



REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: September 21, 2018
	REFERENCE: Establishing Albania's Environmental Information Management and Monitoring System aligned with the global environmental reporting

Dear Sir / Madam:

We kindly request you to submit your Proposal for **"Developing and conducting training on national environmental indicator monitoring and reporting to Rio-Conventions and EU"**.

The aim of this assignment is to compile the baseline information for environmental indicators developed under the CCCD project related to the EIMMS portal.

The main tasks are:

- 1- Oversee pilot data collection for the new and enhanced indicators in the framework of the environmental information portal, using on-the-job training and mentoring where applicable
- 2- Oversee pilot data analysis for new and improved indicators in the context of the environmental information portal, using on-the-job training and mentoring where applicable
- 3- Conduct an independent technical review and provide feedback and recommendations to institutions collecting and analyzing project-related data before baseline data are finalized
- 4- Prepare a report on baseline data and analysis conducted under the above-mentioned tasks and in a synthesis report and briefing for government institutions and provide the relevant data to Rio Convention Focal Points.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, October 03, 2018, 14.00 hrs** via courier mail to the address below:

United Nations Development Programme
'Skenderbej' Street, Volkswagen Building, 2nd floor, Tirana, Albania
UNDP Albania Procurement Unit
procurement.al@undp.org

Your Proposal must be expressed in the English language, and valid for a minimum period of 60 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Limya Eltayeb
Country Director

September 21, 2018

Annex 1

Description of Requirements

Context of the Requirement	<p>This project has been designed to strengthen capacity for environmental monitoring and information management in Albania by establishing an operational environmental information management and monitoring system (EIMS). The project will address the need for an environmental monitoring system that is integrated throughout relevant government institutions and that uses international monitoring standards for indicator development, data collection, analysis, and policy-making. It will also build on existing technical and institutional capacity in Albania to align its management and monitoring efforts with global monitoring and reporting priorities. Increased capacity in this area will improve reporting to the Rio Conventions and lay the groundwork for sustainable development through better-informed environmental policy.</p> <p>The project will aim at:</p> <ul style="list-style-type: none"> • Development of the EIMS to enable integration of global environment commitments into planning and monitoring processes. • Development and application of uniform indicators encompassing UNFCCC, CBD and CCD concerns and global environmental threats. • Stakeholder's capacity for information management (collection processing) of key global environment data and utilization (interpretation and reporting) is enhanced at national and local level.
Implementing Partner of UNDP	Government of Albania
Brief Description of the Required Services ¹	<p>The aim of this assignment is to compile the baseline information for environmental indicators developed under the CCCD project related to the EIMMS portal.</p> <p>The main tasks are:</p> <ul style="list-style-type: none"> 5- Oversee pilot data collection for the new and enhanced indicators in the framework of the environmental information portal, using on-the-job training and mentoring where applicable 6- Oversee pilot data analysis for new and improved indicators in the context of the environmental information portal, using on-

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>the-job training and mentoring where applicable</p> <p>7- Conduct an independent technical review and provide feedback and recommendations to institutions collecting and analyzing project-related data before baseline data are finalized</p> <p>8- Prepare a report on baseline data and analysis conducted under the above-mentioned tasks and in a synthesis report and briefing for government institutions and provide the relevant data to Rio Convention Focal Points.</p> <p>Deliverables are as follows: The following deliverables are requested:</p> <ol style="list-style-type: none"> 1. A report on the outline of the training materials and schedule of training, together with the main identified stakeholders and their relevance. 2. The drafted training materials on biodiversity, climate and land protection. 3. Completion of the training for MoTE, NEA and identified REA-s staff related to indicators monitoring. 								
List and Description of Expected Outputs to be Delivered									
Person to Supervise the Work/Performance of the Service Provider	<i>Project Coordinator</i>								
Frequency of Reporting	<i>As per deliverables</i>								
Progress Reporting Requirements									
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location								
Expected duration of work	5 months								
Target start date	October 10 th , 2018								
Latest completion date	February 28 th , 2019								
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of	Target Date/s				
Destination/s	Estimated Duration	Brief Description of	Target Date/s						

