

ASSIGNMENT TERMS OF REFERENCE

TA for support Bulgarian Ministry of Environment and Water with the implementation support to the water, waste and biodiversity projects AA-012117-001

This Assignment will be awarded in relation to Lot 1 – Environment of the Framework Agreement to Support EIB Advisory Services (EIBAS) Activities Inside and Outside EU-27 (TA20210614 R0 FWA).

Acronyms

AF	Application Form
BWA	Bulgarian Water Association
CP	Consultant Procurement Unit (EIB)
DTL	Deputy Team Leader of Service Provider
EIA	Environmental Impact Assessment
EIB (or "the Bank")	European Investment Bank
EU	European Union
JASPERS	Joint Assistance to Support Projects in European Regions
MA PE / Managing Authority	Managing Authority of Programme Environment
MRDPW	Ministry for Regional Development and Public Works
MoEW	Ministry of Environment and Water
MoU	Memorandum of Understanding
PASSA	Project Advisory Support Service Agreement
PASU	Project Advisory Support Unit (Unit of EIB)
PE	Person Equivalent
PMU	Project Management Unit
RFS	Regional Feasibility Study
PE	Programme „Environment” 2021-2027"
ORM	Operations Resources Management
TA	Technical Assistance
TL	Team Leader of Service Provider
WSSA	Water Supply and Sanitation Association
WSSO	Water Supply and Sanitation Operator

I. BACKGROUND INFORMATION

1.1. The EIB & Mandate

The EIB has been very active in Bulgaria over the last 25 years both in terms of lending and technical assistance. Lending is concentrated in the transport, environment, energy, banking and SME sectors. Since the first operations, substantial advisory support has been provided, largely by EIB sector experts but also by Third Parties, at various stages of the project cycle. Signed Project Support Service Agreements for Bulgaria since 2016 have proven to be a successful initiative. They bared a strong additionality by addressing directly suboptimal investment situation and capacity building needs. They also brought high value added to the Bulgarian beneficiaries.

The Agreement between the EIB and the MA PE refers to the Memorandum of Understanding (MoU) on Project Support for EU projects in Bulgaria, signed on the 7th of July 2022 for the Programming Period 2021-2027. With the financial support of Program "Environment 2021-2027" (PE), priority "Water", the water sector is the main target for the resources provided in the program to support measures related to improvement of the water supply and sewerage infrastructure in order to achieve compliance with the requirements of the Urban Wastewater Treatment Directive 91/271/EEC.

Some of the results of PE 2021-2027 support are the implementation of measures for collecting, treatment and discharge of wastewater in agglomerations above 10 000 p.e. that do not comply with the requirements of the EU legislation, efficiency of water supply networks and reduction of water losses and strengthening the capacity of the relevant stakeholders. Therefore, this assignment relates to the need for provision of straightforward support for the efficient implementation and management of the strategic investments in the water sector, in line with all other support measures, as described below.

This Agreement relates also to the support that will be provided for the efficient implementation and management of the strategic investments in other Priorities of Program "Environment 2021-2027":

- Priority 2 "Waste"
- Priority 3 "Biodiversity"

The results of PE 2021-2027 support with regard to Priority 2 "Waste" are the implementation of measures for elaboration of a study with the relevant information for reuse centres operating in countries with an economic level similar to Bulgaria. The study must include at least the following information – types of waste and scheme of the collection; area used; population served; equipment, containers, machinery and technology used; how it is financed (for construction and during the operation), etc. This assignment relates to the need for provision of straightforward support for the verification of implementation of sample models for new municipal waste management systems, considering the "pay as you throw" principle by on-site visit for a list of municipalities, proposed by MA. The models will be prepared by the National Association of Municipalities in Republic of Bulgaria, as a result of a project, funded by PE 2021-2027.

The results of PE 2021-2027 support with regard to Priority 3 "Biodiversity" are the implementation of measures for improvement of the conservation status of species and habitat types within the respective Natura 2000 protected sites as per the National Prioritized Action Framework (NPAF). This assignment relates to the need for provision of straightforward support for: a) the preparation of the call of proposals, namely defining the distribution of the target habitat types and species as well as the respective localities of the interventions and applicable activities in order to ensure the implementation of the NPAF measures to be funded by PE 2021-2027; b) provision of expertise during the project selection; c) verification of the successful project performance after its completion.

1.2. Relevant country background and mandate

The Project Advisory Support Service Agreement (PASSA) between the EIB and the Ministry of Environment and Water (MoEW) refers to the Memorandum of Understanding (MoU) on Project

Support for EU projects in Bulgaria, signed on the 7 of July 2022 for the Programming Period 2021-2027. The MoU identified three broad areas where support from EIB could be provided:

- Area 1: Project delivery
- Area 2: Institutional capacity
- and Area 3: Sector strategic documents

The Project Advisory Support Service Agreement (PASSA) between the EIB and the Ministry of Environment and Water (MoEW) was signed and entered into force in February 2024.

This Assignment relates to the need for provision of straightforward support for the efficient implementation and management of the strategic investments of 7 WSSOs (with elaborated RFSs – WSSOs Yovkovtsi Veliko Tarnovo, Gabrovo, Pleven, Sofia district, Targovishte, Haskovo, the one of WSSO Dobrich) and Sofia Municipality – 2 in the water sector financed by OPE 2014-2020, and complementary to all other support measures, as described below.

Further to the new water projects several under implementation water projects will be phased, since they will not be completed within the Operational Program "Environment 2014-2020" period that ends in 2023. To contribute to the successful implementation of the projects of Burgas, Varna and Sliven subject to phasing between the 2014 - 2020 and 2021-2027 programmes in priority "Water" sector these WSSOs may be supported.

Support will be provided to priority "Waste" focusing on support upon the request of MA PE and priority "Biodiversity" focusing on inspections to verify the presence of invasive alien species and non-typical species via dedicated site visits upon request of MA PE, as well as definition of the distribution of the target habitat types and species, respective localities of the interventions and applicable activities in order to ensure the implementation of the NPAF measures; provision of expertise during the project selection; and verification of the successful project performance after its completion.

1.3. Related initiatives

The PE 2021-2027 provides financing for:

- Support for the regional investment planning in the water supply and sewerage sector with beneficiary Ministry of Regional Development and Public Works (MRDP) or preparation of 6 additional Regional Feasibility Studies (RFS), in order to allow the Regional Water Operators to prepare strategic investments in agglomerations above 10 000 p.e. to be financed by the PE 2021-2027, if they consolidate. In addition, there is a technical assistance partnership between the MRDPW and JASPERS for review and issuing guidance and completion notes on the RFS which infrastructure implementation is envisaged for financing under PE 2021-2027;

Preparation of related documents for water supply and sewerage for the territory of Sofia Municipality - phase 2 with beneficiary Sofia Municipality for preparation of the RFS in order to allow the Municipality to prepare mature investments in agglomerations above 10 000 p.e. to be financed by the PE. In addition, technical assistance from JASPERS for review and issuing guidance and completion notes on the documents is also expected;

JASPERS is other related Advisory initiative managed by the EIB with a mandate that focuses on project preparation, while the PAS Team focuses on project implementation. In this context however, the exact scope of advisory services is defined through discussions between the MA PE 2021-2027 and the EIB. Close cooperation within EIB will ensure consistency of approach, the avoidance of duplication and smooth interface between the support offered at all stages of the project cycle. Regular meetings between the MA PE, JASPERS and the PAS Team will enable to strengthen coordination of the EIB advisory services, with a view to ensure a smooth cooperation, develop synergies and avoid overlaps. Nevertheless, the final responsibility for avoiding double funding lies with the MA PE.

II. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The objective of the Assignment is to facilitate a high quality and uniform implementation of the projects within PE 2012-2027 priorities 1, 2 and 3, in line with the standardized requirements of the program, by providing horizontal support to the MA PE, targeted support to Beneficiaries throughout projects` preparation / implementation. These include 8 water projects plus 3 phased water projects and projects under the priorities “Waste” and “Biodiversity”.

Support will also be provided upon request of MA PE with the same or similar objectives.

2.2. Purpose

More specifically the objective of this assignment is to assist EIB in its support to MA PE by providing:

- **Horizontal support to the MA PE in order to assist the MA while performing its monitoring and control functions** at the stage of projects implementation and ensuring that all project management activities and procedures are in place and function properly. The support shall include regular site visits to all above mentioned beneficiaries, analysis of projects status and PMU performance, identifying issues and risks, and regular reporting to the MA PE throughout the process of project implementation, providing recommendations for corrective measures.
- **Targeted support, based on the results of the horizontal support**, in order to address specific issues and risks as identified that require further elaboration. Each targeted support shall be delivered by the EIB upon the request of the MA PE. The specific scope of each task shall be agreed upon in advance between the EIB and MA PE.

2.3. Results to be achieved by the Service Provider

The main results expected to be achieved under the present assignment is:

Priority Water - improvement of implementation of the new and phased Water Projects by:

- Regular follow up of project implementation by regular analysis of specific problems and bottlenecks, identifying potential solutions within the competences of the PE MA and/or the Beneficiary and recommend best solutions that may be introduced by the PE MA/Beneficiary.
- Ensuring all project management activities and procedures for 8 new projects are in place and function properly.
- Ensuring all project management activities and procedures for 3 phased projects are in place and function properly.
- Support MA PE on specific tasks assigned via Task Orders in the Water sector.
- For public procurement procedures and FIDIC or claims issues: substantiate opinions on specific disputes, recommendations.
- Support to WSSOs on specific issues spotted during the regular monitoring of implementation.
- Workshops and on job training on the project implementation and management.

Priority Waste – Improvement of the preparation and implementation of the Waste Projects by:

- Elaboration of a study with the relevant information for reuse centres operating in countries with an economic level similar to Bulgaria

- Assisting at verification of implementation of sample models for new municipal waste management systems, considering the “pay as you throw” principle by on-site visit for a list of municipalities, proposed by MA
- Support MA PE on specific tasks assigned via Task Orders in the Waste sector

Priority Biodiversity – improvement of the preparation and implementation of the Biodiversity Projects by identification of the specific localities of the interventions planned under a respective call for proposal; provision of an expert statements during the project selection on the areas of interventions proposed under the project proposals and the need for implementation of the measure/s in these specific areas, as described within the project proposals; provision of an expert statement during the project implementation to provide reasonable assurance for the verification of the expenditures submitted for reimbursement; provision of a final statement on the successful performance of the project to facilitate the verification of the project deliverables and results.

III. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The overall assumptions upon which this assignment is based are:

- The EIB and the Service Provider will benefit from the continued and active collaboration of the Ministry of Environment and Water, Managing Authority PE, MRDPW, WSS operators and other stakeholders.
- The EIB and the Service Provider will be given timely and complete access to all relevant documents, other information and people related to projects or activities to be carried out under this assignment while respecting legislation.
- The EIB and the Service Provider will be given access to attend all relevant meetings of the MA PE and the stakeholders in the context of this assignment.
- The MA PE will coordinate and prioritize the requests for the PASSA assistance of the MA PE, WSS operators and other beneficiaries.
- The MA PE will provide a single set of consolidated feedback/comments to the Outputs submitted by the EIB and the Service Provider.
- The independent opinions (e.g. on contractual claims, disputes, independent tests, etc.) that the EIB will provide will not be subject to MA PE approval from the content perspective. The MA PE will approve them from the structure, linguistic and format perspectives but this does not abrogate the MA PE’s right to express an opinion on the content outside of formal procedure if MA deems it necessary.
- The MA PE will approve the Outputs submitted by the EIB.

The actual implementation of the assignment will require a high level of flexibility to reflect the nature of each request project, local conditions and implementation progress.

Should any of the above overall assumptions not materialise, the successful outcome of the assignment will be jeopardized.

The EIB will act as an independent advisor to the MA PE. Hence, the role of the EIB will be to advise and complement, as well as provide proposals for optional solutions within the competences of the PE MA/Beneficiary, but not to replace, displace or fulfil the roles and responsibilities of the relevant counterparts in the MA PE, nor those of existing Technical Assistance for the MA PE. Final performance in project implementation will remain the responsibility of the Beneficiaries, as per their specific roles and accountabilities.

3.2. Risks

The main risks that could affect the successful implementation of the assignment are:

- Difficulties related to the lack of cooperation with the relevant counterparts.
- Lack of interest from various stakeholders regarding the present assignment and its results,
- Imperfect legal framework (under modification, unfinished or with contradictions) could delay the expected value added.

These risks should be mitigated by the EIB expert and MA PE's coordinating staff who will conduct negotiations over such difficulties, seeking the advice of the Service Provider when necessary.

IV. SPECIFIC SERVICES, TASKS TO BE PERFORMED AND TECHNICAL DELIVERABLES TO BE PRODUCED

4.1. Tasks to be performed

To achieve the aforementioned objectives, the Service Provider will carry on a number of activities, some at a centralized level involving MA PE to perform the monitoring of the implementation of the water projects under the 2021 – 2027 programming period (HORIZONTAL SUPPORT) and others to support on specific issues as defined through Task Order(s) (Annex 4) (TARGETED SUPPORT).

Therefore, the Service Provider shall provide highly experienced and adequately skilled experts for:

- **TASK 1.1:** At the beginning of the assignment Service Provider will collaborate and work together with MA PE's designated persons and MA PE's management, as well as go on missions to the outlined beneficiaries in order to identify for each project:
 - the maturity of each project
 - the specific need for assistance
 - the level of PMU setup

in order to propose the methodology and tools needed and prepare the Inception Report of Task 1.1 on the template specified in Annex 1. At this stage, the Service Provider will propose the draft quality requirements and the measures to fulfil the requirements, to be applied throughout the implementation of this assignment.

- **TASK 1.2:**
 - Quarterly site visits in each of the Beneficiaries:
 - The site visits **for some of the 8 projects** of WSSOs Yovkovtsi Veliko Tarnovo, Gabrovo, Pleven, Sofia district, Targovishte, Haskovo, Dobrich and Sofia municipality - Part 2 will be carried out when the construction (Yellow FIDIC) contracts are concluded.
 - The site visits for the rest of the abovementioned 8 projects will be carried out when the design contracts are concluded.
 - The site visits for the phased ones - will be carried out from the start of the assignment.
 - The main focus of the site visits shall remain the construction works on site.
 - Regular analysis of projects status, including physical and financial progress, project timetable, public procurement and contracting, legal matters etc.
 - Analysis of PMU performance, including adequate performing of functions and responsibilities in order to ensure sound project management.
 - Provision of additional guidelines for project implementation in the sector (including standardization of procedures and documents), in line with all PE project implementation guidelines provided by the MA PE.

