers having more abundant overall flows and a denser river network).

Still, the country struggles with a variety of water-related challenges: insufficient water supply and sanitation systems, industrial pollution (particularly downstream of Tbilisi and of the industrial district of Rustavi and Gardabani), coastal pollution of the Black Sea, flood risks and growing water demand from the agriculture (irrigation) and energy sectors. In addition comes the impact of climate change, which shows changes in precipitation (e.g. less snow, more frequent floods and droughts). Georgia has committed to reform water policies and practices as part of the Association Agreement signed with the European Union that entered into force in July 2016. In 2023, Georgia has been granted candidate status.

As a new Georgian water law passed in summer 2023, necessary by-laws and organisational analysis will be needed to facilitate its implementation. As such, thematic issues related to health and environment in bathing and drinking water will need to be specifically addressed in coherence with the Association Agreement and taking into account EU *acquis* in these sectors.

Georgia is a Party to the Convention on Access to Information, Public Participation in Decision-making, and Access to Justice in Environmental Matters (Aarhus Convention) and carries out works to bring the legislation and administrative mechanisms in line with the principles established by the Convention and other international obligations.

The government, in cooperation with UNECE, is taking active steps to develop a national system to apply Strategic Environmental Assessment (SEA) procedures. The work on the Health Impact Assessment is ongoing; the development of the third phase of the Environment and Health Action Plan 2022-2027 (NEHAP) is expected to start. One of the remaining challenges, which requires further support, is the efficiency of the healthcare system in tackling environmental health issues. The country is missing a comprehensive national plan for lead containing substances necessary for ensuring safety for human health and environment. If the magnitude of the issue is now well-known, a comprehensive policy to tackle this issue is still missing. In particular, public action is needed for linking efficient early systematic detection, preventive actions and a robust public health tracking system.

Objectives and outputs

The project “Georgia - Water and Health” 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 Project’s specific objectives are:

- SO1 – Better capacity to monitor, analyse and regulate water quality and quantity
- SO2 – Efficiency of the healthcare system reinforced in tackling environmental health issues

These specific objectives will be addressed in different sub-chapters, which are detailed as follows:

Specific objective 1

- Development of ground water quality and quantity monitoring Programme (expansion of monitoring network and installation of monitoring stations);
- Supply of chemical and biological laboratory equipment necessary for better analysis of water quality and relevant trainings provided;
- Upgrading of Water Information System of Georgia;
- Enhancement of regular water flow measurements through deployment of automatic water level monitoring system and field expeditions;
- Development of gender equality and social inclusion checklist to improve water resources management;
- Strengthen gender equality and social inclusion awareness of the NEA and other involved agencies on the impact of water quality on people’s health. Conduct capacity building on gender mainstreaming in environmental Projects;
- Development of environmental public health tracking capacities, which could include surveillance of lead poisoning/lead biomonitoring, waterborne diseases and WASH (water, sanitation and hygiene) in child care, education and medical facilities;
- Activities to strengthen the health and environment sector capacities for effective implementation of EU acquis in the field of bathing and drinking water quality monitoring, assessment and management;
- Support in the implementation of the Marine Environment Strategy including in the framework of the 4th National Programme of Environmental Protection Actions of Georgia for 2022-2026 (NEAP-4);
- Support in the preparation of Strategic Environmental Assessment (SEA) for projects of Basin Management Plans that have been / will be developed;
- Support in the development of the methodology on water protection strips and updating of relevant by-laws

Specific objective 2

- Development of national programmes/plans for lead containing substances to ensure safety for human health and environment.

Organisation of implementation

The project is financed by the European Union Delegation under the EU Green Connectivity Project for Georgia. It will be implemented by Umweltbundesamt GmbH (also called “UBA” or “Environment Agency Austria”), Expertise France (EF) and International Office for Water (OiEau, France).

The main target group of the Project in the country is composed of the Ministry of Environmental Protection and Agriculture (MEPA), the National Environmental Agency (NEA), the National Food Agency (NFA), the Ministry of Internally Displaced Persons from the Occupied Territories, Health, Labour and Social Affairs of Georgia (MoH) and the National Centre for Disease Control (NCDC).

The planned implementation period for the project is 2 December 2024 until 31 July 2027.

The International Office for Water (hereinafter – the Contracting Authority) shall contract an experienced Administrative Assistant (hereinafter – the Contractor) of the Implementing Partners' team in the country for the implementation of the Project.

8. Scope of works

Purpose

The Contractor will function as Administrative Assistant located in Tbilisi to support the implementation of the Project. He/she will manage the office and support the implementation of the Project in Georgia, through constant support to the Local Representative as well as to the Implementing Partners, managing all administrative and financial processes in the framework of the Project.

Main tasks to put in place during the Project implementation

The key tasks and responsibilities are described below:

Task 1: Provide support to the project activities organisation:

- Assist and support the Implementing Partners and their international experts and back offices,
- Assist and support the local representative
- Set up a logistical management of project 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,
- Maintain an up-dated list of contacts, 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 the project 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 project, payment of travel expenses, daily allowances, service providers, etc.
- Arrange local petty cash and office accounts under the supervision of the Project 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 project's communication and visibility, facilitating in particular its monitoring,
 - Assist in developing photo and video archives of the project,
 - Monitor the national media coverage of the project according to the agreed set of indicators,
 - Support in disseminating information about the project to national and local media,
 - Support in maintaining an archive of press clipping featuring the project in national and local media and publications featuring the project 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 project and archiving most important data under a csv format,

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

9. Working modalities

Location of services

The project office is set up in Tbilisi. National and international travels can be envisaged

Assignment schedule

The assignment is expected to start in December 2024 and will end in July 2027.

Input

The Consultant will be contracted on a part-time basis for an estimation of **480 days** in total at an indicative average of **15 work days per month**.

Management

The Project Administrative Assistant will work under the supervision of the Project Manager (UBA), local facilitator and be 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.

Monthly finance reports.

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

Up-dated list of Project 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 (both individual and legal entities) are invited to download the full tender dossier free of charge from our website at <https://eu-oieau.synapse-consult.com>. This platform should be used for all communications with OiEau.

Your Proposal, consisting of the technical offer and the financial offer must be submitted on the digital platform for tender submissions at <https://eu-oieau.synapse-consult.com> no later than 12.00 noon (CET) on 15 November 2024.

For any assistance in using the platform, please contact support@synapse-consult.com.

This tender follows Expertise France's procurement rules. The contract 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 Project.