

**Terms of reference (ToR) for the procurement of services below the EU threshold**



CONFIDENTIAL

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| <b>SPATIAL PLANNING TECHNICAL NORMS - REVISION OF THE ADMINISTRATIVE INSTRUCTION KOSOVO</b> | <b>Project number/<br/>cost centre:<br/>G-012091-003</b> |
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## 0. List of abbreviations

|         |  |
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| AG      | Commissioning party  |
| AN      | Contractor   |
| AVB     | General Terms and Conditions of Contract for supplying services and work       |
| BMZ     | German Federal Ministry for Economic Cooperation and Development               |
| CUD     | Circular Urban Development   |
| EU      | European Union   |
| FK      | Expert   |
| FKT     | Expert days  |
| GIS     | Geographic Information System  |
| GIZ     | Deutsche Gesellschaft für Internationale Zusammenarbeit                        |
| GOK     | Government of Kosovo   |
| ISP     | Institute for Spatial Planning   |
| K4G     | Kosovo for Green   |
| KZFK    | Short-term expert  |
| MESPI   | Ministry of Environment, Spatial Planning and Infrastructure                   |
| MDP     | Municipal Development Plan   |
| MZM     | Municipal Zoning Map   |
| TORs    | Terms of reference   |
| SAA     | Stabilisation and Association Agreement  |
| SECO    | State Secretariat for Economic Affairs   |
| AI-SPTN | Administrative Instruction on Spatial Planning Technical Norms                 |
| INSPIRE | The Infrastructure for Spatial Information in the European Community Directive |
| KCA     | Kosovo Cadastral Agency  |
| HILUCS  | Hierarchical INSPIRE Land Use Classification System                            |
| HSRCL   | Hierarchy of Supplementary Regulation Code List                                |
| SIPH    | Spatial Planning Information System  |
| NDSI    | National Spatial Data Infrastructure   |

## 1. Context

The Deutsche Gesellschaft for Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations.

The GIZ Programme “Circular Urban Development - Kosovo4Green” is co-financed by the Federal Ministry for Economic Cooperation and Development (BMZ) and the State Secretariat for Economic Affairs (SECO) Switzerland, and it is implemented by GIZ. It supports central government and municipalities in modernizing waste management by establishing integrated solutions and introducing circular economy approaches, climate-sensitive urban development and ensuring cross-sectoral coordination under the new climate law for effective climate policy implementation.

As part of the Stabilisation and Association Agreement (SAA) signed between the Republic of Kosovo and the EU, Kosovo is required to align its national legislation with the EU acquis, including chapter 27 ‘Environment and Climate Change’. Therefore, the Kosovo4Green project aims to support the improvement of the legal, institutional and planning frameworks that comply with EU directives, in the areas of urban planning and integrated waste management, supporting the implementation of climate-sensitive urban development, including inter-municipal, integrated waste management at local level.

In addition, the project, in line with the country strategy in particular for orientation towards EU Acquis, directly contributes to EU's "Green Agenda for the Western Balkans" (2020) goals by promoting the climate action, circular economy and biodiversity as three of its five pillars.

The main implementing partner of the project is the Ministry of Environment, Spatial Planning, and Infrastructure (hereinafter ‘MESPI’), the central authority responsible for designing policies and legislation in waste management, urban planning, and climate change. MESPI also oversees the overall implementation and enforcement of Kosovo’s strategic and legal framework in these sectors.

MESPI is undertaking a comprehensive review and potential reform of Kosovo’s spatial planning legislative framework. While the current legislation remains relevant, several implementation challenges persist, including inter-institutional coordination, limited municipal capacities, weak enforcement mechanisms, and the need for greater operational coherence between planning levels. To address these challenges, MESPI has initiated a systematic revision of both primary and secondary legislation to enhance spatial planning instruments and improve their implementation.

As part of this process, and following an Ex-post Evaluation, MESPI is amending [Administrative Instruction No. 08/2017 on Spatial Planning Technical Norms \(AI-SPTN\)](#), a normative act that defines the technical, cartographic, and procedural standards for the preparation and implementation of spatial planning documents in Kosovo.