- Provision of additional trainings on the project implementation and management; Special focus will be given to training on : 1. managing FIDIC design-build contracts, where applicable; 2. Project management as a whole, with specific on management of multi contracts projects (time, financial and physical implementation parallel management).
- Identifying issues and risks, throughout the process of project implementation, provision of proposals for optional solutions within the competences of the PE MA/Beneficiary.
- regular quarterly reporting to the MA PE, and provision of recommendations – preparation of Interim quarterly reports on Task 1.2. The template of the reports is specified in Annex 2 of the AToR.

• **TASK 2:**

Targeted support shall be available upon request of MA PE, in order to address specific issues and risks that require further actions. The specific scope of each task shall be agreed upon in advance between the Parties through a Task Order (Annex 4). For each Activity requested by MA PE and accepted by EIB, the EIB Assignment Manager will transmit to the Service Provider a specific request (Task Order), detailing the need to be answered, the expected result (such as opinion, report, workshop or improved document), the relevant deadlines, the estimated experts involvement as well as any other relevant aspects.

The tasks might be related to:

- Priority 1 “Water”: the administrative, financial, technical and legal implementation aspects of the water projects and may include issues related to the project management, implementation, reporting and closure.
- Priority 2 “Waste”:
 - Elaboration of a study with the relevant information for reuse centers operating in countries with an economic level similar to Bulgaria.
 - Assisting at verification of implementation of sample models for new municipal waste management systems, considering the “pay as you throw” principle by on-site visit for a list of municipalities, proposed by MA.
- Priority 3 “Biodiversity”:
 - ✓With regard to measure 26 of the NPAF “Maintaining and restoring degraded shrub habitat types by removing adverse impacts or practices that prevent the natural regeneration of shrub coenoses”, incl. afforestation of the habitat with non-typical species, entry of tree species, preventing the transferring of the habitat into a forest, clearing of tree species, preventing the removal of typical shrub species, etc. – determination of the atypical shrub and tree species entering the territories of the targeted habitats and the specific localities (properties) in the respective protected site, in which the measure should be applied.
 - ✓With regard to measure 29 of the NPAF “Improving the environmental protection status of natural habitat types in wetlands (7140, 7220, 7230) through clearing of atypical and invasive alien species (IAS), accumulated dry mass, etc.” – determination of the specific IAS (*Elodea canadensis* or *Elodea nuttallii*) posing a threat to the target habitat, and of the respective localities (properties) in the protected site, in which the measure should be applied.
 - ✓With regard to measure 33 of the NPAF “Improving/maintaining the conservation status of grass habitats types (6210, 6220, 6250, 6260, 62A0, 6430, 6440, 6510) and higher plant species (*Cypripedium calceolus*, *Crambe tataria*, *Dicranum viride*) by removing invasive alien species” by introduction of management practices aimed at reducing the impact of invasive alien species on the natural habitat types by removing IAS and controlling their population within the habitat, "reinforcing" species populations, etc.:
 - Determination of the of the specific IASs (*Ailanthus altissima*, *Robinia pseudoacacia*, *Amorpha fruticosa*, *Gleditsia triacanthos*, *Acer negundo*, *Elaeagnus angustifolia*, etc.) posing a threat to the individual natural habitats in the target protected sites;

- Determination of the specific invasive alien species and competing local tree and shrub species in the polygons with presence of the species *Crambe tataria*, as well as the specific localities (properties) in the target protected sites for the application of the measure
- Determination of the specific localities (properties) in the target protected sites for the application of the measure for the *Crambe tataria*, *Cypripedium calceolus* and *Dicranum viride*.
- ✓ With regard to measure 35 of the NPAF “Improvement of the nature conservation status of species of higher plants by improving their habitat *Marsilea quadrifolia*, *Cypripedium calceolus*, *Potentilla emilii-popii*, *Crambe tataria*, *Gladiolus palustris*, *Himantoglossum caprinum* by removing of invasive alien species and competing native tree and shrub species in the target species range areas”:
 - Determination of the specific invasive alien species and competing local tree and shrub species, which are a threat to the species *Potentilla emilii-popii*, *Crambe tataria* and *Marsilea quadrifolia*, as well as the specific localities (properties) in the target protected sites for the application of the measure
 - Determination of the specific competing plant species for the species *Marsilea quadrifolia* as well as the specific localities (properties) in the target protected sites for the application of the measure
 - Determination of the types of tree and shrub vegetation, which are a threat to the *Himantoglossum caprinum*, as well as the specific localities (properties) in the target protected sites for the application of the measure
 - the specific localities (properties) in the target protected sites for the application of the measure for the *Cypripedium calceolus*
- ✓ With regard to measure 53 of the NPAF “Improving the conservation status of dune types of natural habitats by removing invasive alien species (2340): removing invasive alien species etc.” determination of the specific IAS (*Amorpha fruticosa*, *Ailanthus altissima*, *Elaeagnus angustifolia*, *Robinia pseudoacacia*), as well as the specific localities (properties) in the target protected sites for the application of the measure.
- ✓ With regard to measure 60 of the NPAF “Improving the conservation status of freshwater types of natural habitats by removing invasive alien species (3260, 3260): activities to remove invasive alien species from the territory of habitats, etc.” determination of the specific IAS (*Amorpha fruticosa*, *Ailanthus altissima*, *Elaeagnus angustifolia*, *Robinia pseudoacacia*), determination of the specific IAS, as well as the specific localities (properties) in the target protected sites for the application of the measure.
- ✓ With regard to measure 23 of the NPAF “Improving the conservation status of types of natural habitats by removing abandoned anthropogenic structures (1150 1150, 3260)” identification of the localities of remnants of abandoned anthropogenic infrastructure to be removed in the municipal/state territories covered by the respective habitats and in close vicinity (up to 200 m for Balchishka tuzla).
- ✓ With regard to measure 24 of the NPAF “Improving the conservation status of types of natural habitats by restoring disrupted/damaged territories (state or municipal) (1150, 1310, 1410): passive and active restoration, etc.” identification of the specific localities of state or municipal territories, which were disrupted/damaged, that should be restored within the implementation of the measure.
- ✓ With regard to measure 31 of the NPAF “Improving the conservation status of natural habitats types by removing abandoned anthropogenic structures (7220, 7230)” identification of the localities of remnants of abandoned anthropogenic infrastructure and/or unusable infrastructure sites, causing fragmentation in territories covered by the respective habitat types (and in close vicinity).
- ✓ With regard to measure 64 of the NPAF “Improving the conservation status of natural habitat types (3130, 3140, 3150, 3260, 3270) by removing abandoned anthropogenic structures” identification of the localities of remnants of abandoned anthropogenic infrastructure and/or unusable infrastructure sites, causing fragmentation in territories

covered by the respective habitat types (and in close vicinity).

✓With regard to the implementation of measures 46, 47, 48, 49 and 74 (Part I) of the NPAF to improve the conservation status of forest habitat types through pilot activities for demonstration and introduction of silvicultural practices and through research and experimentation of these practices, as well as improving the food base for the Brown bear species (*Ursus arctos*) – provision of an expert statements during the project selection on the areas of interventions proposed under the project proposals and the need for implementation of the measure/s in these specific areas, as described within the project proposals; provision of an expert statement during the project implementation to provide reasonable assurance for the verification of the expenditures submitted for reimbursement; provision of a final statement on the successful performance of the project to facilitate the verification of the project deliverables and results.

