

## **Invitation to tender**

Regarding direct award NV-01871-21

Local Project Administrator (LPA) to support the project *Environmental Capacity Building on Data use in Kosovo 2021-2023* mostly administratively.

### **1. The Swedish EPA's Operations**

The Swedish Environmental Protection Agency (Swedish EPA) corporate identity no. 202100-1975, is one of the Government's central environmental authorities for environmental issues, working on behalf of the Swedish Government regarding environmental issues in Sweden in the EU, and internationally. The Swedish EPA contributes to environmental policy being implemented effectively, with high quality, and contributes to environmental policy being developed in an appropriate way. The authority is responsible for issues regarding climate and air, biodiversity, polluted areas, recycling and waste, environmental supervision, as well as environmental research.

The work of the Swedish EPA is funded through government appropriations. A proportion of the funding is spent on staff, premises, and IT but most are allocated to operations such as environmental monitoring, environmental research and international environmental and climate collaborations.

The Swedish EPA's operations are in two places: Stockholm and Östersund. 550 people in total are working at the Swedish EPA. The Swedish EPA is a politically governed authority, which entails that the need for services/products may vary over time and in volume due to the Government's directives in the yearly budget.

For more information about the Swedish EPA, our environmental certification, our assignments and ongoing projects, is available on our website: [Naturvardsverket.se](http://Naturvardsverket.se)

### **2. Short background of the assignment**

The Swedish Environmental Protection Agency (EPA) has been requested to support Kosovo's preparations for EU accession in the environmental field.

The project *Environmental Capacity Building on Data use in Kosovo 2021-2023* is responding to this request and focuses on supporting the EU accession process in the environmental area.

To support the project and enable local presence, the Swedish EPA is now seeking a local project administrator to perform mostly project administrative tasks.

### **3. Instructions for direct awards**

#### **3.1. The Swedish EPA's contact for questions**

Name: Ms. Katrin Zimmer

Phone: +46 10 698 17 47  
E-mail: [Katrin.zimmer@naturvardsverket.se](mailto:Katrin.zimmer@naturvardsverket.se)

Closing date for questions is: 2021-03-16

### 3.2. *Submitting a tender*

Suppliers are prompted to use this document as a base for the tender document and adherent documents. The yellow heck boxes are to be completed with answers in the document, as well as annexes.

Met requirements are confirmed with an “X” in the check box. The tender must contain confirmation that all shall requirements for the offered service are met in full. Note that the text boxes are expanding automatically when filled with text. No more than ½ page is required, an annex can be added. When a supplier wants to use annexes, it must be denoted in the text box, and the annex shall be visibly marked in turn. All documents shall be marked with the registration number for the direct award.

Name of tenderer including subcontractors, if applicable	Submit Corporate Identity number, tenderer, including subcontractors, if applicable:

Tenders are to be submitted via e-mail to:

[pristina.administrator@naturvardsverket.se](mailto:pristina.administrator@naturvardsverket.se)

A submitted tender is valid for 90 days from the closing date for the tender.

### 3.3. *Closing date*

The tender must arrive no later than **22 March 2021**

### 3.4. *Award decision*

All tenderers will be notified immediately, via e-mail, regarding the award decision with a reason for the decision when the decision is made.

The award decision does not constitute a contractual acceptance of the tender. A binding agreement only comes into effect after the written contract has been signed by both parties in two identical copies. However, the signing of the contract can at the earliest be made after 10 days (standstill period) has passed from the day after the Swedish EPA has sent an award notice to all tenderers about who has won the procurement contract.

