

CALL FOR EXPRESION OF INTEREST

I GENERAL DATE

Purchaser: Regional Economic Development Agency for Sumadija and Pomoravlje
(REDASP)
Address: 22 Kralja Petra I, Kragujevac
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Regional economic development Agency for Sumadija and Pomoravlje signed financed agreement with The Serbian Ministry for Agriculture and Enviromntental Protection for the project «Situation analysis of access to safe drinking water and sanitation for children in primary schools in rural areas of the territory of Sumadija and Pomoravlje» (hereinafter called: Project).

“Call for expression of interest” objective is choice of partner Italian organizations to define the methodology for Project. Partner Italian organizations (Italian experts) should transfer know-how and experience from Italy and should define proper methodology for Republic of Serbia territory.

Funds for the Project were provided by donations from the funds of the Italian Ministry for the Environment, Land and Sea, which were left over from the financing of the project "An Environmental Serbian-Italian Facility (ESIF)", based on the written consent of the donor of 23.12.2015. (Number: 000933.23-12-2015.)

The Government of the Republic of Serbia and The Government of the Republic of Italy have signed in Roma, on May 5th 2009 Agreement of donation. The provision of Article 4, point 2. of this Agreement of donation said that within the public call for development of feasibility studies and PDDs and monitoring and revision of preparation of PDDs for the selected CDM project, precedence shall be given to Italian companies.

In order to implement the Project activities, REDASP needs to contact foreign company with relevant expertise and references.

The aim of this procedure is to get in touch with interested bidders and to sign contract.

All documents which is necessary for submit are in this call.

The method of submitting the offer and the deadline for submission: We look forward to receive your offer with all relevant documentation until April 7th 2016, to 4 pm on e-mail adress in digital format: officekg@redasp.rs.

Contacts: (person or office)

Contact person: Jasminka Luković Jagličić and Nenad Popović

E-mail address: officekg@redasp.rs,

Fax number: +381 34 302706,

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For all nessesary futer information, we are at your disposal.

Workin time for purchaser is Monday - Friday, from 8 am to 4 pm. Requests made by fax or e-mail outside of working hours will be received the next working day.

II TECHNICAL DATE

"Call for expression of interest" objective is choice of partner Italian organizations to define the methodology for Project. Partner Italian organizations (Italian experts) should transfer know-how and experience from Italy and should define proper methodology for Republic Serbia territory. The methodology should be in accordance with the methodology defined by the WHO (World Health Organization) /Europe.

Overall objective of Project

Contribution to achieving national interest which is the part of action plan for implementation The Protocol of Water and Health in Republic Serbia.

Specific objective of Project

Making the situation analysis (GAP analysis) access to safe drinking water and sanitation for children in primary schools, as well as sanitary control facilities in rural areas of Šumadija and Pomoravlje territory, with a preliminary assessment of the investment.

Institutional capacity building for control of safety of drinking water and sanitation conditions for children in primary schools in rural areas of Šumadija and Pomoravlje territory, involvement in the development processes of local selected representatives of relevant institutions and stakeholders.

These objectives will be realized through the development of pilot methodology and preliminary action investment plan in relation to the identified gaps and priorities of primary schools in rural areas in the territory, to allow replication and dissemination of the project on the whole region and other areas in the country, thus ensure the sustainability of the project.

Requirements

Methodology must defines the method for school survey data collection on water, sanitation and hygiene in schools in rural areas, assessment of WASH (Water, Sanitation and Hygiene) conditions and rehabilitation needs, investment needs for the improvement of the WASH situation in schools in pilot area (cost-benefit analysis).

The general objective of this assignment is to develop methodology for school survey data collection on water, sanitation and hygiene in schools in rural areas, assessment of WASH conditions and rehabilitation needs, investment needs for the improvement of the WASH situation in schools in pilot area (cost-benefit analysis).

Specific activities

1. Develop detailed and appropriate methodology for school survey data collection on water, sanitation and hygiene including:
 - Availability of water supply and toilets in schools
 - Sanitary inspection of drinking water sources in schools
 - Quality and safety (water quality, hydration practice, disposal of menstrual hygiene products)
 - Spot check of toilets and wash rooms (hand wash facilities)
 - Accessibility for pupils living with a disability
 - Acceptability, dignity, privacy
2. Develop school survey data collection forms on water, sanitation and hygiene to cover:
 - Availability of water supply and toilets in schools
 - Sanitary inspection of drinking water sources in schools
 - Quality and safety (water quality, hydration practice, disposal of menstrual hygiene products)
 - Spot check of toilets and wash rooms (hand wash facilities)
 - Accessibility for pupils living with a disability
 - Acceptability, dignity, privacy
3. Develop methodology with basic indicators for the assessment of damages and recovery needs and investment needs for the improvement of WASH in schools.
4. Develop methodology with basic indicators for control and management of "small water supply systems", which will involve from source of water to the end user.