✓With regard to the implementation of measure 69 of the NPAF “Improvement of the conservation status of the *Cottus gobio* and *Misgurnus fossilis* species” validation of the feasibility of the localities proposed under the project proposals during the evaluation, as well as subsequent verification of the performance of the activities – as deliverables and results.

✓With regard to the implementation of measure 28 and measure 61 of the NPAF “Improve the conservation status of natural habitat types in wetlands (7140, 7220, 7230) and freshwater natural habitat types (3130, 3150, 3160, 3260) by regulating the access of animals to wetlands, in order to avoid eutrophication and trampling (measure 28 of the NPAF) and by restricting grazing through information tablets, e-fences and barriers (measure 61 of the NPAF)” provision of an expert statement during the project implementation to provide reasonable assurance for the verification of the expenditures submitted for reimbursement; and provision of a final statement on the successful performance of the project to facilitate the verification of the project deliverables and results.

✓With regard to the implementation of measure 70 of the NPAF “Feeding of protected bird species” at 15 existing sites - provision of a final statement on the successful performance of the project to facilitate the verification of the project deliverables and results.

✓ Support PE MA on other specific tasks assigned via Task Orders in the Biodiversity sector.

- Workshops: workshops to be organized and performed on specific topics.

The template of the report of the relative Task Order is specified in Annex 5.

During the four-monthly meetings between the Parties involved, the estimated workload of the experts for the next 4 months shall be agreed.

Each task shall include but may not be limited to:

- ✓ Analysis of the background of the issue and identified status.
- ✓ Analysis of the effect/risk of the issue on the overall project implementation.
- ✓ Analysis of the possible solutions within the competences of the PE MA/Beneficiary.
- ✓ Specific recommendations.

4.2. Geographical area to be covered

The services will be delivered in Sofia but also will cover visits to projects under implementation and all over Bulgaria (through Task Orders).

4.3. Target groups

The target groups are:

- ✓ Managing Authority of Programme Environment (MA PE)
- ✓ 7 Water Supply and Sanitation Operators (WSSOs) and Sofia municipality with new

- projects
- ✓ 3 Water Supply and Sanitation Operators (WSSOs) with phased projects
 - ✓ Municipalities, eligible beneficiaries under Priority “Waste”
 - ✓ Structures of/to the Ministry of Environment and Water and of/to the Ministry of Agriculture and Food, municipalities, regional administrations, NGOs, scientific institutes, natural history museums and universities
 - ✓ Any other beneficiary suggested from MA PE

V. START DATE AND PERIOD OF IMPLEMENTATION, LOCATION, LOGISTICS.

5.1. Start date & period of implementation

The Contract shall enter into force on the day of signature of the Contract by the last Party (the “Effective Date”).

The intended start date is June 2024 (the “Start Date”) and the services shall be provided for a period of 31 months from this date (the “Period of Implementation”). All tasks to be performed under the Contract will have to be completed within the Period of Implementation of the Assignment. All technical deliverables and administrative reports to be produced under the Contract will have to be submitted by the Service Provider and approved by the EIB within period of implementation of the Assignment.

The Services shall be provided from the “Start Date” until the earliest of:

- the written approval by the Bank of the Final Report or of the final deliverable (if a Final Report is not foreseen) as the latter is described in section 8.2. below or section 4.2 respectively, which shall not be unreasonably withheld by the Bank, or
- 15 January 2027 (the “End Date”), save where the Service Contract is terminated in accordance with Appendix C of the Service Contract/Framework Agreement. The performance of the Services shall not commence before the Start Date.

Note: The Implementation Period (and not the End Date) may be prolonged due to delays attributable to the materialisation of risks associated with the assignment or the third parties. Prolongation shall not cover contract management deficiencies attributable to the service provider. Any prolongation of the implementation period shall be decided and initiated by the EIB and will be communicated in writing to the Service Provider. In the event of a prolongation the EIB in discussion with the Service Provider will also amend the time schedule for the submission of the outstanding deliverables.

Should the necessity to perform additional services which were not included in these Assignment Terms of Reference and which would have become necessary to the completion of the Assignment arise, the EIB reserves the right to amend the contract and to extend the scope of the services and/or the duration of the contract in accordance with the terms and conditions of the Framework Agreement and of these Assignment terms of reference.

5.2. Location

The Service Providers’ experts are expected to perform the services from Sofia, where the Service Provider shall arrange for an office. The related costs shall be included in the daily rates included in the Financial Proposal.

The experts are expected to spend the major part of their time in the Service Provider office in Sofia.

When necessary and requested, meetings will take place at the EIB and/or MA PE offices in Sofia.

The kick-off meeting will be held at the EIB or the MA PE premises in Sofia, Bulgaria and shall be attended by all key experts.

5.3. Logistics (Office accommodation and administrative support facilities to be provided to the Service Provider's experts mobilised under the Assignment)

5.3.1. The Service Provider

The Service Provider must ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities.

Should an event or circumstance that prevents or impedes the Service Provider from performing one or more of its contractual obligations under the contract occur, the Service Provider shall take all reasonable measures to avoid or overcome the effects of the impediment. No additional payment shall be paid to the Service Provider for such measures. These measures also include providing the Service Provider's team of experts with proper and up to date technological communication solutions (such as video call/conference software, accessories, etc.), providing sufficient and real time IT support and guidance to the Service Provider's team of experts.

The Service Provider's team of experts shall continue to be fully available for the delivery of services. This also includes being available for calls and/or teleconferences when requested by the Contracting Authority. Should the Contract contain an obligation for Service Provider's expert(s) to work at the EIB and/or Recipient premises or should the contract contain specific deadlines for the deliverables, the obligation regarding the working at the EIB and/or Recipient premises may be waived or the deadlines for such deliverables may be extended by the EIB at its sole discretion if and to the extent that the Service Provider demonstrates that:

- a. the impediment is beyond the reasonable control of the Service Provider; and
- b. that the impediment could not reasonably have been foreseen at the time of the conclusion of the contract; and
- c. that the Service Provider has taken all reasonable measures to avoid or overcome effects of the impediment.

Should an event or circumstance that would possibly impede or delay the Service Provider from performing one or more of its contractual obligations under the contract exist at the time of tender submission, the Service Provider shall anticipate taking all reasonable measures to avoid or overcome the effects of the impediment. The Service Provider shall explain such measures in his technical proposal. The cost of such measures shall be deemed as included in the contract price.

No additional payment for such measures will be made to the Service Provider.

5.3.2. The EIB

The EIB will provide the Service Provider, upon request, with all information relevant to the TA which is available to it and not covered by any confidentiality agreements and will fully cooperate with the Service Provider in order to achieve the best results.

5.3.3. Beneficiary

The Beneficiary/client/promoter undertakes to ensure that his employees co-operate with the EIB and the Service Provider in relation to the provision of the TA. The Beneficiary shall provide the Service Provider with such information and documents at their disposal which may be relevant and necessary to the provision of the TA.

The Service Provider may request the assistance of the Beneficiary in obtaining copies of local laws, regulations and information which may affect the Service Provider in the performance of its obligations under the Service Contract in the country where the services are to be provided.

VI. CONTRACT MANAGEMENT

6.1. Responsible body and management structure

The European Investment Bank, through the Consultant Procurement (CP) unit of the Operations Resource Management Division (ORM) within the Operations Directorate (OPS), will act as Contracting Authority.