Therefore, MESPI, with the support of GIZ Kosovo, will lead the process of revising and redrafting the AI-SPTN and its annex. The revised Instruction will ensure full alignment with ongoing legal reforms, digital planning systems, and EU spatial data standards.

## 2. Tasks to be performed by the contractor

### **Task 1: Inception Phase**

#### **Objective:**

Establish a solid foundation for the assignment by clarifying objectives, refining the methodology, identifying key actors and responsibilities, and developing a detailed work plan and communication protocol.

#### **Activities:**

- Participate in an inception/kick-off meeting (online or in person) to confirm the assignment scope, objectives, deliverables, and work approach.
- Develop a detailed work plan, timeline, and methodology, including a participatory approach for consultations and validation.
- Identify and map key stakeholders and institutional counterparts at central and local level (e.g., MESPI Departments, Institute for Spatial Planning, Municipalities, Kosovo Cadastral Agency, professional associations, universities, private sector, NGOs, etc).

#### **Deliverables:**

- Inception Report (10 pages) including detailed methodology, stakeholder map, timeline, and coordination protocol.

### **Task 2: Review and Analytical Assessment**

#### **Objective:**

Conduct a comprehensive analytical assessment of the existing AI-SPTN and its annex, and related frameworks to identify legal, technical, institutional, and environmental gaps, overlaps, and areas requiring amendment, with a particular focus on integrating sustainable urban development and climate adaptation considerations.

#### **Activities:**

- Review all relevant documents, including the Ex-post Evaluation Report, previous workshop materials, and internal MESPI analyses and reports.
- Map relevant laws, administrative instructions, and technical norms linked to spatial planning, cartography, GIS, climate adaptation, and sustainable urban development.
- Identify and document implementation gaps and institutional challenges, including experiences at both municipal and central levels.
- Conduct a comprehensive legal and technical review of the AI-SPTN and its annex , assessing its alignment with the Law on Spatial Planning, consistency with related AIs, and compatibility with EU technical classification standards (HILUCS/HSRCL under the INSPIRE Directive), while ensuring that all definitions, legal references, and legal clarity, enforceability, and coherence of provisions, definitions, and institutional roles.
- Analyse technical norms and parameters defined in the current AI-SPTN evaluating their adequacy and relevance for promoting sustainable, climate-resilient urban development.
- Assess how the AI-SPTN currently addresses (or fails to address) climate change mitigation, adaptation, and environmental resilience, and identify opportunities to strengthen these aspects within the revised technical norms.
- Identify legal bottlenecks or inconsistencies that hinder effective implementation at municipal and inter-institutional levels.

**Deliverables:**

- Analytical Assessment Report (15 pages + annexes) including findings, identified gaps, and recommendations for revision focus areas, including climate and sustainability integration.
- Summary matrix of current AI provisions versus proposed updates.

**Task 3: Stakeholder Engagement, Comparative Review and alignment**

**Objective:**

Collect and consolidate inputs from national stakeholders and international practices to inform the content and structure of the revised AI-SPTN.

**Activities:**

- Organize and co-facilitate consultative workshops, focus groups, and interviews with relevant stakeholders at central and local levels to collect sector-specific data.
- Document inputs, technical feedback, and practical challenges faced in applying current AI-SPTN.
- Review and benchmark technical norms and planning standards from comparable EU and regional countries.
- Conduct an in-depth technical analysis of key thematic areas, including spatial data formats, coordinate systems, scales, cartographic presentation, metadata requirements, and interoperability standards.
- Identify and integrate INSPIRE-compliant datasets, metadata schemas, and spatial standards applicable to Kosovo.
- Assess the implications, adaptability, and limitations of applying INSPIRE nomenclature and classification systems (e.g., HILUCS, HSRCL) within the Kosovo-specific planning and institutional context and recommend how these can be appropriately localized without compromising interoperability.
- Ensure alignment of the revised AI-SPTN with EU directives, particularly the INSPIRE Directive (2007/2/EC), while maintaining coherence with national frameworks, data structures, and planning processes.

**Deliverables:**

- Stakeholder Consultation and Technical Review Report (15 pages + annexes) summarizing stakeholder feedback, comparative benchmarking, and technical analysis.
- Workshop materials, including agendas, minutes, and participant lists.

