Groundwater management, use and protection programme
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Schweizerische Eidgenossenschaft
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Republic of North Macedonia
Ministry of Environment and Physical Planning

Republic of North Macedonia
Ministry of agriculture, forestry and water economy

GROUNDWATER MANAGEMENT, USE AND PROTECTION PROGRAMME (GWP) IN NORTH MACEDONIA

Phase 1
January 2024 – December 2027

Implementation of a field survey in support of water uses and economic analysis for water resources management planning in line with EU WFD

RFP 01/2026

Request for Proposal

March 2026

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1. Invitation form

Programme title:	Groundwater Management, Use and Protection Programme (GWP) in North Macedonia – Phase 1
Reference:	**Survey on water services and related economic analysis (Affordability and Willingness to Pay) (RFP 01/2026)**
Internal code:	*T311.F Preparation of report on water uses and economic analysis*
Type of contract:	Contract for Consultancy Services
Duty station:	Skopje, North Macedonia / Home office
Duration of contract:	4 months
Announcement date:	18 March 2026
Submission deadline:	01 April 2026 16.30 CET

Dear Sir / Madam:

The "Groundwater Management, Use and Protection Programme (GWP)" (hereinafter the Programme or GWP) kindly invite you to submit your Proposal in MKD (VAT excluded) for Survey on water services and the related economic analysis (Affordability and Willingness to Pay) and in line with the requirements of the EU WFD. The proposal must be submitted electronically before 16.30 CET on 01 April 2026 to the following dedicated email:

northmacedonia@skat.ch

Please note that technical and financial offers must be submitted electronically to the dedicated email.

Please use the following e-mail subject: RFP 01/2026 Survey on water services and the related economic analysis (Affordability and Willingness to Pay)

The technical offer must be submitted in one PDF document. The financial offer must be submitted in one file as well and encrypted with a password. The financial offer shall be DIGITALLY signed or signed and scanned in the .pdf format.

Max. size of uploaded files (per document) must not exceed 20 MB

Password for Financial Offer shall be provided to GWP ONLY upon conclusion of the deadline and required by e-mail[1].

Companies failing to meet this requirement will be disqualified. Your Proposal must be valid for a minimum period of 60 days, after the deadline of the submission of the proposals.

[1] Password protection of a PDF document can be done by using free software, such as Adobe Reader for example. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password. Companies that will pass the technical evaluation will be approached by GWP to share the passwords to the financial offers.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the email address above on or before the deadline. Proposals that are received 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 this procurement.

Any discrepancy between the unit price and the total price shall be re-computed by the GWP Programme, 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 GWP'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 the GWP after it has received the Proposal. At the time of Award of Contract or Purchase Order, the GWP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any contract that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of the GWP (see Annex 9).

Please be advised that the GWP is not bound to accept any Proposal, nor award a contract, 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.

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

Thank you and we look forward to receiving your Proposal.

2. Description of requirements

1	**Brief Description of the Required Services**	The assignment shall consist of conducting a field survey on water services and the related economic analysis (Affordability and Willingness to Pay) in line with the requirements of the EU Water Framework Directive (WFD) in North Macedonia. The overall objective of this task is to provide the Programme with reliable and representative data that will be used for subsequent analysis and reporting by the GWP Programme team.
2	**List and Description of Expected Outputs to be Delivered**	Refer to the main deliverables and indicative timetable described in the Terms of Reference. **All deliverables shall be submitted in English language.**
3	**Frequency of Reporting and Progress Reporting Requirements**	As proposed in the company's methodology and agreed with GWP prior to contract signing
4	**Location of work**	☐ Exact Address/es [pls. specify] ☒ At Contractor's Location/ country-wide
5	**Expected duration of work**	3 months after the signing of the contract
6	**Target start date**	April 2026
7	**Estimated completion date**	July 2026
8	**Language of the Proposal**	English
10	**Travels Expected**	If representatives of the Contractor are expected to travel for the needs of the required research, all travel related costs need to be included in company's offers.
11	**Implementation Schedule indicating breakdown and timing of activities/sub-activities**	☒ Required ☐ Not Required [A detailed breakdown/timeline of activities needs to be included as part of the company's methodology reflecting the main requirements from the Terms of Reference]
12	**Names and curriculum vitae of individuals who will be involved in completing the services**	☒ Required ☐ Not Required
13	**Currency of Proposal**	☐ Other currency (if required) ☐ CHF ☒ MKD
14	**Value Added Tax on Price Proposal[2]**	☐ must be inclusive of VAT and other applicable indirect taxes ☒ must be exclusive of VAT and other applicable indirect taxes
19	**Validity Period of Proposals *(Counting for the last day of submission of quotes)***	☒ 60 days ☐ 90 days ☐ 120 days
20	**Partial Quotes**	☒ Not permitted ☐ Permitted
21	**Payment Terms**	**Instalment** / **Deliverable** / **Timeframe** (months upon signing of contract) **20%** — A detailed proposal and workplan for the baseline survey — 4 weeks after signature of the contract **40%** — Raw data obtained through the survey in an agreed electronic format — 2 months after signature of the contract **40%** — Comprehensive baseline report containing an analysis — 3 months after signature of the contract
22	**Type of Contract to be Signed**	☒ Contract for Professional Services ☐ Other Type of Contract [pls. specify]