At the EIB, the Project Advisory Support Unit of PJ/UTD/REGDEV will be responsible for the management, the technical and administrative follow up of the contract. During the course of the Assignment, the Service Provider will report to the EIB Assignment Responsible appointed by the Project Advisory Support Unit of PJ/UTD/REGDEV. The contact details of the EIB Assignment Responsible will be communicated to the Service Provider following the award of the Contract..

It is expected that management meetings will take place regularly (weekly) between the PAS Team, and the Service Provider, with a scope of reviewing progress of the activities and planning the next periods.

The Service Provider will be expected to appoint a Team Leader responsible for the daily performance of the team of experts mobilised under the Assignment in its Technical Proposal (see section VI below),

The Framework Manager of the Service Provider's Framework Management Team shall nevertheless remain the sole interlocutor of the EIB for tendering, contractual and financial aspects of the Assignment and he/she will be required to react within two working days to any communication made by the EIB. In particular, should the necessity to amend any of the following elements of the Contract:

- Duration of the period of implementation;
- Scope of services (e.g. modification of specific tasks, replacement of specific tasks with others etc);
- Amount payable to the Service Provider or budget redistribution (ventilation);
- Terms of Payment (payments schedule);
- Composition of the team of expert (i.e. replacement of key experts or mobilisation of non-key-experts);

arise, the Framework Manager of the Service Provider's Framework Management Team would be the interlocutor of the EIB's Assignment Responsible and the Contracting Authority.

The Technical Director of the Service Provider's Framework Management Team will be expected to provide high-level guidance to the experts assigned to the Contract. He/she will sign off all outputs required under the Contract and will maintains the final responsibility for the quality control of the work carried out at the level of the Assignment, independent on whether he/she has carried out the quality checks himself/herself or this was done by any other staff of the consortium (if applicable).

6.2. Promoter / Beneficiary of the Assignment:

The Contracting Authority and direct beneficiary of the present Assignment is the EIB. The main Recipient of the PASSA agreement is the MA PE.

VII. RESOURCES REQUIREMENTS

The Service Provider must select and hire experts as required according to the profiles identified in the present Assignment Terms of Reference.

7.1. Key experts

Key experts have a crucial role in implementing the contract. These Assignment Terms of Reference

contain the required key experts' profiles. The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following key experts:

Key expert 1: Team Leader (Category II): Team Leader/Water/Waste expert responsible for the overall delivery of the Assignment.

The Team Leader/ Water/Waste Expert (TL) will be responsible for the overall delivery of the Assignment and will be mobilised for approximately 440 days, participate to the regular missions every 3 months to the water operators and be part of the team of experts executing the Task Orders. It is expected to be available and regularly involved from the start until the end of the assignment.

Qualifications

- Education: at least Bachelor's Degree (or equivalent professional qualification) in a relevant field for the assignment (e.g. engineering, environment etc.); (minimum requirement).
- A Master's Degree or PhD in the above fields will be considered as an asset.

General professional experience

- At least 10 years general experience in environment sector (minimum requirement).

Specific professional experience

- Minimum 10 years professional experience as:
 - consultant, designer or supervisor of EU funded projects in the field of urban water and wastewater treatment facilities. In addition, experience in urban water and wastewater linear infrastructure will be considered an asset (minimum requirement)
- Working experience under Bulgarian and EU public procurement legislation. In addition, experience in preparation or revision of Tender Documents in the field of urban water and wastewater treatment facilities will be considered as an important asset.
- Working experience in capacity building and delivery of training will be considered as an important asset.

Language and other Skills

- Good command of English and Bulgarian languages in a professional environment (working level) (read, spoken and written) – (CEFR B1) –
- Abilities of delivering and decision making under pressure, avoiding and resolving conflicts, problem solving and adaptability.
- Team player: supports the team, encourages others, promotes the team reputation.
- Experience in preparation of reports/analysis/comments in Bulgarian and English will be considered an asset.

Key expert 2: Deputy Team Leader (Category II): Deputy Team Leader/Biodiversity expert responsible for the overall delivery of the Assignment focusing on biodiversity.

The Deputy Team Leader (DTL) will substitute the Team Leader when needed and provide expertise on biodiversity aspects and will be mobilised for approximately 420 days, participate to the execution of the Biodiversity Task Orders etc. It is expected to be available and regularly involved from the start until the end of the assignment.

Qualifications

- Education: at least Bachelor's Degree (or equivalent professional qualification) in a relevant field for the assignment (e.g. environmental, ecology etc.); (minimum requirement)
- A Master' Degree or PhD in the above fields will be considered an asset

General professional experience

- At least 10 years general experience in environmental projects focusing on biodiversity (minimum requirement).

- Experience in EU funded projects will be considered an asset,
- Experience in implementation of programmes/plans/projects for conservation of habitat types and/or species will be considered an asset

Specific professional experience

- Minimum 4 years professional experience on management of Natura 2000 protected sites, protection of various species/habitat types etc. (minimum requirement).
- Minimum 2 years professional experience on leading Ecological Studies and Ecosystem Services assessments (minimum requirement).
- Proven experience on identification, control and management of invasive species, including habitat and species interactions and interrelationships will be considered an asset.
- Proven knowledge of the Bulgarian and EU biodiversity and environmental legislation.
- Working experience under Bulgarian and EU public procurement legislation will be considered an asset.
- Working experience in capacity building and delivery of training will be considered as an asset.

Language and other Skills

- Good command of English and Bulgarian languages in a professional environment (working level) (read, spoken and written) – (CEFR B1)
- Abilities of delivering and decision making under pressure, avoiding and resolving conflicts, problem solving and adaptability.
- Team player: supports the team, encourages others, promotes the team reputation.
- Experience in preparation of reports/analysis/comments in Bulgarian and English will be considered an asset.

Key Expert 3: Project Management Expert (Category II): providing expertise on the overall task performance in line with the assignment and PE requirements as well as will be responsible for the effective implementation of the project management methodology of this assignment. Participation to the execution of the Task Orders is expected when needed. He/she will be mobilized for approximately 190 days and expected to be part-time involved from the start until the end of the assignment.

Qualifications

- Education: at least Bachelor's Degree (or equivalent professional qualification) in a relevant field for the assignment (e.g. project management, etc.) (minimum requirement)
- A Master's Degree in the above fields will be considered an asset.

General professional experience

- At least 10 years general experience with emphasis on infrastructure projects (minimum requirement).

Specific professional experience

- Minimum 10 years professional experience as project management consultant or supervisor of EU funded projects in at least two (2) of the following relevant fields: water, wastewater, biodiversity and solid waste (minimum requirement).
- Working experience in capacity building and delivery of training will be considered as an important asset.

Language and other Skills

- Good command of English and Bulgarian languages in a professional environment (working level) (read, spoken and written) – (CEFR B1) –

- Abilities of delivering and decision making under pressure, avoiding and resolving conflicts, problem solving and adaptability.

Key Expert 4: Public Procurement Expert (Category II) providing expertise on the overall procurement issues in line with the assignment that may arise during the assignment. Participation to the execution of the Task Orders is expected when needed. He/she will be mobilised for approximately 160 days and expected to be part-time involved from the start until the end of the assignment.

Qualifications

- Education: at least Bachelor's Degree (or equivalent professional qualification) in a relevant field for the assignment (e.g. law, engineering etc.); (minimum requirement)
- A Master's Degree in the above fields will be considered an asset.

General professional experience

- At least 10 years general experience with emphasis in the field of public procurement processes inside the EU (minimum requirement).

