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1. BACKGROUND INFORMATION

1.1. Beneficiary country

Greece

1.2. Contracting Authority

E.R.F.C. – European Regional Framework for Co-operation

1.3. Country background

The project “Continuous improvement strategy for increasing the efficiency of wastewaters treatment facilities in the Black Sea coastal states – CISWastewater” is financed by the Joint Operational Programme “BLACK SEA BASIN 2007-2013”.

The Region of Anatoliki Makedonia & Thraki Greece consists of the prefectures of Kavala, Drama, Xanthi, Rhodope and Evros.

The settlements of first priority (population greater than 10.000 inhabitants and waste disposal to a sensitive recipient), belonging to the Region of Anatoliki Makedonia & Thraki, are four (4), Didymoteicho (waste disposal to tributary Erythropotamos), Drama (waste disposal to river Aggitis), Komotini (waste disposal to river Vozvozi) and Orestiada (waste disposal to river Evros). Wastewater treatment plants operate in these settlements.

The settlements of second priority (population greater than 15.000 inhabitants and waste disposal to a regular recipient) are Alexandroupolis (waste disposal to Thracian Sea), Kavala (waste disposal to Kavala sea bay), Xanthi (waste disposal to stream Laspas), Panagia Potamia of island Thassos (waste disposal to Thracian Sea) and Chrisoupoli (waste disposal to Trench T3). Autonomous wastewater treatment plants operate in these settlements too.

Also, there are 23 settlements of third priority with population greater than 2.000 inhabitants at the prefecture of Drama (5 settlements), prefecture of Evros (4 settlements), prefecture of Kavala (10 settlements), prefecture of Xanthi (2 settlements) and prefecture of Rhodope (2 settlements).

From the above 23 settlements, there are 11 settlements without the necessary infrastructure (networks and/or wastewater treatment plants) related to waste management. Of the remaining 12 settlements, 5 either have a wastewater treatment plant or use an existing unit and mainly fall short of drainage infrastructure (Krinides, Soufli, Prosotsani, Choristi and Kalampaki) and 7 settlements have the necessary infrastructure (Doxato, Kato Nevrokopi, Eleftheroupoli, Nea Peramos, Nea Iraklitsa, island Thassos and Palio Tsifliki).

Water recipients are protected by the Greek and European Legislation. An Environmental Impact Assessment is being prepared for each wastewater treatment plant and depending on the characteristics and status of the recipient constraints and commitments for the quality of the suspended water after treatment are specified.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project is to achieve stronger regional partnership and cooperation to realize significant improvements of the wastewater treatment facilities management in the Black Sea coastal states.

Specific objectives of the project are the following:

1. Cooperation between Black Sea (BS) partner regions to improve the management of the wastewater treatment facilities. The partners will work together to create the baseline of the Waste Water Treatment Facilities (WWTF) and to identify the main problems to be solved.
2. Increase the performance of wastewater treatment facilities through a new continuous improvement strategy (CIS) model development. The new strategy will be developed in five modules: Define, Measure, Analyze, Improve and Control.
3. Acquisition of desired competences for the personnel involved in BS wastewater management. There will be 3 training courses presenting many tools, aids, and skills to help support the CIS disciplined method of solving problems, sustaining results and adding to the bottom line results.
4. Enable WWTF managers and BS regions decision makers to manage more effectively and respond to trends more quickly. A new tool based on statistic will be developed to be used by all the managers to quickly evaluate the performance of the WWTF, the trends and the costs.
5. Coordination of the technical, administrative and financial activities of the joint Action.

2.2. Purpose

The purposes are as follows:

- Identifying the best practices and a common monitoring system that will allow the Black Sea Waste Water Treatment Facilities to harmonize and improve their operation
- Securing project sustainability and expansion through a Foresight analysis (review)

2.3. Results to be achieved by the Contractor

- Foresight analysis (report)

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

Implementation of the current contract will assure support for implementation and popularization of the project “Continuous improvement strategy for increasing the efficiency of wastewaters treatment facilities in the Black Sea coastal states – CISWastewater”.