[2] The GWP is VAT exempt in the country and all activities implemented by the Programme directly or through contracts are also VAT exempt.

23	**Evaluation Method for the Award of Contract**	☒ Combined Scoring Method (based on the 70% technical offer and 30% price weight distribution) ☒ Full acceptance of the GWP's Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of the services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
24	**Criteria for the Assessment of Proposal**	Technical Proposal (70%) ☒ The expertise of the Firm 200 ☒ Methodology, its appropriateness to the ToR and timeliness of the implementation plan 300 ☒ Qualification of Key Personnel 200 Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by the GWP.
25	**GWP will award the contract to**	☒ One and only one Service Provider ☐ One or more Service Providers, depending on the following factors
26	**Contract General Terms and Conditions[3]**	General Terms and Conditions for contracts (goods and/or services)
27	**Annexes to this RFP**	☒ Annex 1: Terms of Reference ☒ Annex 2: Bidder Submission Form ☒ Annex 3: Bidder Information Form ☒ Annex 4: Qualification Form ☒ Annex 5: Technical Proposal Form ☒ Annex 6: Financial Proposal Form ☒ Annex 7: Evaluation Criteria ☒ Annex 8: General Terms and Conditions for Contracts
28	**Contact for Inquiries (Written inquiries sent by email only)[4]**	**Email to: northmacedonia@skat.ch** Any delay in the GWP's response shall be not used as a reason for extending the deadline for submission unless the GWP determines that such an extension is necessary and communicates a new deadline to the Proposers.
29	**Deadline for Submission of requests for clarification**	5 working days before the deadline for submission of offers.
30	**Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries**	By e-mail to the requesting bidder
31	**Documents to be submitted**	☒ Copy of the registration from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; (no translation required) ☒ Annex 2: Bidder Submission Form ☒ Annex 3: Bidder Information Form

[3] 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.

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

		☒ Annex 4: Qualification Form ☒ Annex 5: Technical Proposal Form including CVs of proposed experts for the assignment, as per the qualification requirements in the TORs ☒ CVs of proposed experts for the assignment, as per the qualification requirements in the TORs ☒ Annex 6: Financial Proposal Form ☒ (Optional) Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any

Annex 1: Term of Reference

A. BACKGROUND

The Swiss-funded Groundwater Management, Use and Protection Programme (GWP) aims to build long-lasting groundwater governance capacities at national and local levels so that North Macedonia can take appropriate and effective actions to sustainably manage its groundwater resources to achieve its social and economic development goals while avoiding irreversible degradation of its aquifer systems. The overall objective of the GWP is to strengthen relevant authorities and raise awareness among civil society to implement the provisions of an integrated framework coherent with the requirements of the EU environmental acquis for the sustainable management of ground-water resources in a changing climate.

Phase 1 is designed to establish the basis for a long-term transformation of groundwater (GW) management. The development of the Vardar River Basin Management Plan (RBMP) covering about 80% of the total GW bodies (68 out of 80 municipalities with around 86% of country population) will be used as the main tool for capacity development of national and local institutions and awareness raising. Phase 1 shall create the institutional and legal conditions and the knowledge base for managing groundwater in an integrated manner. The expected results of Phase 1 (2024-2027) include (a) strengthening the competencies of key institutions and stakeholders for integrated and sustainable groundwater management; (b) harmonizing and consolidating the legal framework; (c) developing the Vardar RBMP; and (d) implementing pilot projects with farmers, public utilities, the private sector and municipalities.