Specific professional experience

- Minimum 5 years' experience in the field of public procurement in relation to Bulgarian infrastructure projects according to the Bulgarian law of Public Procurement (minimum requirement).
- Minimum 3 years' professional experience in preparation, procurement and negotiation of public contracts, including Design & Build, for the implementation of environmental infrastructure projects (minimum requirement)
- At least 5 years of working experience (in the period 2015 and 2024) under EU public procurement legislation (minimum requirement). Working experience in capacity building and delivery of training will be considered as an important asset.

Language and other Skills

- Good command of English and Bulgarian languages in a professional environment (working level) (read, spoken and written) – (CEFR B1) –
- Abilities of delivering and decision making under pressure, avoiding and resolving conflicts, problem solving and adaptability.

7.2. Non-key experts

In addition to the above key experts, the Service Provider will also have to mobilise a pool/group of at least 8 non-key experts with good knowledge of both English and Bulgarian languages. The non-key experts are expected to be part-time involved from the start till the end of the assignment and will be mobilised for approximately 790 days. Their expertise will be – but not limited - as following:

- FIDIC Expert: providing expertise basically on FIDIC (training) but also on contracts/claims, legal matters, including public procurement, contract management, spatial development procedures etc. (Category II)
- Financial / Business Planning Expert: providing expertise on financial, business planning and accounting issues (Category II)
- Water/Project Management Expert/s: providing expertise on technical engineering aspects, related to water and wastewater linear infrastructure and treatment facilities (Category II)
- Waste/Project Management Expert/s: providing expertise on waste projects, separate waste collection, recycling, material recovery facilities etc. (Category II)

- Biodiversity/Environmental Expert/s: providing expertise on management of Natura 2000 protected sites, conservation and protection of various species/habitat types etc. (Category II)
- Legal Expert: providing expertise on Legal issues (Category II)
- State Aid Expert: providing expertise on State Aid issues (Category II)
- Expert on financial instruments (Category II)

The Service Provider will ensure that all necessary competences will be available during the implementation of the present assignment.

Each Non-Key expert shall fulfil the following minimum requirements:

Qualification & skills:

- Bachelor's Degree or an academic equivalent in the field to be involved in or any other relevant field.

General professional experience:

- Minimum 10 years general professional experience with emphasis on environmental projects.

Specific professional experience:

- Minimum 3 years' experience as expert in the field he/she will be involved.

Language and other Skills

- Good analytical and reasoning skills and the capacity to provide sound judgement concerning the issues in his/her area of expertise.
- Fluency in English.

During the implementation of the assignment, depending on the specific needs of each of the water, waste and biodiversity projects, the EIB reserves the right to request extra water, waste and biodiversity non-key experts to be mobilized with specific experience.

CVs for non-key experts should not be submitted in the Proposal but the tenderer will have to demonstrate in their technical proposal that they have access to experts with the required professional profiles.

Junior technical experts, category III. These experts may be mobilized in order to supplement the resources for the analysis of projects, working together with the related key experts in order to detail comments, analyze data when in large amount, perform calculations, elaborate various tables and templates to facilitate answers by beneficiaries, support preliminary activities, etc.

The mobilization of all non-key experts under the Assignment is subject to prior approval by the EIB and the MA. Before mobilizing any non-key expert, the Service Provider will have to submit a formal request to the EIB Assignment Manager Responsible by e mail. who will transmit it to be approved by the MA together with concise statement of the EIB Assignment Manager. The request will have to include, not only the CV of the proposed non-key expert, but also information on his/her role under the assignment and clarity on the task(s) the expert will be assigned to. The request will also specify whether the expert proposed belongs to the category of expert II. In no case shall a non-key expert be mobilized without a prior approval by the EIB Assignment Manager Responsible.

7.3. Conflict of interest / confidentiality

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

All experts must be independent and free from conflicts of interest in the responsibilities they take on. For the present Assignment, the absence of conflict of interest is crucial since it would not be appropriate that one highlights inconsistencies / missing elements in a report or feasibility study that has been partly or entirely elaborated by him / her.

Therefore, the following rules apply as regards the Service Provider:

Where the Service Provider has an ongoing or had a previous involvement in the preparation and implementation of a project for which its assistance is requested under the present Assignment, it shall disclose all related details at the moment of responding to the EIB Assignment Responsible Manager communication on the specific project. The EIB Assignment Responsible Manager shall then assess whether the previous involvement is of a nature that would trigger conflict of interest and decide whether to withdraw the requested support for that specific project.

In addition, the following rules apply as regards the proposed experts:

Where an expert has an ongoing or had a previous involvement in the preparation or implementation of a project, the Service Provider shall disclose all related details at the moment of responding to the EIB Assignment Responsible Manager communication on the specific project. The EIB Assignment Responsible Manager shall then assess whether the previous involvement is of a nature that would trigger conflict of interest and decide whether the expert shall be replaced by another key expert for the assessment of that specific project.

7.4. Other aspects

In case of doubt on the professional profile received, the EIB may require evidence of the above skills.

If during the implementation of a Contract, the EIB judges the expert(s) unable to meet the level of quality required for preparing the written outputs such as reports, the Service Provider will provide, at no additional cost to the EIB, immediate additional support for these outputs to meet the appropriate standards. Should the EIB require the replacement of an expert for important reasons (i.e. for consistently failing to meet the requirements of the AToR), the Service Provider will take the necessary steps to propose a replacement solution to the EIB at the shortest term possible.

7.5. Expected input

The expected input of the experts under this Assignment is at least **2000 person days**.

For the purpose of tender evaluation, the following inputs shall be foreseen at tender level:

Type of experts	Working days in Bulgaria, in Sofia	Working days in Bulgaria, outside Sofia
Key experts	700	510
Non-key experts – Cat. II	385	275
Non-key junior experts – Cat. III	100	30

The above figures are only provided for the purpose of establishing a calculation formula which will service the purpose of the calculation of the financial proposals. These estimates shall in no case be considered binding. In their Technical Proposal, tenderers are expected to present an indicative mobilization plan and a delivery plan demonstrating how they intend to mobilize their experts (key and non-key) in the implementation of the different tasks to be undertaken the Assignment. This working plan will only service for the purpose of assessing the implementation strategy offered by the Service Providers in their Technical Proposal. It will evolve over the course of the assignment on the basis of the needs of the Assignment and the exchanges taking place between the Service Provider and the EIB assignment manager on a monthly basis and will be documented in the **Monthly Monitoring E-mail** mentioned below.