Below are the assumptions underlying the project:

- Favorable to the exchange of the information about the wastewater treatment facilities
- Creation of common best tools and steps to be included in the new strategy
- Creation of a common language to solve the wastewater treatment problems

Moreover organization and conduction of public events and preparation of promotional material will improve popularization of the project within the target region and is a necessary precondition for increasing the level of participation of local stakeholders in the project activities.

3.2. Risks

Following conditions can put into the question project's results:

- Lack of consensus about the indicators and targets due to differences between WWTF status in all 6 countries.
- Lack of participation in the training courses
- Limited interest in the conference, workshops and awareness activities

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The contract will support the E.R.F.C. in identifying a common monitoring system that will allow the Black Sea WW Treatment Plants to harmonize and improve their operation through a Foresight analysis.

4.1.2. Geographical area to be covered

Greece.

Anatoliki Makedonia – Thraki: Kastanies, Orestiada, Didymoteicho, Soufli, Feres, Alexandroupoli, Komotini, Xanthi, Drama, Kavala.

4.1.3. Target groups

Regional operators, municipalities, wastewater plant managers, universities, R&D institutes and NGOs participating at the CIS training courses, local authorities.

4.2. Specific work

The expert will have to undertake tasks/activities within the following Group of project Activities (GAs):

GA 1: Documentation elaboration to define and implement the continuous improvement strategy (CIS) in wastewater treatment facilities (WWTF).

The aim of this GA is to analyse the actual status of the wastewaters treatment facilities (WWTF) in the countries of the joint Action partnership, to exchange the existing experience and to develop the best strategy for continuous improving of the management of used waters.

Activities:

1. Review of best practices (State of the Art – Water Quality Observatories around the globe)
2. Added value for EU territorial cooperation capitalising on CISWastewater project methodology.

All aspects are subject of prior approval by the Contracting Authority.

GA 2: Balanced Scorecard elaborating to measure, monitor and communicate the WWTF performance.

The aim of this GA is to create a common tool to be used in the WWTF for better monitoring, performance increase and experience exchange between the countries participating in the Action. All the partners will participate to a special workshop to analyse the data provided by all the researchers and to select together the most appropriate tools to be included in the new management strategy.

Activities:

1. Monitoring system functionalities according to Balanced Scorecard
2. Foresight Analysis (report)

All aspects are subject of prior approval by the Contracting Authority.

The Experts or Companies must also observe the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The Consultant should provide in its offer the timing, sequence and duration of the proposed activities, taking into account mobilisation time. During the inception phase the Consultant and the Contractor will agree about the detailed time schedule for implementation of the above activities.

4.3. Project management

4.3.1. Responsible body

Contracting Authority will be E.R.F.C.

4.3.2. Management structure

The Contracting Authority is E.R.F.C., and in that capacity it is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The day-to-day operational project implementation will be performed by Mr. Nikolas PETROPOULOS – which is responsible for implementation of project “Continuous improvement strategy for increasing the efficiency of wastewaters treatment facilities in the Black Sea coastal states – CISWastewater”, financed under Joint Operational Programme “BLACK SEA BASIN 2007-2013”.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

Not applicable

5. LOGISTICS AND TIMING

5.1. Location

The operational base for the project will be set up in Thessaloniki, Greece.

5.2. Start date & Period of implementation of tasks

The intended start date is 16/10/2015 and the period of implementation of the contract will be till the project ends.

5.3. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

6. REPORTS

6.1. Reporting requirements

The Contractor will submit the following reports (in English):

- **Inception Report** of maximum 6 pages to be produced within 3 weeks from the start of implementation. In the report the Contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report.
- **Draft final report** of maximum 30 pages (main text, excluding annexes) in free format. This report shall be submitted no later than one month before the end of the period of implementation of tasks.

- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 20 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on the problems and obstacles occurred during the implementation of contract (if applicable). The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

6.2. Special requirements

Not applicable