Several critical gaps impede effective planning and management of surface and groundwater bodies in the Vardar River Basin, the most significant being the absence of a formally adopted Vardar River Basin Management Plan aligned with EU water legislation (WFD and GWD). The river basin management plan is one of the most comprehensive and integrated documents developed by the public administration. It must not only assess the current state but also summarize recent developments and project conditions for the next six years. For the Vardar River Basin which spans approximately 80% of the country, the plan provides critical and site-specific data to support water management decisions. The planning process aims to protect and enhance the environment, promote efficient water use, and safeguard against floods and droughts. Achieving these objectives requires robust management, active stakeholder engagement, and rigorous data analysis, ensuring a cohesive, thorough process and high-quality documentation.

Backed with comprehensive technical review of all available documents pertaining to Vardar River Basin management planning which was conducted by team of internal and external experts from the GWP program, it was decided by the Ministry of Environment and Physical Planning as competent authority (CoA) for River Basin management planning to develop new plan. The process of development of the new plan is foreseen as coordination and implementation of key four categories of sub-projects as set of activities identified as shortcomings in the reviewing process. The sub-projects, which will serve as the core components of the River Basin Management Plan include: 1) **“River basin management”** (Focused primarily on the administrative aspects of the planning process, this subproject coordinates activities across other subprojects, manages stakeholder engagement, ensures process coherence and thoroughness, and oversees the drafting of key documents); 2) **“Development of classification system for surface and groundwater bodies”** (Development of an innovative WFD-based approach for assessing water quality in North Macedonia, involving an in-depth biological and chemical analysis of field data.); 3) **“Development of study on pressures and Impact to the surface and groundwater bodies”** (Development of tools, models, and foundational resources to support informed decision-making in water management.); 4) Subproject **“Development of water information system”** (Providing robust support for comprehensive data collection, management, and sharing to ensure an efficient planning process, while facilitating foundational integration and alignment across activities.)

The Water Framework Directive (WFD) places strong emphasis on the integration of economic principles into water policy to promote sustainable and cost-effective water management. A central requirement of the WFD is the identification of water uses and the implementation of economic analysis to support the development of River Basin Management Plans (RBMPs). This analysis plays a critical role in understanding the value of water resources by assessing the various uses of water, including domestic, agricultural, industrial, recreational, and ecological. It helps quantify the benefits derived from water bodies and the potential costs associated with their degradation or mismanagement.

Economic analysis also supports the selection of cost-effective measures by evaluating different management options and identifying those that achieve environmental objectives at the lowest possible cost. This ensures that resources are allocated efficiently and that water management strategies are both economically viable and environmentally sound. Furthermore, economic analysis informs decision-making by providing a basis for comparing the costs and benefits of proposed measures, enabling authorities and stakeholders to prioritize actions that deliver the greatest value.

Transparency and stakeholder engagement are also enhanced through economic analysis, as it clarifies the rationale behind water management decisions and fosters public understanding and support. In cases where achieving environmental objectives may involve disproportionate costs, economic analysis is essential to justify exemptions and ensure that they are applied appropriately and fairly.

As part of this economic analysis, a targeted survey will be conducted to assess the Affordability and Willingness to Pay (AWTP) for water services specifically tailored for agricultural users. This survey is essential for understanding the socio-economic context of producers and their capacity to contribute to the costs of water services. The insights derived from this survey will be instrumental in gauging the financial sustainability of proposed measures and infrastructure investments, informing tariff-setting policies, and developing cost-recovery strategies that are both equitable and socially acceptable.

The results of the AWTP survey will be a vital input into the broader economic assessment and will help ensure that water uses and economic analysis for water resources management for Vardar River basin management plan are designed with a realistic understanding of public support and financial feasibility. Therefore, the Programme seeks to hire a highly qualified **national company/organization** to conduct the Survey on water services and the related economic analysis (Affordability and Willingness to Pay.

B. SCOPE OF WORK

The assignment involves the implementation of a field survey focused on water services and the associated economic analysis, specifically addressing affordability and willingness to pay (AWTP). The objectives of the survey are: 1) to assess the relationship between irrigation and the use of fertilizers and crop protection products, as well as the potential pressures on the quality of surface and groundwater; 2) to assess affordability of water services for households and agricultural producers; 3) the willingness of households to cover the costs for improved water resource management; and 4) asses the perceptions regarding the quality and availability of water.

The contractor will be responsible solely for the operational execution of the survey. The methodology and questionnaire are developed by the GWP Programme and are not within the scope of the contractor's responsibilities. However, final fine tuning is expected to be jointly agreed with the contractor and the program. The contractor shall organize and implement all aspects of the fieldwork, including data collection and delivery of the final dataset in a format agreed upon in advance (e.g., Excel, SPSS, or other compatible formats).