VIII. DELIVERABLES & REPORTS

8.1. Reporting requirements

The Service Provider shall provide the following key reports/deliverables:

Name of deliverable and task reference	Content	Time of submission	Recipient
Inception Report (Task 1.1)	<p>General information:</p> <ul style="list-style-type: none"> • Objectives of the task assignment; • Short summary; • Labor inputs; • Meetings held; <p>Specific information:</p> <ul style="list-style-type: none"> • EIB/Third party staff mobilization; • Work plan, methodology and tools for conducting the assignment; • Main OPE requirements on project management; • Initial information on the status of the regional projects (analysis and recommendations on status of each project and PMU setup); • Planned schedule of activities under the assignment for Task A2. 	No later than 2 months after the start of the services	<p>MA PE</p> <p>Copy to: Ministry of Regional Development and Public Works under Priority 1 of PE</p>
Interim Reports (Task 1.2)	<p>General information:</p> <ul style="list-style-type: none"> • Background of the task assignment; • Short summary; • Labor inputs; • Meetings held; <p>Specific information:</p> <ul style="list-style-type: none"> • Overall project status; • Status of implementation of recommendations as given in previous interim reports; • PMU performance; • Guidelines and trainings as provided; 	Every three months, no later than 10 days after the end of each 3 monthly implementation period	<p>MA PE</p> <p>Copy to: Ministry of Regional Development and Public Works under Priority 1 of PE</p>

	<ul style="list-style-type: none"> Challenges and risks as identified; Recommendations for corrective measures, in order to ensure that all management activities and procedures are in place and function properly; Any specific needs (if there are such) to provide grounds for the Recipient to assign additional targeted support under individual projects; Follow-up activities. <p>Conclusions on horizontal level:</p> <ul style="list-style-type: none"> Horizontal overall findings; Horizontal risk analysis; Horizontal recommendations. 		
Report on each specific Task Order assigned as a targeted support under individual project (Task 2)	<p>General information:</p> <ul style="list-style-type: none"> Background of the task assignment; Short summary; Labor inputs; Meetings and site visits held; <p>Specific information:</p> <ul style="list-style-type: none"> Specific scope of the task; Analysis of the background of the issue and identified status; Analysis of the effect/risk of the issue on the overall project implementation; Analysis of the possible solutions; Recommendations; Outputs of the targeted support; Follow-up activities; 	After the completion of the specific task	MA PE
Progress reports as a basis for interim payments	Brief outline of progress under the assignment, for the period corresponding to the payments requested.	Twice per year No later than 15 days after the end of each 6-months implementation period.	MA PE
Draft Final Report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the	MA PE

		implementation period.	
Final Report as a basis for final payment	Description of achievements including problems encountered and recommendations; a financial report	Within 1 month of receiving comments on the draft final report	MA PE

In addition, the Service Provider shall issue **short monthly progress reports**, highlighting the main progress achieved, the activities planned for the next month, the schedule of experts' involvement (achieved and planned), any difficulty encountered or likely and mitigation or prevention measures.

All reports shall be produced in A4 size and printed on both sides of the paper. Spreadsheets and schedules shall be produced in a maximum of A3 size for reporting purposes and may be printed single-sided. File origins shall be clearly identifiable in a header or footer. A list of essential contact persons is to be included. The reports should have a title page, which should include project name, project code or reference, report title, date issued and period covered, and the name and address of the Service Provider. **EIB shall provide the Service Provider, after the starting date of the assignment, with a recommended structure of the Reports.** The Service Provider may propose changes to this structure, which must be agreed with the MA PE and EIB in advance.

8.2. Submission & approval of deliverables and reports

The Service Provider shall provide the Services under this Agreement only in accordance with its standards and based on the relevant data available.

Deliverables shall be submitted in English (MS-Excel, MS-Word in electronic format) to the attention of the EIB Assignment Manager and MA PE. The Deliverables shall be approved in accordance with article 5 of the PASSA.

“Article 5 of the PSSA

The Outputs submitted by the EIB will be subject to an approval process by the Recipient after the Bank submits the English version and the Bulgarian translation. The Bulgarian translation shall be submitted a maximum of 5 working days after the English version. The Outputs are deemed approved by the Recipient, if the Recipient does not, within 15 working days after receipt of the Bulgarian translation, declare in writing to the EIB the non-acceptance of the Outputs and substantiates the reasons for such non-acceptance. If modifications are requested by the Recipient, the latter shall explicitly justify in its opinion the clarifications or amendments required, inviting the EIB to resubmit the revised Outputs or the parts to be revised (both the English version and the Bulgarian translation) within a period of 10 working days from the receipt of this opinion by the EIB. Where Recipient's comments are justified (i.e. content is being incorrect, inaccurate, incomplete, misleading, inappropriate or irrelevant), EIB will take them into account when revising the Outputs, however the EIB shall provide the Services under this Agreement only in accordance with its standards and based on the relevant data available. Within 10 working days upon the submission of the revised Outputs (or their part to be revised), the Recipient will have to review them in order to provide its approval (including its approval with comments). In case the Recipient expresses no opinion on the revised Outputs within 10 working days from their submission, the revised Outputs are considered being tacitly approved.”

The final approval of the Deliverables submitted by the Service Provider will be done after approval of the MA PE.

Reports and other documents required in the Assignment ToR will be made available in electronic format (CD, USB stick, etc.). They will have to be provided in Microsoft Word compatible format, in a single file or with a series of files following a structure that makes it easy to print and generate hard copies, with all support files also attached). All produced spreadsheets have to be provided in Microsoft Excel compatible format, including all underlying formulas. Such formulas shall be unprotected and available to the EIB.

The Service Provider at no extra charge will deliver 1 set of electronic copies with digital signature in English and Bulgarian of the final version of the reports and other documents to MA PE. Submission to EIB will be done via emails.

All electronic files submitted to the EIB will be named in such a way as to easily identify the following elements:

- the AA 012117-001 reference number of the assignment,
- type of the document submitted: Inception Report - TAINCEPREP, Progress Report - TAPROGREP, Deliverable - DELIV, Final Report – TAFINREP,
- the date and language of the document,
- the version of the document: draft, version number of the draft, or final:

e.g. AA-012117-001 TAINCEPREP yyyy mm dd Name of document EN draft
AA-012117-001 DELIV TO02 yyyy mm dd Name of document EN final

8.3. Visibility requirements and other requirements linked to the Mandate

All deliverables and reports will observe visibility requirements set under the PASSA for which they are issued. Templates will be provided to the Consultant in this respect.

IX. TYPE OF CONTRACT, BUDGET, REMUNERATION AND INVOICING

9.1. Type of Contract

The services are to be provided on a time and material basis.

9.2. Budget

The maximum budget for the present assignment is **1,600,000 EUR** exclusive of VAT and inclusive of a provision of **15,000 EUR** for expenses eligible for reimbursement.

The Contracting Authority did not plan any mission outside Bulgaria but if such are required, the related costs will be covered by the provision for expenses eligible for reimbursement (see section 9.4 below).

9.3. Remuneration

For the performance of the Services to be undertaken under the Assignment, the Service Provider shall be paid on the basis of a single all-inclusive daily rate for each of the following categories of experts mobilised under the Assignment (the sub-prices):

- fee rate A: for **key experts** (category II experts) for days worked in Sofia,
- fee rate B: for **key experts** (category II experts) for days worked outside Sofia during missions in Bulgaria,
- fee rate C: for **non-key experts** (category II experts) for days worked in Sofia,
- fee rate D: for **non-key experts** (category II experts) for days worked outside Sofia during missions in Bulgaria,

- fee rate E: for **non-key experts** (category III experts) for days worked in Sofia,
- fee rate F: for **non-key experts** (category III experts) for days worked outside Sofia during missions in Bulgaria,

These all-inclusive daily rates shall include not only a daily rate based on the experts of category II and III respectively (not exceeding the contractual maxima set in the Offer), but also any type of additional expenses to be undergone by the Service Provider to enable its staff to perform the services requested in the Assignment ToR respectively from Sofia or other locations, in Bulgaria including travel and accommodation costs.

As a consequence of the above, the all-inclusive daily rate to be proposed by a Service Provider in the case of a Contract made on a time and materials basis inclusive of expenses might exceed the contractual maxima set per category of staff in the Offer.

Should the experts be requested to travel outside Bulgaria during the term of the Assignment, the related expenses will be reimbursed by the Bank in accordance with the provisions below.