			Purpose of the Travel	
	Shkoder	2	Training	Dec '18- Feb'19
	Vlore	2	Training	Dec '18- Feb'19
	Korce	2	Training	Dec '18- Feb'19
	Tirane		Meetings and Training	All assignment
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	<input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	A report on the outline of the training materials and schedule of training, together with the main identified stakeholders and their relevance.	30%	November 10,2018	
	The drafted training materials on biodiversity, climate and land protection.	50%	December 10,2018	
	Completion of the training for MoTE, NEA and identified REA-s.	20%	February 28, 2019	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project coordinator			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services			

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors : [Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Service Providers</u>]
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ ^x Detailed TOR [optional if this form has been accomplished comprehensively] <input type="checkbox"/> Others ⁷ [pls. specify]

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁸	UNDP Albania Procurement Unit procurement.al@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [p/s. specify]	

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

III. Other Related Costs				
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*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

Annex 3

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

Terms of Reference

National entity to develop and conduct training on national environmental indicator monitoring and reporting to Rio-Conventions and EU

Project title: “Establishing Albania’s Environmental Information Management and Monitoring System aligned with the global environmental reporting”

Type of Contract: Institutional contract

Duration: (5) months

Location: Tirana, Albania

Background

This project has been designed to strengthen capacity for environmental monitoring and information management in Albania by establishing an operational environmental information management and monitoring system (EIMS). The project will address the need for an environmental monitoring system that is integrated throughout relevant government institutions and that uses international monitoring standards for indicator development, data collection, analysis, and policy-making. It will also build on existing technical and institutional capacity in Albania to align its management and monitoring efforts with global monitoring and reporting priorities. Increased capacity in this area will improve reporting to the Rio Conventions and lay the groundwork for sustainable development through better-informed environmental policy.

The project will aim at:

- Development of the EIMS to enable integration of global environment commitments into planning and monitoring processes.
- Development and application of uniform indicators encompassing UNFCCC, CBD and CCD concerns and global environmental threats.
- Stakeholder’s capacity for information management (collection processing) of key global environment data and utilization (interpretation and reporting) is enhanced at national and local level.

Duties and Responsibilities

The aim of this assignment is to compile the baseline information for environmental indicators developed under the CCCD project related to the EIMMS portal.

The main tasks are:

- Oversee pilot data collection for the new and enhanced indicators in the framework of the environmental information portal, using on-the-job training and mentoring where applicable
- Oversee pilot data analysis for new and improved indicators in the context of the environmental information portal, using on-the-job training and mentoring where applicable
- Conduct an independent technical review and provide feedback and recommendations to institutions collecting and analyzing project-related data before baseline data are finalized

- Prepare a report on baseline data and analysis conducted under the above-mentioned tasks and in a synthesis report and briefing for government institutions and provide the relevant data to Rio Convention Focal Points.

Deliverables are as follows:

The following deliverables are requested:

- 30%- A report on the outline of the training materials and schedule of training, together with the main identified stakeholders and their relevance.
- 50%-The drafted training materials on biodiversity, climate and land protection.
- 20%-Completion of the training for MoTE, NEA and identified REA-s staff related to indicator monitoring.

Qualifications required:

The contracted entity will provide a team of three experts. The team as whole must attest for knowledge and experience on environmental indicators and reporting requirements.

The minimum required qualifications as well as the preferred professional and educational assets for the interested candidates are listed below, are indicative and additional requirements can be included at any time by UNDP.

Lead consultant:

- Advanced University Degree or equivalent in natural sciences, environmental science or related field.
- 8 years of work experience in biodiversity related indicators.
- Demonstrable experience in training and capacity building of national stakeholders and institutions related to the above.
- Demonstrated leadership ability and technical ability to communicate complex ideas verbally and in writing.
- Ability to work in a team and to motivate other team members and counterparts
- English language communication, reporting and writing skills.

