

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



CONFIDENTIAL

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<b>Development of an Initial Methodology Framework for Climate-Proofing Laws and Policies in Kosovo</b>	<b>Project number:</b>
	<b>G-012091-001</b>
	<b>Tender number</b>
	<b>10015980</b>

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## **0. List of abbreviations**

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
BMZ	Federal Ministry for Economic Cooperation and Development (Germany)
SECO	State Secretariat for Economic Affairs (Switzerland)
EU	European Union
SAA	Stabilisation and Association Agreement
MESP	Ministry of Environment, Spatial Planning and Infrastructure

## 1. Context

The Deutsche Gesellschaft für 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 and Spatial Planning (hereinafter ‘MESP’), the central authority responsible for designing policies and legislation in waste management, urban planning, and climate change. MESP also oversees the overall implementation and enforcement of Kosovo’s strategic and legal framework in these sectors. Despite recent progress, the current situation in Kosovo shows that climate-proofing of laws and policies is still at an early stage. While strategic documents such as the Climate Change Strategy and the newly adopted Climate Change Law provide an important framework for climate action, the systematic integration of climate considerations into sectoral laws and policies remains limited. Existing legislation in key sectors such as water, agriculture, infrastructure, and spatial planning has been developed with limited consideration of future climate risks and climate resilience.

Furthermore, there is currently no standardized methodology or formal requirement to assess climate risks and impacts during the policy and legislative development process. Instruments such as Regulatory Impact Assessments (RIA) and Strategic Environmental Assessments (SEA) do not yet systematically incorporate climate-specific analysis. Institutional coordination on climate change has improved with the establishment of new governance structures; however, technical capacities, data availability, and inter-institutional workflows for climate mainstreaming remain limited.

As a result, climate considerations are often addressed in a fragmented and ad hoc manner, increasing the risk that policies and investments may not be resilient to future climate conditions. This highlights the need for a structured, practical, and Kosovo-specific methodology that supports institutions in systematically integrating climate mitigation and adaptation considerations into laws and policies.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

### Phase 1 – Inception and Analytical Phase

- Organisation and facilitation of an online kick-off meeting with GIZ and relevant stakeholders, including agreement on the scope of the assignment and identification of two priority laws or policy instruments in consultation with key stakeholders.
- Preparation of an inception report, including review of relevant documentation, stakeholder mapping, and a detailed work plan and methodological approach.
- Provision of a diagnostic analysis of climate risks and vulnerabilities in Kosovo, including a sectoral perspective.
- Analysis of legislative and policy gaps related to the integration of climate change considerations into laws and policies.
- Mapping of institutional arrangements and capacities relevant to climate-proofing.
- Identification of entry points for integrating climate considerations into policy and legislative processes.

### Phase 2 – Development and stakeholder Consultation

- Development of an initial and simplified methodology framework for climate-proofing laws and policies in Kosovo, including screening criteria, climate considerations, and indicative institutional workflow, aligned with relevant EU climate policy guidelines and frameworks.
- Development of practical tools to support the application of the methodology, such as simplified climate impact assessment approaches, checklists, and decision-support elements
- Application of the methodology framework to the pre-selected selected laws or policy instruments, identified in coordination with GIZ and relevant institutions, including engagement with relevant sector stakeholders.
- Organisation and facilitation of one stakeholder consultation workshop to present and validate the draft methodology framework and its application

### Phase 3 – Finalisation and Recommendations

- Integration of feedback from stakeholder consultations and refinement of the methodology framework and tools.
- Development of practical and actionable recommendations for integrating climate-proofing into policy and legislative processes in Kosovo.
- Preparation of a concise final report, including the final methodology framework and supporting tools, to be approved in coordination with GIZ.
- Presentation of the final results to relevant institutions, in coordination with GIZ.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off meeting conducted and scope agreed (including selection of priority of the selected laws/policies)	Month 1
Inception report submitted (including work plan and methodology)	Month 1

Diagnostic analysis report on climate risks, policy gaps, and institutional arrangements	Month 2-3
Draft methodology framework developed (aligned with EU guidelines)	Month 4-5
Stakeholder consultation workshop conducted and draft methodology presented	Month 5
Final methodology framework and recommendations submitted and agreed in coordination with GIZ	Month 6-7

Period of assignment: **from 01/07/2026 until 31/01/2027.**

### 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.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

#### 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.

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).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

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

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

##### **Team leader**

###### Tasks of the team leader

- Overall responsibility for the implementation of the assignment and delivery of all outputs within the agreed timelines.
- Coordination and communication with GIZ, relevant ministries, and stakeholders involved in the assignment.
- Quality assurance of all analytical work, reports, and the final climate-proofing methodology.
- Coordination of the project team and supervision of key and short-term experts.
- Preparation and submission of required reports.

###### Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in environmental policy, climate change, environmental management, public policy, law.
- Language (2.1.2): C1-level language proficiency in English.
- General professional experience (2.1.3): 9 years of professional experience in the climate policy, environmental governance sector, or sustainable development.
- Specific professional experience (2.1.4): 5 years in climate policy development, climate mainstreaming, or environmental policy analysis (5/10 points), and 5 years of experience in climate proofing of policies or integration of climate considerations into legal/policy frameworks (5/10).
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in the Western Balkan
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

##### **Key expert 1**

###### Tasks of key expert 1

- Lead the development of the climate-proofing methodology for the selected laws and policies.
- Conduct climate risk analysis and support development of simplified climate impact assessment approaches and tools.
- Support the application of the methodology in an illustrative manner to selected laws and policy instruments and contribute to stakeholder consultations.

###### Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in climate change, environmental policy, environmental science, environmental management, sustainability.
- Language (2.2.2): C1 -level language proficiency in English

- General professional experience (2.2.3): 8 years in climate change, environmental policy, climate policy development.
- Specific professional experience (2.2.4): 5 years in climate risk or impact assessment, climate mainstreaming (5/10 points), and 5 years of experience in integration of climate considerations into policies (5/10 points).
- Leadership/management experience (2.2.5): 3 years of leadership or coordination experience
- Regional experience (2.2.6): 3 years of experience in projects in the Western Balkans
- Other (2.2.8): 3 years' experience in stakeholder engagement and workshop facilitation

#### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

### **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.

## Specification of inputs

**Please calculate your financial tender based exactly on the parameters specified in the table below. Any deviation will lead to the requalification of your bid to a variant one and to its exclusion from the tender.**

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader (Senior Expert)	1	15	15	4 expert days in the country of assignment
Key Expert – Climate Policy and Climate Proofing Expert	1	15	15	4 expert days in the country of assignment
Travel expenses	Quantity	Price EUR	Total EUR	Comments
Per-diem allowance in country of assignment	8	to be determined in the price schedule	to be determined in the price schedule	4 per diems for each expert. Kosovo, <u>to be invoiced as a lump sum</u> up to the maximum amounts for <b>Kosovo</b> according to circular of the <a href="#">German Federal Ministry of Finance (BMF)</a>
Overnight allowance in country of assignment	8	to be determined in the price schedule	to be determined in the price schedule	Under the <a href="#">BMF travel expense</a> regulations, overnight allowances <b>not exceeding 100% of the lump sum amount for Kosovo</b> can be submitted for <u>reimbursement against evidence</u> .  <b>Up to 75% of the maximum rates for Kosovo</b> specified in the travel expense regulations can be submitted for <u>reimbursement on a lump-sum basis</u> .  <b><u>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</u></b>
Transport	Quantity	Price EUR	Total EUR	Comments
International flights	4	to be determined in the price schedule	to be determined in the price schedule	4 return flights (2 per expert) to the place of service delivery Kosovo, <u>to be invoiced against evidence</u>

<b>CO<sub>2</sub> compensation for air travel</b>	8	50,00	400,00	A budget is earmarked for settling carbon offsets <u>against evidence.</u>
<b>Travel expenses (train, car)</b>	4	to be determined in the price schedule	to be determined in the price schedule	Travel within the country of assignment, transfer to/from airport etc.
<b>Other costs</b>	<b>Number</b>	<b>Price EUR</b>	<b>Total EUR</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	3.500,00	3.500,00	A budget is foreseen for flexible remuneration, is already incorporated in the price schedule.  <b><u>Use of the flexible remuneration item requires prior written approval from GIZ.</u></b>

## 6. Inputs of GIZ or other actors

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

- Access to relevant documents and data
- Coordination with relevant institutions and stakeholders
- Support in organizing the stakeholder consultation workshop

## 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 .**

The complete tender must not exceed 8 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 **must be submitted in English** (language).

**Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements.** The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.