

Terms of Reference

Local Programme Representative of the Implementing Partners to support the implementation of the EU4Green Recovery East Programme in Ukraine.

1. Financing

Funder: European Union (700002623)

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

December 2026 – 30 November 2028

6. Budget

Maximum number of working days for the overall period: 480 days

Maximum budget for the service: 96 000€

The maximum budget covers the service provider's fees only. All other costs and expenses, including travel and operational expenses, are excluded from the maximum budget and shall be reimbursed separately in accordance with the applicable rules and subject to the Contracting Authority's prior approval.

7. Background information

Context

The EU4Green Recovery East programme supports the European Union's (EU) Eastern Partnership (EaP) countries, which are Armenia, Azerbaijan, Georgia, the Republic of Moldova, and Ukraine. The citizens of these countries are its ultimate beneficiaries.

In the countries of the EU's Eastern Partnership the programme aims to accelerate development based on a growth model that is greener, more inclusive, and more resilient. To achieve this goal the programme will focus on policy reforms and capacity development measures in support of the countries' EaP priorities regarding environment and climate resilience.

With an EU contribution of EUR 21.3 million, this multi-country programme is being implemented from January 2025 to December 2028.

The Programme is complementary to bilateral and other regional activities funded by the European Union, its Member States, and other donors and is being implemented in a collaborative spirit with other EU-funded programmes in the Eastern Partnership countries (Team Europe approach). Country-specific activities are tailored to country needs based on agreed-upon country workplans.

The overall objective of the EU4Green Recovery East programme is to promote an environmentally and climate resilient development of the countries of the European Union's Eastern Partnership.

The EU4Green Recovery East has five components as follows:

- (i) Circular economy promotion along the full lifecycle approaches;
- (ii) Pollution reduction with a focus on water, as well as water management;
- (iii) Legislative alignment with the European Green Deal, including, where relevant, with Chapter 27 of the EU acquis and facilitation of the accession process;
- (iv) Co-operation and data exchange with European Environment Agency (EAA) and European Environment and Observation Network (Eionet);
- (v) UNECE Water Convention (Convention on the Protection and Use of Transboundary Watercourses and International Lakes), EU Global Gateway Strategy;

The Programme also builds on results of past regional programme (EUWI+, EU4Environment – Green Economy, EU4 Environment – Water and Environmental Data) and other relevant regional programmes, including in the Western Balkans, and is fully synergetic to EU Programmes funded through the bilateral portfolios, the Neighbourhood Investment Platform, Twinning, TAIEX, and other instruments.

The ultimate beneficiaries of the programme are the citizens of the Eastern partner countries.

The following core stakeholders are involved in programme activities:

- Relevant government agencies at the central, sub-national and local level;
- Private sector actors, in particular Small and Medium-sized Enterprises (SMEs) and their associations;
- Environmental practitioners and experts;
- Civil society organisations (including women's rights organisations);
- International Financial Institutions (IFIs);

Objectives and outputs

In this context, the overall objective of the Action is to promote an environmentally and climate resilient development of the EaP countries and contribute towards the EIP implementation. The Action will use synergies with other initiatives and Programmes funded by the EU Member States and International Financial Institutions (IFIs). It will build on the achievements of previous support provided by the EU as part of regional and bilateral portfolios, in particular the EU4Environment Action.

The objectives of the Programme are:

- Outcome 1: Small and Medium-sized Enterprises (SMEs), along with domestic enabling institutions, are enabled to transition towards Circular Economy and reduced Domestic Material Consumption;
- Outcome 2: EU-compliant, nature-positive and climate-adapted river basin management planning (RBMP) is fully deployed in candidate countries while other EaP countries' alignment with EU water law and practices is progressing;
- Outcome 3: Knowledge about the European Green Deal/Chapter 27 is improved and environment-related support in the accession process is received in candidate countries;
- Outcome 4: The integration in the EU-wide environmental cooperation is increased and open sharing of environmental data is practiced;
- Outcome 5: Compliance with international environmental commitments, within the UNECE framework, is increased and trans-boundary cooperation is strengthened, with a focus on issues relevant for the EU's Global Gateway;

These specific outputs are as follows:

Component 1: Circular economy promotion

- Output 1.1 CE progress is ensured along nationally prioritized value-chains, building on decision-making tools (including digital ones) and demo cases in support of CE
- Output 1.2 Knowledge and good practice transfer related to the EU Circular Economy Action Plan bolstered across EaP countries, with enterprises empowered to make their production more circular
- Output 1.3 Policy dialogue and business-to-business links in priority CE value-chains are enhanced