**Task 4: Drafting of the Revised AI-SPTN and its annex**

**Objective:**

Prepare the first draft of the revised AI-SPTN and its annex, reflecting current legal, institutional, and technical requirements, while integrating sustainable urban development and climate adaptation principles into planning standards and procedures.

**Activities:**

- Draft the revised document, integrating all findings, analyses, and recommendations from previous phases.
- Translate sustainability, climate adaptation, and environmental resilience objectives into updated technical norms and quantitative parameters.
- Revise and standardize the technical and cartographic components to ensure compatibility with EU and international standards (INSPIRE, OGC, HILUCS, HSRCL).

- Integrate digital and GIS-based components, ensuring interoperability with the Spatial Planning Information System (SIPH) and consistency with the National Spatial Data Infrastructure (NSDI).
- Clearly define the structure, hierarchy, and format requirements for the preparation and submission of spatial planning documents, ensuring consistency with related Administrative Instructions and compatibility with digital planning systems.
- Ensure full harmonization with related acts and ongoing legislative reforms.
- Incorporate continuous feedback from MESPI and GIZ throughout the drafting process to ensure legal and technical consistency with publication standards.
- Present the draft to MESPI and GIZ for internal review and refinement prior to the validation phase.

**Deliverables:**

- Draft AI-SPTN (Version 1) and annex.
- Summary memo outlining key structural and technical changes proposed.

**Task 5: Validation, Alignment, and Finalization**

**Objective:**

Validate, finalize, and deliver the revised AI-SPTN through participatory consultation, ensuring full alignment with the broader spatial planning legislative package, technical systems, and language quality standards.

**Activities:**

- Organize and co-facilitate a validation workshop with MESPI and all other relevant partners and stakeholders defined in Task 1.
- Gather and document all comments and recommendations from participants, ensuring broad institutional representation and consensus.
- Review and integrate feedback from stakeholders into the final draft.
- Ensure cross-alignment with the new Law on Spatial Planning (2026) and related administrative instructions currently under revision.
- Finalize the AI-SPTN and annex, incorporating all validated revisions and ensuring internal consistency between the main text and annex.
- Review and verify the accuracy of the English translation of the finalized AI-SPTN and annex, ensuring that the terminology, definitions, and technical language fully reflect the approved Albanian version.
- Prepare a Final Report summarizing the full process, key findings, validation outcomes, and recommendations for adoption and implementation.

**Deliverables:**

- Final AI-SPTN and annex in Albanian.
- Revised English version of AI-SPTN, verified for linguistic and technical consistency.
- Final Report (20 pages) summarizing process, validation, and recommendations.
- Workshop materials (agenda, presentation, summary).

| <b>Milestones/partial works</b>             | <b>Deadline/place/person responsible</b>   | <b>Criteria for acceptance</b>  |
|---|--|---|
| <b>MILESTONE 1:</b><br>T1/ Inception Report | <b>By 28 June 2026</b><br>Prishtina & Remote<br>Contractor in coordination with<br>GIZ | Inception Report (10 pages) submitted, reviewed, and approved by MESPI and GIZ Kosovo; methodology, timeline, |

|   |  |  |
|---|--|--|
|   |  | and communication protocol agreed.   |
| <b>MILESTONE 2:</b><br><b>T2/</b> Analytical Assessment Report and Summary Matrix                             | <b>By 15 August 2026</b><br>Prishtina & Remote Contractor  | Analytical Assessment Report (15 pages + annexes) and Summary Matrix accepted by MESPI and GIZ; report demonstrates clear identification of gaps, overlaps, and recommendations.         |
| <b>MILESTONE 3:</b><br><b>T3/</b> Stakeholder Consultation and Technical Review Report and Workshop materials | <b>By 15 October 2026</b><br>Prishtina / Municipalities (as needed)<br>Contractor in coordination with MESPI and GIZ | Report (15 pages + annexes) validated by MESPI and GIZ; documentation of workshops provided (agendas, minutes, participants); benchmarking and alignment with EU standards demonstrated. |
| <b>MILESTONE 4:</b><br><b>T4/</b> Draft Administrative Instruction and Summary memo                           | <b>By 30 December 2026</b><br>Prishtina & Remote Contractor  | Draft AI-SPTN and annex reviewed and endorsed by MESPI and GIZ; content aligns with legal drafting standards and integrates digital/GIS components.                                      |
| <b>MILESTONE 5:</b><br><b>T5/</b> Final AI-SPTN and annex. Final Report and Workshop materials.               | <b>By 29 January 2027</b><br>Prishtina & Remote Contractor in coordination with MESPI and GIZ Kosovo                 | Final AI-SPTN and annex in both languages, approved by MESPI and GIZ; validation feedback incorporated; Final Report (20 pages) submitted with all required documentation.               |