Second expert

- Advanced University Degree or equivalent in natural resource management, natural sciences, environmental sciences, or other related fields
- 5 years of work experience
- Specialized in climate change areas management.
- Good knowledge of the current legal and regulatory framework in Albania related to climate indicator reporting.
- Ability to work in a team and to motivate other team members and counterparts
- English language communication, reporting and writing skills

Third expert

- Advanced University Degree or equivalent in natural science, environmental science, land management, soil erosion, or related field.
- 5 years of working experience
- Specialized in sustainable land management.
- Good knowledge of the current scope of Albanian institutions and framework with relevance to environment
- Ability to work in a team and to motivate other team members and counterparts
- English language communication, reporting and writing skills

Duration and timing:

The total duration of the assignment will be of 5 five months.

All expenses related to travel, workshops, trainings etc. must be part of the proposal.

Reference Document:

**A TRAINING CURRICULUM
for capacity building of officials responsible for environmental monitoring and data reporting**

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- 1. Background
- 2. Introduction
- 3. A framework for effective training programmes
 - 3.1 Training needs assessment
 - 3.2 Programme design and development
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1. Background

This module is prepared in the frame of the project “Establishing Albania’s Environmental Information Management and Monitoring System aligned with the global environmental reporting”, implemented by UNDP Albania, in collaboration with the Ministry of Tourism and Environment.

The project aims to strengthen the capacity of responsible institutions in Albania for environmental monitoring and information management, by establishing an operational Environmental Information Management and Monitoring System (EIMMS) with a focus on biodiversity, climate change and land degradation. The environmental monitoring system must be integrated throughout relevant government institutions and must use international monitoring standards for indicator development, data collection, analysis, and policy-making. Such system will be established by using also existing technical and institutional capacity in Albania, to align its management and monitoring efforts with global monitoring and reporting priorities. The investment in all these directions, as well as in capacity building and awareness raising activities, will lead to one of the expected results, which is related with the improvement of reporting to the Rio Conventions. In the meantime, this intervention will lay the groundwork for sustainable development through better-informed environmental policy.

THE RIO CONVENTIONS

The Convention on Biological Diversity (CBD), the United Nations Convention to Combat Desertification (UNCCD), and the United Nations Framework Convention on Climate Change (UNFCCC) – address the need for adaptation to climate change through their activities. The Rio Conventions collectively offer a range of tools, services and expertise that assist vulnerable countries and communities in enabling effective adaptation and achieving sustainable development. Through facilitating knowledge-sharing and learning, strengthening technical and institutional capacities, and facilitating access to financial and technological support, the Rio Conventions support Parties in undertaking the full adaptation cycle: from assessing impacts, risks and vulnerability, to planning and implementing adaptation actions, to monitoring and evaluation. A coordinated approach to responding to climate change can ensure that adaptation activities have multiple benefits, including combating desertification and preventing biodiversity loss, thus catalysing progress in achieving sustainable development goals.

2. Introduction

These training modules are designed to support capacity building of institutions and agencies responsible for environmental monitoring, evaluation and reporting of data, at national, regional and local level.

The aim is to provide target groups with a comprehensive and practical understanding of monitoring and evaluation of environmental data.

The modules should promote also the sharing of knowledge and information among different stakeholders who are working on environmental monitoring, data evaluation and reporting in order to fulfil successfully their duties. Content-wise, the primary focus of the training modules are the three Rio Conventions, which tailored for specific target institutions and organizations.

They contain a collection of tools and resources, from among which the developers of each training programme can select the most appropriate for the needs of their institution. The materials are designed to be used and adapted by each institution according to its specific requirements.

3. A framework for effective training course

Effective training courses are vital to the long-term success of enforcement plans and requirements for government agencies. Training course can provide multiple benefits for employees, institutions and beneficiaries — but only if they are carefully planned and properly implemented.

The training you provide is a means to an end: keeping the goals in mind during the development and implementation stages will contribute to the clear definition and effective implementation of the course.

The framework for an effective training course comprises:

- a training needs assessment;
- programme design (including content and methodology);
- training delivery; and
- evaluation of organizational impact.

3.1 Training needs assessment

“The results of the needs assessment allow the trainer to set the objectives of the training...”