9.4. Expenses eligible for reimbursement

The EIB shall reimburse expenses related to the organization of workshops (Task 2) and expenses related to business trips necessary **to deliver the requested tasks outside Bulgaria** subject to prior authorisation by the EIB Assignment Responsible Manager.

Upon submission of such relevant invoices received from the Service Provider, all authorized travel and accommodation expenses shall be refunded, provided that a copy of all original invoices is submitted, including a copy of all airplane boarding passes (where applicable). Before undertaking any business trip, the Service Provider shall address a request for travel authorization to the EIB Assignment Manager Responsible. Such request shall provide a detailed budget estimate ((see here-under for information the main categories of expenses eligible for reimbursement).

- Air	- Economy Class. Business class shall be authorized only where the air travel includes three or more hours of actual flight
- Rail	- Day: first class Night: single sleeper
- Hotel expenses	- Only room and breakfast charges in categories of hotel approved by the Bank
- Taxis	- Each journey to be itemized and supported by a receipt where possible (N.B. Reasonable use of taxis without prior agreement will be accepted).
- Other	- Eligibility of other expenses should be verified, if possible, in advance.

9.5. Invoicing

The Service Provider shall submit invoices as follows:

- **Interim payments:** Within 10 working days of the approval of each six monthly Progress Report, the Service Provider shall submit an invoice covering the Services provided during the period covered by the six months Progress Report, accompanied by the email approval of the Report by the EIB.

The approval by the EIB of the last six monthly Progress Report will not trigger the submission of an invoice.

- **Final payment:** After the approval by the EIB of the last six monthly Progress report and within 10 working days of the approval of the Final Report, the Service Provider shall submit an invoice covering the Services provided during the period covered by the last six monthly Progress Report, accompanied by the emails approval of both Reports by the EIB.

The invoices submitted shall include the fees payable related to the services reported in the related six monthly Progress Report as well as any related expense eligible for reimbursement.

For the avoidance of doubt, the approval by the EIB of the technical deliverables to be provided by the Service Provider and ultimately delivered to the relevant Recipient (MA PE) are those mentioned in the section 8 "Deliverables & reports" above and will not lead to the submission of any invoice by the Service Provider.

Annexes:

- ANNEX 1: Template of Inception Report
- ANNEX 2: Template for Interim Report
- ANNEX 3: Template of Final Report
- ANNEX 4: Task Order Template
- ANNEX 5: Report of Specific Task Order

ANNEX 1
INCEPTION REPORT

Reporting period:
TA operation title and reference:
Recipient:
Date of Report submission:

Please provide the information listed below. Please make sure that all information as provided is sufficient and clearly stated so the MA PE can receive an adequate estimation of the implementation status of the relevant projects.

GENERAL INFORMATION:

Background of the task assignment:

.....

Short summary:

.....

Labor inputs:

.....

Meetings held:

.....

SPECIFIC INFORMATION:

EIB/Third party staff mobilization:

.....

Work plan, methodology and tools for conducting the assignment:

.....

Main PE requirements on project management to be observed (provided by MA PE):

.....

Initial information on the status of the regional projects:

/Analysis and recommendations on status of each project and PMU setup, as well as sources of the information obtained in order to ensure that all projects are ready to commence implementation - please elaborate for each project/

.....

Planned schedule of activities under the assignment for Task A2:

.....

**ANNEX 2
INTERIM REPORT**

Reporting period:
TA operation title and reference:
Recipient:
Date of Report submission:

Please provide the information listed below. Please make sure that all information as provided is sufficient and clearly stated so the MA PE can receive an adequate estimation of the implementation status of the relevant projects.

GENERAL INFORMATION:

Background of the task assignment:

.....

Short summary:

.....

Labor inputs:

.....

Meetings

held:

.....

SPECIFIC INFORMATION: please provide information on project level

Overall project status and sources of information as obtained:

.....

Status of implementation of recommendations as given in previous interim reports:

.....

PMU performance:

.....

Guidelines and trainings as provided:

.....

Issues and risks as identified:

.....

Recommendations for corrective measures, in order to ensure that all management activities and procedures are in place and function properly:

.....

Any specific needs (if there are such) to provide grounds for the Recipient to assign additional targeted support under individual projects:

.....

Follow-up activities:

.....

CONCLUSIONS: please provide conclusions on horizontal level

Horizontal overall findings:

/please elaborate in general and also indicate references to specific projects if needed/

.....

Horizontal risk analysis:

/please elaborate in general and also indicate references to specific projects if needed/

.....

Horizontal recommendations:

/please elaborate in general and also indicate references to specific projects if needed/

.....

TA20210614 R0 FWA- Framework Agreement to Support EIB Advisory Services (EIBAS) Activities Inside and Outside EU-27

Lot 1-Environment // Assignment Terms of reference

TA for support Bulgarian Ministry of Environment and Water with the implementation support to the water, waste and biodiversity projects

AA-012117-001

**ANNEX 4
TASK ORDER TEMPLATE**

Task Order (TO) under the contract <number and name>

TO No. <number> of <date>

1. Recipient requesting for assistance:	MA
Beneficiary, if applicable:	<i>Please insert the beneficiary of the services</i>
2. Scope of requested services:	<i>Please define the scope of the services</i>
3. Specific Activities:	<i>Please define the specific activities</i>
4. Expected deliverables:	<i>Please define the expected results</i>
5. Language of deliverables:	<i>Please choose below:</i> <input type="checkbox"/> <i>English</i> <input type="checkbox"/> <i>Bulgarian</i>
6. Information needed / documents required (also from the beneficiary, if applicable)	<i>Please list the information/ documents required from the beneficiary in order for the Third Party consultants to perform the above-mentioned activities</i>
7. Expected start date of the services:	<i>Please insert the start date</i>
8. Estimated duration of the services: (calendar and deadline)	<i>Please insert the end date, duration and calendar for the submission of deliverables</i>
9. Profile(s) of expert(s) to be mobilised	<i>Please define the profile of the expert:</i> - <i>Qualifications and skills</i> - <i>General professional experience</i> - <i>Specific professional experience</i>
10. Estimated input of expert(s) (person-days)	
11. Location of the services	<i>Please chose one of the below:</i> <input type="checkbox"/> <i>Third Party's office</i> <input type="checkbox"/> <i>Beneficiary's office</i> <input type="checkbox"/> <i>MA's office</i> <i>If none applies, please add another location.</i>
12. TO will involve confidential information	Yes/No
13. Contact person(s):	<i>Please insert the contact person and details (email phone number, address)</i>
from Recipient	
from Beneficiary	
Confirmation of TO receipt by the Third Party <i>[date and name of person]</i>	

ANNEX 5
REPORT ON SPECIFIC TASK ORDER

TA operation title and reference:
Recipient:
Project/WSSO reference, if applicable:
Task reference:
Date of Report submission:

Please provide the information listed below. Please make sure that all information as provided is sufficient and clearly stated so the MA OPE can receive an adequate estimation of the specific issue as addressed.

GENERAL INFORMATION:

Background of the task assignment:

.....

Short summary:

.....

Labor inputs:

.....

Meetings held:

.....

SPECIFIC INFORMATION:

Specific scope of the task:

.....

Analysis of the background of the issue and identified status:

.....

Analysis of the effect/risk of the issue on the overall implementation:

.....

Analysis of the possible solutions within the competences of the PE MA/Beneficiary:

.....

Recommendations:

.....

Outputs of the targeted support:

.....

Follow-up activities:

.....