ANNEX II: TERMS OF REFERENCE

**Ref no IPA-ADRION00021 GREENROUTES/STP1**

**“Technical assistance on EU financial management, reporting and procurement.”**

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# BACKGROUND INFORMATION

## Partner country

General Maritime Directorate

## Contracting authority

General Maritime Directorate

## Current situation in the sector

Albania is actively working towards decarbonizing its maritime transport sector as part of its broader commitment to environmental sustainability and integration into the European maritime system. Poorly developed port infrastructure in the ADRION Region , for the storage and handling of different types of marine alternative fuels is one of the major obstacles in the process of sector’s decarbonization process. Zero carbon (e.g. hydrogen, ammonia, electricity), low carbon (e.g. LNG, LPG, methanol) and carbon-neutral (e.g. biofuels as HVO) marine alternative fuel shave huge potential for decarbonization of the sector through retrofitting of existing ships or building new ones using those fuels. Interreg projects focusing on Priority Axis 3 have primarily aimed to achieve carbon-neutral ports and, to some point, to establish electricity connections for ships while berthed (cold ironing). Although this approach enables a reduction of carbon and pollutant emissions from ships during their berthing periods, it is limited to a number of ships depending on port capacities. The GREENROUTES project takes a step further by offering a region-specific roadmap for sustainable and carbon-neutral maritime transport in the ADRION region. This approach aims to tackle the issue comprehensively, not only by minimizing emissions within the ports but also throughout the entirety of the ships' routes between two or more ports. Therefore, the GREENROUTES project aims to promote the establishment of ADRION Maritime Green Corridors for cruise and ferry ships as a starting point toward reaching the overall goal – carbon neutral and better-connected ADRION region. A transnational approach is needed to ensure collaboration and coordination among countries in the ADRION region to achieve these objectives and develop a comprehensive strategy. What is original and new about the GREENROUTES project is its specific focus on the ADRION region and its aim to drive the transition towards carbon-neutral maritime passenger transport in this region. The project's emphasis on developing Cruise & Ferry Maritime Green Corridors through strategic planning focusing on zero and carbon-neutral marine fuels, new marine propulsion technologies, and port infrastructure for support of novel technologies is innovative. In addition to strategy, an Online platform will provide a user-friendly interface for ship operators and stakeholders for calculating totalCO2 (and other gaseous pollutants) emissions per route between two or more ports (including hoteling and maneuvering modes at the port and cruising outside of the port area) and for calculating the ship’s carbon footprint per passenger transported along the same route. It will help cruise and ferry operators to monitor their progress in achieving carbon-neutral transport of passengers in the ADRION region.

# OBJECTIVES& EXPECTED OUTPUTS

## Overall objective

The overall objective is to ensure that the GREENROUTES project’s activities and outputs are achieved.

## Specific objective(s)

The specific objective is to assist on the financial activities of the project, to perform the procurement procedures and also to contribute in the reporting process according to the Application Form of the GREENROUTES project.

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## Expected outputs to be achieved by the contractor

The main outputs of this contract will be:

* Technical Assistance to the Program Manager and to the assigned Project Execution Team,
* Technical Assistance on preparation of the procurement documentation.
* Reports on JEMS delivered

# ASSUMPTIONS & RISKS

## Assumptions and risks underlying the project.

* Continued Government commitment and support to IPA Adriatic CBC Programme in Albania.
* General Maritime Directorate both in terms of capacity and capability the human resources required to Interreg IPA ADRION programme in Albania.
* Projects funds not available

# SCOPE OF THE WORK

## General

### Description of the assignment

The external expert will follow the financial management of the project, He/she will prepare the tender procedures in accordance with the Practical Guide of the BE (PRAG), will follow the work plan of the project and will report in JEMS when it is required

### Geographical area to be covered.

Albania

### Target groups

Local public authority; National public authority; Interest groups including NGOs; Enterprise, except SME etc.

## Specific work

* Follow the work plan of the project, and contribute in its implementation.
* Ensures that all the activities of the Project are realized on time.
* Prepare the Tender Dossier and submit to the Project Team within GMD.
* Prepare the Progress Report and submit in JEMS.
* Provide support to the Project Team with in GMD.
* Prepare other related documents when required by the Project Coordinator.

## Project management

### Responsible body

The Contracting Authority for the contract is: General Maritime Directorate.

### Management structure

The Beneficiary for the project is General Maritime Directorate.

Project Coordinator is :Mr. Tomor Harizi,

Street “Lagjia nr.1 Rruga Tregtare Durrës"

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

No specific facility to be provided by the Contracting Authority

# LOGISTICS AND TIMING

## Start date &period of implementation of tasks

The intended start date is **7 January 2025** and the period of implementation of the contract will be **100** Woking days, for the period **7/01/2025** until **31/05/2027.** Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Personnel

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

**Qualifications and skills**

• University/master degree in law, economics, or any other related field.

• Computer literate

* He / She shall have excellent command of English language (1 point in the scale from 1 to 5, where 1 is excellent and 5 basic), both written and oral.

**General professional experience**

• Preferably 5 (five) years, but a minimum of 3 (three) years, of general professional experience.

**Specific professional experience**

* Experience with EU projects, particularly with IPA Interreg Cross Border Cooperation projects.
* Knowledge of EU Financial Management procedures
* Experience in procurement particularly with EU procurement.
* Knowledge of Practical Guide to Contract Procedures for EU external actions
* Experience in reporting, according to the IPA Interreg CBC Projects electronic system. (JEMS)

## Good communication skills and working in group.

## At least one similar contract in the past 3 years.

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

## Fee based

This is a fee-based contract.

The assignment foresees up to 100 working days with the total of 10,000.00 EUR.

The payment will be done in one or more instalments, following the submission of timesheets and deliverables.

## Office Accommodation

No office accommodation is to be provided by the contractor):

## Facilities to be provided by the contractor.

The contractor shall ensure that experts are adequately supported and equipped.

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority.

## 6.6 Lump sums

No lump sums are foreseen in this contract

# REPORTS

## Reporting requirements

Main deliverables of the assignment are foreseen in section 4.2. Specifying the scope of work.

Timesheets (signed originals) describing the detailed activities carried out will be submitted the Project Coordinator identified in the Contractor for its approval.

# MONITORING AND EVALUATION

## Definition of indicators

The following indicators will be used for monitoring and evaluation of the provided services:

* + Timely implementation of the Contract and submission of all deliverables in compliance with the ToR;
  + Availability of the Consultant’s experts as indicated in the tender proposal and concluded in the Contract

## Special requirements

**N/A**