A needs assessment is a way of determining whether a need for training in fact exists — and, if it does, what kind of training is required to fill the gap. The aim of the assessment was to identify priorities regard to specific needs that can be addressed through training and which are important in view of the institutional needs. The identification of the training needs will help to identify current skills / capability levels and to suggest possible approaches and ways to cover them. The gap between the current and desired levels may indicate specific problems that can be translated into a training need.

Training can reduce, if not eliminate, the gap between the current and desired status by building participants’ knowledge and skills and encouraging them to enhance their capabilities.

The needs assessment is also a process of collecting information about an expressed or implied organizational need that could be met by carrying out a training.

The assessment should be used to:

- identify the gap between current and required levels of knowledge, skills and abilities;
- define the general content of the training;
- form the basis of the training plan;
- provide a baseline for the evaluation of the training plan;
- ensure that appropriate and relevant training is delivered;
- maximize the use of scarce resources; and
- ensure that the training is clearly linked to the defined outputs.

To ensure that this training curriculum reflects the priority stakeholders group needs (government officials and practitioners dealing with environmental data monitoring and reporting), in frame of the project “Establishing Albania’s Environmental Information Management and Monitoring System aligned with global environmental reporting”, it was undertaken a training need survey.

The aim of this survey was to identify the level of dissemination of environmental information among stakeholders, as well to assess individual or institutional needs to obtain trainings on environmental information management topics.

The questionnaires were developed in order to obtain information on: (a) level of actual information on environmental matters and capacities in managing this information; (b) institutional approach toward training needs of their staff; (c) usefulness of specific environmental theme in completing training needs of the staff; and (d) the performance of Aarhus Convention mechanism.

The results of assessment are presented in the infographic brochure in Annex 4.1

Based on assessment of governmental staff regarding their training needs on specific environmental issues, as main fields for more knowledge and skills were reported the following fields:

- waste management,
- water management,
- land protection
- biodiversity, and
- air and climate change.

	Waste management	Water management	Land protection	Biodiversity	Air and Climate change
Central Government	✓	✓	✓	✓	✓
Local Authorities	✓	✓	✓	✓	
Academia		✓	✓	✓	✓
NGO	✓	✓		✓	

3.2 Programme design and development

Following identification of training needs, it is important to develop the Training Programme. In general, this includes identification of general and specific training objectives and selection of appropriate topics according to the training needs of target groups and of the training methods that will be used for their training.

Objective of the training

Through the training needs assessment were derived the current situation of environmental information at institutional level; the priority thematic for trainings for the given Rio Convention and possible approaches to cover training needs.

The objective of the training is “To build capacities of officials on their roles and responsibilities in environmental monitoring, evaluation and reporting, according to the national legislation and international agreements”.

Each specific training should help to:

- to equip them with general information on the Rio Conventions: The Convention on Biological Diversity (CBD), the United Nations Convention to Combat Desertification (UNCCD), and the United Nations Framework Convention on Climate Change (UNFCCC); country obligations for data gathering and reporting; and actual institutional responsibilities;
- to equip them with practical knowledge and skills on environmental information monitoring systems and how it can be implemented in practice;
- to provide general awareness, knowledge and understanding on environmental status, specifically related to significant environmental topics such as biodiversity, climate change, land degradation, etc.; and
- to increase officials’ knowledge and skills on environmental information management and user-friendly reporting data for the general public.

3.2.1 TRAINING CONTENT / MODULES

The topics for the training programme should be based on the need assessment performed at early stage. The training content should align with the specific objectives identified in the need assessment process and should be designed in order to be used and adapted by each institution according to their individual requirements.

The training programme should include:

- primary content supplied by experts;
- sufficient information and learning experiences to enable participants to achieve the learning outcomes;
- a balance of interactive, independent and instructor-led learning experiences;
- enough detail and substance to allow the trainer to use the content outline to teach the training programme; and
- logistical details such as allotted time, instructions and resources.

The training content should combine different fields of knowledge (i.e. biodiversity or climate change or land degradation etc, international obligations and national legislation for each subject, monitoring systems and reporting, information management, etc), treated in separate sessions, related to each other.

Each module provides and combines the theoretical basis on the subject with practical elements in the field. This module promotes the adaptation of modern information management and monitoring systems as a mean towards environmental subject assessment and reporting in accordance with national and international regulations.