Component 2: Water as a critical resource for the economy

- Output 2.1 Additional River Basin Management Plans are prepared, adopted, and their implementation is strengthened, including by using nature-based solutions;
- Output 2.2 Additional River basin councils are established and supported to be fully operational;
- Output 2.3 Measures for improving existing wastewater treatment processes including its energy efficiency a climate resilience identified and promoted;
- Output 2.4 Economic aspects of water management are further addressed;
- Output 2.5 Measures for addressing pollution from priority sectors/sources are identified;
- Output 2.6 Water monitoring is expanded and a wastewater-based epidemiological surveillance system is established, including further capacity building for COVID-19 monitoring.
- Output 2.7 National water governance and cooperation are further strengthened.

Component 3: Legislative alignment with the European Green Deal, including, where relevant, with Chapter 27 of the EU acquis and facilitation of the accession process;

- Output 3.1 Officials and other stakeholders are better acquainted with the European Green Deal/Chapter 27 and the EU acquis
- Output 3.2 Compliance checks of draft legal acts (under Chapter 27 of the EU acquis) are performed and their feasibility and enforceability is assessed
- Output 3.3 Compliance and enforcement mechanisms are promoted
- Output 3.4 Cooperation under the regional Team Europe Initiative is facilitated

Component 4: Institutional integration in EU-wide environmental cooperation, data management, and digitalisation

- Output 4.1 Regular participation of EaP countries in EU environmental cooperation networks like EEA-EIONET and other relevant networks is ensured
- Output 4.2 Relevant environmental data are regularly submitted to EEA and Eurostat;
- Output 4.3 Regular use of European Air Quality Index and comparable platforms is facilitated;
- Output 4.4 Further possibilities offered by the remote sensing data sources are exploited;

- Output 4.5 Access to existing data sources is reinforced and the national platforms facilitating the access to data and the production of key information are operational.

Component 5: Transboundary regional environmental cooperation

- Output 5.1 The establishment/functioning of 2-3 international river basin commissions is facilitated;
- Output 5.2 Governments and communities are assisted to address the water, climate, and security nexus;
- Output 5.3 Compliance with UNECE conventions and international reporting obligations and frameworks is monitored and enabled.

Organisation of implementation

The Programme is financed by the European Union's Directorate-General for Enlargement and Eastern Neighbourhood (DG ENEST) under the EU Eastern Partnership. It is being implemented by Umweltbundesamt GmbH (also called "UBA" or "Environment Agency Austria"), Expertise France (EF) and International Office for Water (OiEau, France), the Organisation for Economic Co-operation and Development (OECD), the United Nations Industrial Development Organization (UNIDO), as well as the United Nations Economic Commission for Europe (UNECE).

The main target group of the Programme in the country is composed of the Ministries of Environment in the Eastern Partnership countries, the Ministries of Economy, the respective water agencies, statistical bureaus, environment agencies, hydrometeorological institutions, and civil society institutions in the field of Circular Economy.

The planned implementation period for the Programme is 1st January 2025 until 31st December 2028.

The International Office for Water (hereinafter – the Contracting Authority) shall contract an experienced expert (hereinafter – the Contractor) as the Local Programme Representative of the Implementing Partners' team in the country for the implementation of the Programme.

8. Scope of works

Purpose

The expert will act as the Local Programme Representative of the Implementing Partners' team in the country for the Programme and will support the implementation of the Programme by providing expertise and coordination support across the 5 components of the EU4Green Recovery programme. He/she will liaise between the Implementing Partners and national stakeholders (in particular with the nominated National Focal Points (NFPs), assist national and international experts in the preparation of missions and during their missions, support preparation of ToRs for national activities, prepare and organise specific high-level events, supervise contracts, contribute to reporting and coordinate with other donors and in-country Programmes, and particularly with the EU Delegation. Overall, the Contractor, through his/her coordination role, is expected to contribute to the successful implementation of the Programme.

Scope of work

Task 1: Provide support to the Programme management and coordination in the country:

- Represent the Implementing Partners in the country, by liaising with the EU Delegation and establishing links with the beneficiaries and other national authorities and civil society bodies, in particular with the National Focal Points (NFP) and Beneficiaries' Thematic Leads, as well as relevant national and international stakeholders.
- Assist in the organisation, including participation of national representatives, of any physical or virtual meetings, workshops, trainings or webinars, national or local, and thereby contribute to the execution and efficiency of the Programme.
- Assist in the substantive and strategic conceptualisation and organisation of relevant meetings in the country, including support to the determination of appropriate timing, focus areas, agenda development, speakers and participants. Additionally, provide support to preparation of appropriate press release and communication, and summary record development and approval.

