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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

Provincial Secretariat for Urban Planning and Environmental Protection

## Country background

## The project is being implemented within the CLIMAAX program supported by the Horizon Europe program.

## Current situation in the sector

## The main climate-related risks that will be taken into account in the project proposal are low forest cover, around 7%, a large number of illegal landfills, the need for greater knowledge and experience about the impact of climate change, and insufficient awareness among citizens about the negative impact of climate change. According to the Second National Forest Inventory of the Republic of Serbia, forests cover 39.3% of the total area of ​​Serbia, while this estimate is significantly lower in the AP Vojvodina and amounts to around 7%. In 2020, 2.95 million tons of municipal waste were generated in the Republic of Serbia, or 1.17 kg/capita per day, or 0.43 t/year, while in the AP Vojvodina, it is around 0.6 million tons. 19% of municipal waste is disposed of in sanitary landfills, while the remaining amount is disposed of in landfills. The key sources of water pollution are untreated industrial and municipal wastewater, agricultural drainage water, leachate, and landfill leachate. A project approach can help improve local knowledge and awareness of these risks. The organization of 7 educational workshops in 7 districts on the territory of the AP Vojvodina will contribute to the exchange of information in the field of climate change between different levels of government and local stakeholders, as well as the transfer of knowledge about EU directives, indicators and ways to achieve them, to positively contribute and influence the reduction and response to climate change and risks. The project will also propose interventions related to direct defense against climate hazards, the implementation of measures that enable the initiation and maintenance of the adaptation process in the future in a sustainable manner, as well as the implementation of measures that enable the rapid implementation of new scientific knowledge in the adaptation process. The project will prepare a guide to climate change that will be distributed not only to participants in educational workshops, but also to the general public through the media, social networks, etc. The Republic of Serbia has faced several significant extreme climate and weather episodes that have caused significant material and financial losses, as well as loss of human lives. More than 70% of the damage was caused by droughts and high temperatures caused by climate change and extreme weather events. Other main causes of significant losses are floods, heat waves, intense precipitation and droughts, floods, landslides, and fires. Global experience in policymaking in the field of adaptation to changing climate conditions, as well as in other horizontal policies, implies two possible approaches: 1) adoption of an individual law and/or strategic document regulating a specific issue/area; 2) inclusion of the issue/area in sectoral legislation and policies. Experience shows that the second approach is more practical and ensures more efficient implementation of activities. This is the situation in Serbia as well, and it is a problem that needs to be addressed in terms of raising awareness and strengthening capacity.

## 1.5 Related programmes and other donor activities

This Project is complementary to other national and programmes financed by EU.

# OBJECTIVES& EXPECTED OUTPUTS

## Overall objective

## The project aims to provide capacities for improving timely public information on weather and climate conditions and climate hazards in order to increase the preparedness of individuals, entrepreneurs and employers. At the same time, the project enables the implementation of adaptation measures to changing climate conditions that have been identified as the most urgent to prevent a multiple increase in damage and losses due to the impact of climate change.

## 2.2.Specific objective(s)

## The contract should support the Provincial Secretariat for Urban Planning and Environmental Protection, Bulevar Mihajla Pupina 16, 21000 Novi Sad, Republic of Serbia, in the process of implementing the ClimaChange project funded under the CLIMAAX program, by preparing a document on the implementation of the first phase and partially the second phase of the ClimaChange project, which relate to the collection, processing and initial analysis of data on climate change and risks in the territory of 7 administrative districts of the Autonomous Province of Vojvodina.

## 2.3. Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

* implementation of the first phase and partially the second phase of the ClimaChange project, which relate to the collection, processing and initial analysis of data on climate change and risks in the territory of 7 administrative districts of the Autonomous Province of Vojvodina

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable.

## Risks

Not applicable.

# SCOPE OF THE WORK

## General

### Description of the assignment

This assessment, called the implementation of the first phase and partially the second phase of the ClimaChange project, which concerns the collection, processing and initial analysis of data on climate change and risks in the territory of 7 administrative districts of the Autonomous Province of Vojvodina, the following issues must be covered:

* Phase 1 – Data collection and correlation:
* identification and collection of relevant data from local, regional and international sources;
* establishment of a database for monitoring climate risks;
* comparison and correlation of data between the 7 administrative districts and comparison with neighboring regions.
* Phase 2 (partially) – Initial data processing and integration:
* basic processing and structuring of data in accordance with the CLIMAAX methodological framework;
* preparation of preliminary high-resolution analyses;
* development of draft versions of risk maps and scenarios.
* Other if relevant

### Geographical area to be covered

7 administrative districts of the Autonomous Province of Vojvodina

### Target groups

Public, private and NGO sectors, higher education and research sector and project implementation team.

## Specific work

Study development must include the following:

• Fully formed basic database on climate risks.

• Correlation of data between districts and comparison with neighboring regions.

• Prepared preliminary analyzes and working versions of output materials required for the continuation of project activities.

In all phases of contract implementation, Contractor will be obligated to communicate, consult with Contracting Authority, and get approval for each segment of service provided. If the Contracting Authority is not satisfied with the service provided, no payment will be approved by the Contracting Authority.

## Project management

### Responsible body

The Contractor is responsible for all the activities regarding this contract.

### Management structure

The responsible person for implementation of the tasks related to this contract, in the Contracting Authority is, Nemanja Erceg, Provincial Secretary.

### Facilities to be provided by the contracting authority and/or other parties

Contracting Authority will provide office space with internet connection for facilitation of this service when is necessary for the purpose of meeting and presentations.

# LOGISTICS AND TIMING

## Location

Novi Sad, Serbia

## Start date &period of implementation of tasks

The intended start date is date of signature of contract by both parties and the period of implementation of the contract will be 2 month. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country,shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

**Key expert 1: Team leader**

Qualifications and skills

* University degree

General professional experience

* 3 years of general working experience

Specific professional experience

* Practical experience in collecting and systematizing climatic and agroecological data (precipitation, temperature, soil, plant cover, droughts).
* Work on projects that included correlation of data from different sources (local databases, international databases, satellite data, statistical institutes).
* Experience in communication and coordination with institutions (hydrometeorological institutes, agricultural stations, local governments).
* At least 3 years of professional experience in academia research/teaching resulted in developing wide range of studies, research papers, projects etc.
* Experienced in working with local self-governments, academic institutions, international organizations, business sector as well as NGOs.
* Previous experience in projects and established knowledge in areas of strategic planning, project management, monitoring and evaluation.
* Serbian and English language active knowledge is mandatory.

**Key expert 2: Expert in data processing and integration (initial analysis)**

Qualifications and skills

* Higher education (bachelor's degree in engineering, master's or doctorate) in the field of informatics, geoinformatics, climatology, statistics, mathematics, agroculture, or related disciplines.

General professional experience

* 3 years of experience in data analysis and processing in the context of climate, agriculture or environmental research.

Specific professional experience

* Knowledge of the CLIMAAX methodology or equivalent frameworks for climate risk assessment is a significant advantage.
* Ability to transform the results of initial data processing into preliminary reports and visualizations, intended for further integration into high-resolution analyses.

Important Note: one Key expert may cover one or more required positions if satisfy specific professional experience.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contracting authority.

## Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

The contractor will submit the following reports in English in one original:

* **Final report** The contractor will prepare final report on the implementation of the tasks, at the end of this contract. The report shall contain a sufficiently detailed description of the different options to support an informed decision on service performed. The final report must be provided along with the corresponding invoice. The approval of the final report by the Contracting Authority will be the basis for issuing final payment as indicated in the Special Conditions.

## Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference”

## Special requirements

Not applicable