For each subject, the general and specific objectives are defined individually. To achieve the general and specific training objectives a number of thematic sessions and specific topics are designed under each subject.

The table no. 1 summarizes the thematic sessions, links to Rio Conventions and lists of monitoring indicators for each training subject identified during the need assessment phase.

Table 1: The content and learning objectives for each thematic, according to target group needs

Main theme	Thematic sessions	Reference as primary focus on Rio Conventions	Learning objectives	Methodology and Duration
Waste management	1. Introduction to EIMMS and waste management 2. International obligations in reference to respective Rio Conventions 3. Legal framework and institutions 4. Environmental monitoring indicators: <ul style="list-style-type: none"> • Status • Impact • Pressures 5. Use and Reporting of Environmental Monitoring data	the United Nations Framework Convention on Climate Change (UNFCCC);	<ul style="list-style-type: none"> • Increased expertise on waste management monitoring; • Introduced with international and national obligation on data collection and reporting; • Informed on the status of waste management, monitoring indicators; • Improved knowledge and skills on information management and user-friendly reporting data. 	<p>Each training module might be structured in 8 sessions (out of which 6 are content based), which offer a combination of theoretical basis with practical elements.</p> <p>One Introductory session in the beginning of each training will introduce participants with the agenda, training objectives, speakers and participants.</p>
Water management	1. Introduction to EIMMS and water management 2. International obligations in reference to respective Rio Conventions 3. Legal framework and institutions 4. Environmental monitoring indicators: <ul style="list-style-type: none"> • Status • Impact • Pressures 5. Use and Reporting of Environmental Monitoring data	The Convention on Biological Diversity (CBD), The United Nations Framework Convention on Climate Change (UNFCCC);	<ul style="list-style-type: none"> • Increased expertise on water management monitoring; • Introduced with international and national obligation on data collection and reporting; • Informed on the status of water quality, monitoring indicators; • Improved knowledge and skills on information management and user-friendly reporting data. 	<p>At the end, the evaluation session will serve to measure the achievements of each training course and collect ideas for future steps.</p> <p>The content based sessions are organized in PowerPoint presentations, icebreakers, group exercises, small coffee breaks for refecton and recover yourself.</p> <p>The content of this module is complemented with</p>

Biodiversity	<p>1. Introduction to EIMMS and biodiversity protection, conservation and management</p> <p>2. International obligations in reference to respective Rio Conventions</p> <p>3. Legal framework and institutions</p> <p>4. Environmental monitoring indicators:</p> <ul style="list-style-type: none"> • Status • Impact • Pressures <p>5. Use and Reporting of Environmental Monitoring data</p>	<p>The Convention on Biological Diversity (CBD),</p> <p>As well as interlinks with:</p> <p>The United Nations Convention to Combat Desertification (UNCCD),</p> <p>The United Nations Framework Convention on Climate Change (UNFCCC);</p>	<ul style="list-style-type: none"> • Increased expertise on biodiversity protection and management monitoring; • Introduced with international and national obligation on data collection and reporting; • Informed on the status of biodiversity, monitoring indicators; • Improved knowledge and skills on information management and user-friendly reporting data. 	<p>additional materials as publications, movies, documentaries, external website, etc.</p> <p>It will take 2 working days (16 hours) to complete the training. Each session last up to 2 hours, including “questions and answer” section with participants.</p> <p>At the end of the training it will be delivered an assessment form to be filled by participants helping to improve this kind of trainings in the future.</p>
Land protection	<p>1. Introduction to EIMMS and land protection</p> <p>2. International obligations in reference to respective Rio Conventions</p> <p>3. Legal framework and institutions</p> <p>4. Environmental monitoring indicators:</p> <ul style="list-style-type: none"> • Status • Impact • Pressures <p>5. Use and Reporting of Environmental Monitoring data</p>	<p>The United Nations Convention to Combat Desertification (UNCCD),</p> <p>As well as interlinks with:</p> <p>The United Nations Framework Convention on Climate Change (UNFCCC)</p>	<ul style="list-style-type: none"> • Increased expertise on land protection monitoring; • Introduced with international and national obligation on data collection and reporting; • Informed on the status of land degradation and quality, monitoring indicators; • Improved knowledge and skills on information management and user-friendly reporting data. 	