- Ensure proper coordination with projects and activities in the country led by other actors and donors in the sectors of the Programme.
- Attend meetings outside the country at the request of the Implementing Partners.

Task 2: Provide support to the implementation of all activities under the Programme. To implement this task, the Contractor will in particular:

- Liaise regularly with, and provide substantive and strategic advice and logistical and technical support to the beneficiaries via the Ministries' National Focal Point (NFP) and other stakeholders.
- Provide assistance to, and cooperate with the Programme and the Programme Lead, the Programme's Component Leads, international experts of the Implementing Partners before, during and after their missions, as well as for online meetings.
- Provide input to the formulation of technical specifications for service or supply contracts.
- Support the contracting of national experts or companies and coordinate, supervise and support their work, including carrying out quality checks and needed corrective action.
- Contribute to assuring good quality of analytical studies, data collection and field work.
- Support the organisation of national and international missions, workshops, training courses, etc.
- Provide substantive and strategic reviews and comments and provide a local-context for key documents produced by the beneficiary and Implementing Partners or their sub-contractors.

To fulfil the role of Local Programme Representative candidates should be familiar with its country's institutional arrangements, strategic priorities and organisation across the field of the Programme, as well as with European principles regarding the topics supported, for example:

- Circular Economy and green transition;
- Strategies and participative planning development and implementation at national, basin (districts and transboundary), and local scales;
- Monitoring and related laboratory analysis;
- Economic analysis and financing;
- Shared Environmental Information Systems;
- Transboundary environmental cooperation;

Task 3: Provide support to stakeholder involvement and public communication:

- Work with and support the communication and visibility team, notably the C&V Leader and national communication experts, of the Implementing Partners to ensure adequate implementation of the Programme's Communication and Visibility Plan, and facilitate the visibility of the EU, the Implementing Partners in line with EU communication and visibility requirements and national-level priorities.
- Assist in the organisation of local and international events and participate in these, if requested by the Programme Lead.
- Support public relations and recurrent visibility measures by:
 - taking photographs and videos with e.g. own mobile phone;
 - selecting pertinent information to be shared on social networks;
 - drafting short briefs for e-news;
 - ensuring visibility of the EU, the implementing partners, and the donors of the Programme, in line with EU communication and visibility requirements.
- Share information online on the country specific areas dedicated to the Programme.

Task 4: Programme organisation and administration:

Regularly interact and coordinate with the Programme and Programme managers of the implementing partners and thematic leads.

- Provide regular reports to the Contracting Authority through:
 - monthly activity reports with time sheets;

- substantive inputs to, and comments on work package development, work plans, the Programme's progress and final reports.
- Ensure trustful relationships and clear receipts vis-à-vis financial issues, including petty cash.
- Support Programme registration, where required, with public authorities in the country.
- Provide occasional interpretation and translation between the local language and English:
 - for international experts during technical meetings;
 - quality assurance of any translation that may be requested into or from the national language.
- Provide support to the Programme's sub-regional administrative assistant and those of the Implementing Partners, as needed.
- Supervise local Programme Assistants where applicable;

9. Working modalities

Location of services

The Local Programme Representative will be based in his/her home country (Ukraine), but national and international travel is expected and required according to Programme requirements and rules, including rules for travel reimbursement.

Assignment schedule

The assignment is expected to start early December 2026 and will end on 30 November 2028. All final documents, reports, time sheets, invoices, etc. must be provided by 30 November 2028.

Input

The Consultant will be contracted on a full-time basis for an average of 20 work days per month with a maximum of 480 days over the entire Programme period.

Management

The Local Programme Representative will work under supervision of the Contracting Authority and the Programme Lead (UBA) and coordinate with the Implementing Partners' Component Leads and thematic leaders towards a sound implementation of all outputs. The Contracting Authority will guide contract administration.

The main counterparts on the side of the beneficiary are the National Focal Point(s) (NFP) at the concerned Ministries, as well as civil society actors for Circular Economy.

All correspondence and documents related to these services must be written in English.

The Local Programme Representative must personally provide the services. Subcontracting one or more parts of the contracted services is not allowed.

Work environment

The Local Programme Representative must provide all means and technical equipment (e.g. office environment, hardware like laptop and mobile phone, software) necessary for the successful implementation of the services.

Deliverables

The contractor will contribute inter alia to the progress reports of the Programme and will produce monthly activity reports with time sheets.

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 17.00 (local time in Paris) on 23rd of November 2026.

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

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 Programme.