The agreement can be signed at the earliest **15<sup>th</sup> of April 2021**

### **3.5. Annex list**

Project document (annex 1)

Swedish EPA's general terms (annex 2)

## **4. Description of the assignment**

### **4.1. Role description**

Local Project Administrator (LPA) will be a connecting link between the Swedish team and partners of the project in Kosovo. LPA will provide necessary administrative support to the project teams to ensure smooth organization of project activities and oversee involvement of necessary stakeholders in the activity of the project. The LPA tasks include:

- organize meetings, seminars and workshops
- booking of venues, meals and accommodation and prepare and finalize meeting minutes, lists of participants, evaluations, and reports from the project activities (seminars, workshops, meetings)
- arrange and plan for transportation for project partners within Kosovo,
- organize visits of Swedish EPA project team and relevant consultants to Kosovo
- organize meetings with relevant national stakeholders in Kosovo
- carry out procurements for services and goods such as interpretation and equipment rentals needed in the project,
- should be able to make smaller transaction that is later being reimbursed in SEK by SEPA
- be present on local project activities and meetings
- translate documents and translate at meetings
- analyse and collect information regarding objectives of the project as follow:
  - Improvement regarding communication
  - Improved Environmental Information System
  - Capacity development for sustainable water management
  - Strengthened implementation capacity for environmental quality improvement measures

Understand and accept the requirements above: Yes

### **4.2. Financial control**

The project will be audited both internally by the Swedish EPA and by an external audit. All financial activities in the project and within this assignment are subject to financial control.

### **4.3. Objective and purpose**

The Swedish Environmental Protection Agency is seeking a local project administrator (LPA) in Pristina, Kosovo, to perform mostly project administrative tasks in the project *Environmental Capacity Building on Data use in Kosovo 2021-2023*.

The Swedish Environmental Protection Agency (Swedish EPA) has been requested by to support Kosovos preparations for EU accession in the environmental field.

The project *Environmental Capacity Building on Data use in Kosovo 2021-2023* is responding to this request and focuses on supporting the EU accession process in the environmental area.

To support the project and enable local presence, the Swedish EPA is now seeking a local project administrator to perform project administrative tasks.

Understand and accept the requirements above: Yes

### **4.4. Time schedule**

The tenderer is required to commence the assignment as per the agreement is signed. The assignment lasts until 31 December 2023 and tasks within the assignment are to be delivered as instructed by project manager.

Understand and accept the requirements above: Yes

### **4.5. Competency/Experience for the assignment**

#### *4.5.1. General professional experience:*

- Relevant university education (preferred master degree) in project management, government administration, environmental science or other related fields or, in its absence, a minimum of 5 years equivalent professional experience
- At least 2 years of proven experience in support to international projects or institution building actions related to environment or other related fields.

#### *4.5.2. Specific professional experience:*

- experience and good local knowledge of Kosovo including knowledge of relevant public institution, government ministries, organization of central and local organization and the state of environment.
- experience in administrative coordination
- experience in work within international project with partners located in different countries
- experience of budget work, procurements and economic administration
- proven high computer literacy and skills in software needed for online meetings such as Skype for business and zoom including interpretation.

#### 4.5.3. *Soft skills*

- high coordination and administrative skills;
- high verbal and written capacity
- social and empathic skills needed for working in an international context with multiple project partners
- good knowledge about PC working applications and programs (word, excel, power point, outlook etc.);
- capacity to facilitate smooth digital communication between all the project partners

#### 4.5.4. *Language skills*

- professional fluency in written and spoken English
- fluency in Albanian and Serbian
- knowledge in Swedish, and other languages relevant to the region is an asset.

Understand and accept the requirements above: Yes

Attach CV and documentation supporting the required experience: Yes

#### 4.6. *Compensation*

Swedish EPA has assigned the maximum 408 000 SEK for this assignment for the whole project period (year 2021-2023).

The tenderer must quote a specific price per hour + cap price for the full assignment, not to be exceeded.

The price **shall** include all expenditure in connection to the execution of the assignment. As expenditure counts subsistence allowance, travel costs within Kosovo, phone and communication costs, e.g., as well as other administrative costs.

The price **shall** be stated in SEK, VAT excluded.