5. Preparation and facilitation of 1 workshop in Serbia for members of the national experts team and stakeholders. Workshop should be organised for presentation of methodology. Technically, facilitation also implies preparation of working material for all participants, i.e. design, printing and distribution.
Space and logistics (supporting technical equipment and catering for participants) for the workshop in Serbia, to be provided by REDASP.
Costs of travel and accommodation to be provided by Partner Italian organizations.
6. Process monitoring.
7. External expertise of Studies to improve the existing situation and Investment plan.

Results to be achieved by the Company (Partner Italian organizations) - Consultant

Methodology for school survey data collection on water, sanitation and hygiene containing:

- o method of collecting data on water, sanitation and hygiene,
- o basic indicators for the assessment of damages and recovery needs and investment needs for the improvement of WASH in schools,
- o basic indicators for control and management of "small water supply systems", which will involve from source of water to the end user.

Realization of a workshop in Serbia.

Report on the process monitoring.

Report on external expertise.

Project management

Responsible body: The Partner Italian organizations is responsible for all the activities defined Requirements.

Management structure: The responsible person for implementation of the tasks related to this contract, in behalf of Contracting Authority is Nenad Popovic, director of Regional economic development agency for Sumadija and Pomoravlje

Level requirements

Company (Partner Italian organizations) – Consultant and Personnel

- o Experiences in project implementation related to WASH in schools with particular attention to development of methodology for school survey data collection on water, sanitation and hygiene in schools assessment of WASH conditions and rehabilitation needs, investment needs for the improvement of the WASH situation in schools in pilot area (cost-benefit analysis).
- o Experiences in project implementation according to the methodology WHO/Europe.
- o Participation in project implementation related to WASH in schools in partnership with UNECE and WHO/Europe.

Personnel

Key expert 1: Team Leader

- o Qualifications: Minimum Bachelor in engineering, environmental health, health, water and sanitation, master or PhD to be considered as a significant advantage.
- o General professional experience: Developing of methodologies and implementing of research methods both qualitative and quantitative.
- o Specific professional experience: At least 5 years of experience in development of methodologies and implementing of research methods.

Key expert 2:

- o Qualifications: Minimum Bachelor in engineering, environmental health, health, water and sanitation, master or PhD to be considered as a significant advantage.
- o General professional experience: Developing of methodologies and implementing of research methods both qualitative and quantitative.
- o Specific professional experience: At least 3 years of experience in development of methodologies and implementing of research methods and experience in external expertise.

Key expert 3:

- o Qualifications: Minimum Graduate Economist, master or PhD to be considered as a significant advantage.

- General professional experience: Economic and financial analysis.
- Specific professional experience: At least 3 years experience in development of cost benefit analysis of investment projects using EU methodology and experience in external expertise.

Other experts

- CVs for experts other than the key experts are not examined prior to the signature of the contract. They should not have been included in tenders.
- The contractor will ensure sufficient number of support staff, in addition to the key expert, for timely and quality implementation of the tasks described. The costs of all additional staff are included in the global price.

Reporting requirements

The contractor will prepare the final report on the implementation of the tasks, at the end of this contract. The approval of the final report by the Contracting Authority will be the basis for issuing the final payment.

The Partner Italian organizations will prepare three interim reports:

- **First Interim Report** to be completed **until 15 May 2016**. First interim report consist of Methodology with basic indicators for the assessment of damages and recovery needs and investment needs for the improvement of WASH in schools (in accordance with Specific Activities).
- **Second Interim Report** to be completed **until 30 June 2016**. Second interim report include of report on held workshop in Serbia (in accordance with Specific Activities).
- **Third Interim Report** to be completed **until 30 September 2016**. Third interim report consist of Methodology with basic indicators for control and management of "small water supply systems", which will involve from source of water to the end user (in accordance with Specific Activities).

The final report to be completed **until 15 December 2016**. Final report consist of External expertise of Studies to improve the existing situation and Investment plan.

Selection procedure

Final selection of the Partner Italian organizations will be made in accordance with the quality - cost based selection method (technical component and price component).

Exclusion criteria

Experts shall be excluded from participation if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*; 5
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;

g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

Before signing a contract vendors shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

Information and documents to be provided:

- 1) Legal entity form (together with relevant documents);
- 2) Financial identification form;
- 3) Reference list (List of projects, studies & publications in the last three years relevant to the field(s) chosen) - free form
- 4) List of experts
- 5) Curriculum vitae for experts which could be engaged
- 6) Financial offer
- 7) Contract
- 8) Residence certificate ^{*1}

^{*1} This document is bilingual (english and serbian). It is necessary to provide this document before signing a contract.