<p>Air and Climate Change</p>	<p>1. Introduction to EIMMS and climate change</p> <p>2. International obligations in reference to respective Rio Conventions</p> <p>3. Legal framework and institutions</p> <p>4. Environmental monitoring indicators:</p> <ul style="list-style-type: none"> • Status • Impact • Pressures <p>5. Use and Reporting of Environmental Monitoring data</p>	<p>The United Nations Framework Convention on Climate Change (UNFCCC)</p> <p>As well as interlinks with:</p> <p>The United Nations Convention to Combat Desertification (UNCCD),</p> <p>The Convention on Biological Diversity (CBD),</p>	<ul style="list-style-type: none"> • Increased expertise on climate change monitoring; • Introduced with international and national obligation on data collection and reporting; • Informed on the status of emissions, monitoring indicators; • Improved knowledge and skills on information management and user-friendly reporting data. 	
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Training Module on Biodiversity

General objective: To strengthen and to increase target group's field of expertise on biodiversity subject, in order to improve environmental monitoring, evaluation and reporting, according to the national legislation and international agreements.

Specific Objectives

- To increase the expertise of officials on specific aspects of biodiversity protection and management issues in Albania;
- To introduce participants with national legislation and international obligation in the biodiversity field;
- To inform the participants on the status of biodiversity in country, needs and challenges;
- To get familiar with environmental monitoring indicators (status, impact and pressures);
- To improve knowledge and skills on information management and user-friendly reporting data for general public.

THEMATIC SESSIONS	TOPICS	TIME
1. Introduction to Biological diversity concept	What means biological diversity What nature gives us What are the main changes in biodiversity The future of biodiversity	1 hour
2. Line Institutions and Organisations working in the field	Central Governmental Institutions NAPA and RAPAs	1 hour
3. The main biodiversity components/elements in Albania	Albanian nature and biodiversity Biodiversity in rivers and lakes, the coast and marine waters, protected areas and forests Environmental Monitoring Indicators (Status Indicators) Methodology of data collection	4 hours
4. Main threats to our biodiversity	Impact of land degradation/use on biodiversity Deforestation impact in habitats Environmental Monitoring Indicators (Pressure Indicators) Methodology of data collection	4 hours
5. Legal framework for biodiversity protection and International conventions	Policies, Strategies and Action Plans to Support Biodiversity Conservation Convention on Biological Diversity Environmental Monitoring Indicators (Impact Indicators) Methodology of data collection	2 hours
6. Information, Education and Awareness activities on biodiversity protection	Information exchange and data report in a user-friendly format	2 hours

The Table summarizes the variances and adjustment of the training modules for different target audiences. It is applicable for the five identified topics:

Reference to Thematic Sessions	Central Governmental Institutions and Agencies	Local Authorities and Agencies at Regional and Municipality level	Non-Governmental Organizations	Academia, Research Institutions and Monitoring Agencies
1. Introduction to topic/field (i.e. Biodiversity)	Standard session for all audiences			
2. Line Institutions and Organizations working in the field	Focus on detailed responsibilities of national institutions	Focus on detailed responsibilities of regional and local institutions	Focus on general information for national and local level	Focus on general information for national and local level and monitoring institutions
3. Status	Focus on Env. Indicators monitored at national level	Focus on Env. Indicators monitored at local level	General information on Env. Indicators at national and local level	Focus on monitoring methodologies at national and local level
4. Threats	Focus on Env. Indicators monitored at national level	Focus on Env. Indicators monitored at local level	General information on Env. Indicators at national and local level	Focus on monitoring methodologies at national and local level
5. Legal Framework (Impacts)	Detailed information on International and National frameworks	General information on International and National frameworks and detailed information on local responsibilities	General information on International and National frameworks; as well as local regulations	Detailed information on International and National requirement for monitoring and methodologies
7. Reporting and use of EIMMS	Standard session for all audiences			

3.2.2 METHODOLOGY

A range of methods can be used during the training course to engage participants, ensure effective learning experiences and stimulate greater collaboration.