State the price per hour in SEK:	
State number of hours included in the cap price:	
State the cap price for the assignment in SEK:	

#### ***4.7. Estimated number of hours for the assignment***

During the whole project period it is expected that LPA will work a few hours a month, more active periods will occur close to and during the organized project activities. During such periods, full time work load might be necessary. The amount of work hours during the whole project period for the LPA is estimated to 5 weeks/year. The amount of work hours during the whole project period for the LPA is estimated to minimum 600 hours.

### **5. Additional information**

#### ***5.1. Eligibility of the applicant***

Tenders from private corporations or NGOs are preferred, e.g. consulting companies or private entrepreneurs.

The corporation must be able to invoice Swedish EPA for the assignment in accordance with local tax regulations.

The tenderer must submit documentation supporting its legal corporation status, including tax file number. This includes but is not limited to e.g. extract from the national enterprise or tac registry.

The individual relevant for the assignment must be hired by, or a subcontractor to, the tendering corporation.

Understand and accept the requirements above: Yes

Submit documentation supporting the corporation status: Yes

#### ***5.2. Invoicing and reporting***

The LPA will informally report ongoing and conducted work to the program manager. The LPA will also include the following in each invoice to the Swedish EPA:

- numbers of hours spent on specified activities
- short explanation on what the activities have contributed to
- cost per hour including currency

Swedish EPA must receive invoices monthly including hours worked during the previous month.

#### ***5.3. Location***

LPA will foremost work in Pristina and needs to be present in the KEPA, the Swedish embassy and in other local venues when required without additional costs to the project.

#### ***5.4. Required information***

The Swedish EPA needs to receive a complete resume and application of the individual relevant for the assignment, with description of education, professional experience, qualifications and skills.

To maintain a robust project team and avoid delays, it is desired that the LPA tasks are coordinated by the same individual during the entire project. This however does not limit events of sick leave or parental leave.

Information about requested hourly fee for an LPA must be provided.

#### ***5.5. Facilities and equipment***

Swedish EPA does not provide office accommodation for the LPA. The contractor will through KEPA provide office space for the LPA and such costs must be included in the rate. It is expected that LPA has its own computer and cell phone, or all other working and communication tools required for the listed tasks.

All secretariat and other office-related costs (which includes communication tools (hard and software) such as cell phone, fax, e-mail, regular mail, courier etc.,) are the sole responsibility of the contractor and must be included in the fee rate. No costs of this nature may be charged in addition.

No equipment may be purchased in the context of this contract, except with the written consent of the Swedish EPA.

#### ***5.6. Communication language***

Working language within the assignment is English.

#### ***5.7. Travel compensations***

It might be expected that LPA is present in Sweden during certain occasions, meetings or other arrangements. The Swedish EPA will arrange and cover costs for such trips including accommodations, tickets and allowances/per diems.

Transportation inside Kosovo won't be covered by the project unless agreed by the Swedish EPA prior to the expense.

### **6. Evaluation model**

The Swedish EPA will evaluate and assess submitted tenders through the interviews with the top three tenderers /the three tenderers submitting the lowest cap price).

The proposed LPA must participate in the interview.

The Swedish EPA will through the interview assess the tenderer and proposed LPA candidate and make sure the LPA fulfils the requirements and assess added values that could be beneficial for the Swedish EPA and the assignment.

The Swedish EPA will assess the tenderer combining the following criteria

- Fulfilment of specified needs and requirements e.g. education, professional experience,
- Added values, e.g. extent of language skills, previous experience of environmental projects,
- Price per hour, and total amount of work hours offered in the tender
- Cap price for the entire assignment.

The Swedish EPA will accept the tender, which is most advantageous, bringing highest quality in relation to the hourly price after assessing and considering the above stated criteria through interviews.

**7. Contract terms**

This is direct award of contract. The terms of the agreement are valid in combination with the Swedish EPA's general terms, see Annex 2.

Understand and accept the requirements above: Yes

**8. Contract period**

The contract enters into force from the day it is signed by both parties and is valid up until 2024-01-31, with the possibility of extensions if the project is extended.

The Swedish EPA awaits your tender with great interest.

Kind regards

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