Period of assignment: from **beginning of June 2026** until **29 January 2027**.

### 3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

#### Technical-methodological concept

**Strategy (1.1):** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them, by presenting the interaction between the relevant actors in the contractor's area of responsibility (1.2.1) and the strategy for establishing cooperation and then cooperating with the relevant actors (1.2.2).

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

#### **Project management of the contractor (1.6)**

The tenderer is required to explain its approach for coordination with the GIZ project (1.6.1). In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule (1.6.2).

The tenderer is required to describe its backstopping concept (1.6.3). The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

#### **4. Personnel concept**

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The contractor shall provide a qualified multidisciplinary team with proven expertise in spatial planning, legal drafting, institutional analysis, and spatial data management. The team will be responsible for reviewing, drafting, and finalizing the revised Administrative Instruction on Spatial Planning Technical Norms (AI-SPTN) and its annex, in line with Kosovo's legislative framework and EU spatial data standards.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

#### **Team leader – Planning Expert (Local)**

##### Tasks of the team leader

- Lead and coordinate the overall assignment, ensuring the timely delivery and high quality of all outputs.

- Serve as the principal expert responsible for the overall analytical and technical substance of the assignment, including the review, interpretation, and translation of spatial planning standards into the revised AI-SPTN.
- Analyse and evaluate all inputs, datasets, and reference materials from a spatial planning and technical norms perspective, ensuring that planning standards, data requirements, and methodological elements are coherent and applicable.
- Supervise and guide the analytical, consultative, and drafting processes across all phases, ensuring that findings and recommendations are technically sound and aligned with planning practice.
- Plan, organize, and facilitate workshops and consultation meetings with stakeholders at central and local levels, ensuring effective participation and documentation of results.
- Provide expert judgment on the structure, terminology, and technical specifications of the Administrative Instruction and its annex, based on experience with spatial and urban planning instruments.
- Coordinate contributions from the supporting experts and ensure their integration into a unified and consistent product.
- Liaise closely with MESPI, the Institute of Spatial Planning, and GIZ Kosovo, maintaining continuous communication and ensuring full institutional ownership of the process.

#### Qualifications of the team leader

- Education/training (2.1.1): university degree (Master) in urban/spatial planning, architecture.
- Language (2.1.2): C2-level language proficiency in English, written and verbal.
- General professional experience (2.1.3): Ten (10) years of professional experience in urban and spatial planning documents, including experience with Kosovo's spatial planning legal and policy frameworks.
- Specific professional experience (2.1.4): experience in drafting or revising two (2) technical norms, planning laws/regulations, and administrative instructions.
- Leadership/management experience (2.1.5): Ten (10) years of experience in leading multi-disciplinary teams in complex, multi-stakeholder environments, including responsibility for deliverables, reporting, and coordination.
- Development cooperation (DC) experience (2.1.7): Five (5) years of experience working in international development cooperation projects, involving legal-institutional reform.
- Other (2.1.8): Served as lead in the preparation one (1) Municipal Development Plan and one (1) Municipal Zoning Map for municipalities in Kosovo.

#### **Key expert 1 - Technical Writer (Legal Drafting Expert) (Local)**

##### Tasks of key expert 1

- Lead the legal structuring and drafting of the revised AI-SPTN and its annex, ensuring compliance with Kosovo's legal drafting methodology and publication standards.
- Review, align, and refine all definitions, references, and provisions to ensure legal clarity, internal coherence, and enforceability.
- Ensure consistency of terminology and logical structure across all sections of the revised Administrative Instruction and annex.
- Translate technical and planning concepts, as developed by the team, into legally sound and precise language suitable for official adoption.
- Review the compatibility of the AI-SPTN with the Law on Spatial Planning and other relevant sub-legal acts.