These methods include:

- presentations;
- lectures;

- group discussions;
- case studies;
- small group exercises;
- self-assessments; and
- field trips.

3.2.3 MATERIALS

The training materials that can be used should:

- be easy to understand;
- be economical to produce;
- be relevant to one or more learning outcomes;
- represent a secondary source of information;
- complement the learning experiences;
- include as much practical and direct job-based information as possible; and
- include illustrative examples that support text-based information.

At the end of the training course, participants can be equipped with:

- copies of suggested overheads available both as hard copy and in electronic version so that they can be modified for local use;
- support materials including a smaller format of the overheads for quick reference during the training session and as a handout to participants, together with a reference and reading list and suggested group activities;
- hard copy handouts; and
- other resources documents, assessments and tools to share with colleagues in their institution.

3.3 Evaluation

"Evaluation involves asking participants whether they will change their behaviour based on what they have learned..."

There are various methods of measuring the effectiveness of a completed training experience. These include:

- in-class evaluation questionnaires;
- post-training questionnaires;
- post-training debriefing; and
- interviews with participants, supervisors, colleagues and subordinates.

On the evaluation form, participants should be asked to:

- evaluate the event (in general) – from mediocre to excellent;
- evaluate the quality and adequacy of the curriculum and materials – from mediocre to excellent;
- evaluate the logistics – from mediocre to excellent;
- identify the three main outputs of the training, from a personal point of view; and
- provide other comments or suggestions (e.g. topics to include/exclude, changes in methodology or format).

In addition, an electronic follow-up questionnaire can be sent out two-three weeks after the training to assess the post-training impact.

Recipients should be asked to:

- estimate how many people were given access to the training outputs in their institution; and
- provide concrete examples how they used the training knowledge in performing their daily work/tasks on environmental monitoring and data information reporting.

A template of training evaluation is provided.

4. Annexes

Below are presented some samples training tools complementary for developing an effective training with positive impact at the participants (target group).

Every template can be further elaborated and adapted according to the thematic of the training.

4.1 Sample training evaluation template

1. The most important goals/expectations you had for this training were:

2. To what extent were your goals/expectations met?

- ☐ Exceeded expectations
- ☐ Met expectations
- ☐ Partly met expectations
- ☐ Did not meet expectations

3. What was your overall reaction to this training?

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Poor
- ☐ Unsatisfactory

4. How did you feel about the length of the training for absorbing the quantity of information presented?

- ☐ Too long
- ☐ Just right
- ☐ Too short

5. How do you rate the quality and the relevance of the presentations?

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Poor
- ☐ Unsatisfactory

6. How do you rate the quality of the training facilitation?

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Poor
- ☐ Unsatisfactory

7. How would you rate the training as a way to learn and exchange experiences?

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Poor
- ☐ Unsatisfactory

8. How do you rate the logistical arrangements for this training?

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Poor
- ☐ Unsatisfactory

9. What specific knowledge gained during this training could you use in your work?

Thank you!

4.2 Sample logistics planning template

	Who will do the task	Deadline to finish the task	Status of the task
Select the hotel, take offers and make reservations			
Prepare the agenda			
Make a list of trainers and contact them			
Prepare invitation letters, registration form, information notes etc.			
Invite participants, send out invitation letters with the registration form, information notes etc.			
Collect registrations, select participants and write an confirmation e-mail on their participation			
Make a list of participants as registrations arrive			
Arrange catering on meeting days (coffee breaks and lunches)			
Identify technical requirements, such as screen, laptop, microphone system and Internet access, and request price offers			
Hire a bus for site visits (if any)			
Collect background materials and prepare presentations for the meeting			
Make hard copies of the materials			
Prepare certificates for participants			
Print nametags and table tents			
Prepare evaluation forms			
Prepare attendance sheet and registration papers for signing			
Take minutes at the meeting			
Take a group picture			
Post materials on the website			

The participants will be provided with a Certificate of Attendance from the parties.