- Support the alignment of the document with EU directives and international legal drafting standards, ensuring compliance with best practices.
- Prepare the final version of the AI-SPTN and annex and cross-check with translated versions to ensure accuracy and consistency across languages.
- Support the Team Leader and GIZ in reviewing stakeholder feedback, incorporating comments, and finalizing the legal text for validation and approval.

#### Qualifications of key expert 1

- Education/training (2.2.1): university degree (Master) in law, public administration, with a focus on public policy and urban legislation.
- Language (2.2.2): C2-level language proficiency in English, written and verbal.
- General professional experience (2.2.3): Six (6) years of professional experience in legislation drafting in the fields of spatial planning, land management, construction and environmental legislation.
- Specific professional experience (2.2.4): experience of lead drafter in writing/revising two (2) administrative instructions, governmental regulations, legal acts, related directly to spatial planning, construction, environmental management, and land use regulation.

#### **Key expert 2 - Institutional / Policy Expert (International)**

##### Tasks of key expert 2

- Provide comparative and analytical input on institutional frameworks, governance models, and implementation mechanisms relevant to spatial planning and technical norm development.
- Assess and advise on institutional coordination mechanisms among central and local authorities involved in spatial planning, data management, and legal enforcement.
- Review and analyse international and regional practices for developing and enforcing technical norms for spatial planning, with a focus on EU member states and Western Balkan countries.
- Ensure alignment of the revised AI-SPTN with EU policy frameworks, including the INSPIRE Directive (2007/2/EC), Open Data Directive, and other relevant European spatial data and planning governance standards.
- Support the Team Leader in ensuring that the AI-SPTN is institutionally and procedurally implementable within Kosovo's governance system.
- Contribute to the design of stakeholder engagement processes and validation workshops, ensuring inclusive participation and institutional coherence.
- Advise MESPI and GIZ Kosovo on institutional implications, capacity-building needs, and implementation measures required to operationalize the revised AI-SPTN.

##### Qualifications of key expert 2

- Education/training (2.3.1): university degree (Master) in urban policy, public administration, spatial planning.
- Language (2.3.2): C2-level language proficiency in English, written and verbal.
- General professional experience (2.3.3): Ten (10) years of professional experience in spatial planning policy, governance, and institutional reform.
- Specific professional experience (2.3.4): experience in conducting three (3) policies and institutional assessments related to spatial planning technical norms.
- Development cooperation (DC) experience (2.3.7): Five 5 years of experience working with international development organizations.

- Other (2.3.8): Experience in two (2) legislative/regulatory alignment processes in Western Balkan countries with EU policy frameworks, focusing on spatial planning, land management, technical norms.

### **Key expert 3 - Spatial Data Standards Expert (International)**

- Conduct a comprehensive assessment of the technical, spatial data, and GIS-related components of the AI-SPTN and its annex.
- Review and evaluate data models, cartographic standards, coordinate systems, and metadata requirements currently applied in Kosovo's spatial planning processes.
- Ensure the interoperability of spatial datasets with the Spatial Planning Information System (SIPH) and the National Spatial Data Infrastructure (NSDI).
- Align technical components of the AI-SPTN with EU INSPIRE Directive (2007/2/EC) requirements, Open Data Directive EU2019/1024, OGC standards, and relevant data classification systems such as HILUCS and HSRCL.
- Provide technical input and recommendations for the structure, content, and formatting of spatial datasets and mapping annexes.
- Support the Team Leader and Legal Drafting Expert in defining clear technical specifications and data standards within the AI-SPTN and its annex.
- Contribute to workshops and consultation meetings, providing expert guidance on spatial data integration and interoperability.
- Review all final outputs to ensure that the revised AI-SPTN is technically compatible with digital planning workflows and geospatial standards adopted by MESPI and EU INSPIRE Directive.

### Qualifications of Key Expert 3

- Education/training (2.4.1): university degree (Bachelor's) degree in Geoinformatics, GIS, Geography, Cartography.
- Language (2.4.2): C2-level proficiency in English, written and verbal.
- General professional experience (2.4.3): Six (6) years of professional experience in GIS, spatial databases, and geospatial data management.
- Specific professional experience (2.4.4): experience in developing or implementing two (2) INSPIRE-compliant or OGC-compliant spatial data models, metadata schemas, and interoperability frameworks for public sector or spatial planning systems.
- Other (2.4.8): experience in preparing two (2) technical specification documents or GIS-related guidelines for spatial planning systems or databases, developed in accordance with EU directives or international geospatial standards (e.g., INSPIRE, OGC).

## **5. Costing requirements**

### **Assignment of personnel and travel expenses**

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

### **Sustainability aspects for travel**

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

| <b>Milestones/partial works</b> | <b>Estimated expert days for orientation</b>   | <b>Deadline/place/person responsible</b>   |
|---------------------------------|--|--|
| MILESTONE 1:                    | 20 days<br>Team Leader – Local/8 working days<br>Key Expert 1 – Local/4 working days<br>Key Expert 2 – International/4 working days<br>Key Expert 3 – International/4 working days | By 28 June 2026<br>Prishtina &<br>Remote<br>Contractor in<br>coordination with<br>GIZ Kosovo |
| MILESTONE 2:                    | 28 days<br>Team Leader – Local/12 working days<br>Key Expert 1 – Local/8 working<br>Key Expert 2 – International/4 working days<br>Key Expert 3 – International/4 working days     | By 15 August<br>2026<br>Prishtina &<br>Remote<br>Contractor                                  |
| MILESTONE 3:                    | 28 days<br>Team Leader – Local/12 working days   | By 15 October<br>2026<br>Prishtina /   |

|              |  |   |
|--------------|--|---|
|              | Key Expert 1 – Local/8 working<br>Key Expert 2 – International/4 working days<br>Key Expert 3 – International/4 working days   | Municipalities (as needed)<br>Contractor in coordination with MESPI and GIZ Kosovo            |
| MILESTONE 4: | 42 days<br>Team Leader – Local/12 working days<br>Key Expert 1 – Local/12 working days<br>Key Expert 2 – International/9 working days<br>Key Expert 3 – International/9 working days | By 30 December 2026<br>Prishtina & Remote Contractor  |
| MILESTONE 5: | 28 days<br>Team Leader – Local/12 working days<br>Key Expert 1 – Local/8 working<br>Key Expert 2 – International/4 working days<br>Key Expert 3 – International/4 working days       | By 29 January 2027<br>Prishtina & Remote Contractor in coordination with MESPI and GIZ Kosovo |

| Travel expenses                              | Quantity | Number per expert | Total   | Comments  |
|--|----------|-------------------|---------|---|
| Per-diem allowance in country of assignment  | 8 days   | 2                 | 16 days | Kosovo  |
| Overnight allowance in country of assignment | 6 days   | 2                 | 12 days | Kosovo  |
| Transport                                    | Quantity | Number per expert | Total   | Comments  |
| International flights                        | 2        | 2                 | 4       | Travel to the place of delivery of the work, Kosovo. Roundtrip.                         |
| CO2 compensation for air travel              | 8        | 50,00             | 400,00  | A fixed budget of EUR 400,00 is earmarked for settling carbon offsets against evidence. |
| Travel expenses (train, car)                 | 2        | 2                 | 4       | Airport transfers. Roundtrip  |

The contractor (international expert) will implement 8 (5+3) x 2 out of their total working days in the country of assignment for the purposes outlined in Task 3 and 5.

The purpose of these visits is strictly content-related. Travel expenses covered by the project are detailed in the specification of inputs. All administrative and logistical arrangements will be the responsibility of GIZ Kosovo and/or the project partners unless stated otherwise.

GIZ will cover costs of all events organized.

## **6. Inputs of GIZ or other actors**

GIZ and/or other actors are expected to make the following available:

- If needed, temporary workstation on GIZ premises (Prishtina, Kosovo).
- Transportation on site with own project vehicle: GIZ Kosovo / K4G Programme.
- Logistics for workshops/meetings: GIZ Kosovo / K4G Programme (venue, invitations, materials, if needed).

## **7. Requirements on the format of the tender**

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.