Key tasks include the recruitment and training of enumerators, coordination of logistical arrangements, and conducting interviews with respondents in accordance with the instructions and methodological framework provided by the GWP Programme.

The contractor is expected to establish and maintain quality control procedures throughout the data collection process to minimize errors, omissions, and inconsistencies. Upon completion of the fieldwork, the contractor shall submit the complete and verified dataset to the GWP Programme within the agreed timeframe. The contractor will bear full responsibility for the accuracy, completeness, and timeliness of the data submission.

This assignment is strictly limited to the operational and logistical aspects of the survey. The successful execution of the task will provide essential input for the Programme's economic analysis, and development of the Vardar River basin management plan.

C. DUTIES AND RESPONSIBILITIES

Under the supervision of the Team Leader of the GWP supported by the Outcome Manager, the Contractor shall be responsible for the **Survey on water services and the related economic analysis (Affordability and Willingness to Pay).**

The contractor shall be responsible for the full operational execution of the survey in the field, in accordance with the methodology (preliminary list of respondents per municipalities) and questionnaire provided by the GWP Programme (Annex to the Terms of Reference). Duties and responsibilities will include the planning and organization of fieldwork, recruitment and training of enumerators, implementation of face-to-face interviews, application of quality control and back-checking procedures, and management of data entry, cleaning, and validation. The contractor shall also ensure all logistical support required for smooth survey implementation. Upon completion of data collection, the contractor will deliver both the complete dataset in an agreed format and a Data Analysis Report summarizing the main findings, thereby ensuring that the GWP Programme receives high-quality, reliable, and representative information for its subsequent analysis and reporting. More specifically the Contractor will:

- **Fieldwork planning and organization**: The contractor shall prepare and implement a detailed plan for survey execution in line with the questionnaire and list of numbers of individual agriculture producers/households across the country provided by the GWP Programme. This includes mobilization of enumerators, scheduling, and ensuring full geographic coverage of the Republic of North Macedonia, with specific emphasis on the Vardar River Basin.
- **Survey implementation and data collection**: The contractor shall conduct face-to-face survey with respondents in Macedonian and Albanian languages. The contractor shall conduct surveys with respondents in Macedonian and Albanian languages. At least 50% of the interviews shall be conducted face-to-face, while other interviews may be conducted through other appropriate communication methods where necessary to ensure full coverage of the sample. The survey will target representatives of agricultural households or farms. The Contractor will make reasonable efforts to ensure participation of women among the respondents, including women actively involved in agricultural activities within the surveyed households.
- **Pilot testing of the questionnaire:** Prior to the full-scale fieldwork, the contractor shall conduct a pilot test of the questionnaire with 20 respondents. The objective is to ensure clarity of questions and confirm the functionality of data collection tools. The results of the pilot test shall be reported to the GWP Programme for validation before launching the full survey. Based on the findings from the pilot test, the Contractor may propose reasonable adjustments to the questionnaire, sampling distribution or operational approach where necessary, subject to validation by the GWP Programme.

- **Quality control and backchecking:** A representative share of completed interviews (up to 20%) shall undergo systematic backchecking to verify authenticity, accuracy, and compliance with fieldwork standards, in accordance with the quality control methodology applied by the Contractor.
- **Data management and delivery:** The contractor shall ensure proper digital entry, cleaning, and validation of collected data. The final dataset shall be delivered to the GWP Programme in an agreed electronic format (e.g., Excel, SPSS, or other compatible formats). The dataset must be complete, consistent, and free of errors.
- **Logistical support:** The contractor shall provide all necessary logistical arrangements for smooth fieldwork implementation, including transportation, communication, and IT/data management support.
- **Data analysis and reporting:** The contractor shall prepare a Data Analysis Report based on the collected dataset. The report shall include descriptive statistics, cross-tabulations, and other relevant analyses as defined in consultation with the GWP Programme. The report must summarize key findings from the survey and provide a structured presentation of results in line with the agreed methodology.

D. MAIN OUTPUTS/DELIVERABLES

- **Deliverable 1.** A detailed proposal and workplan for the baseline survey to be delivered 4 weeks after signature of the contract at the latest. The proposal should include:
  - The final questionnaire (Macedonian and Albanian) which will be used to conduct interviews with farmers
  - Outline of the strategy that will be used to reach out farmers and workers (phone calls, visits, spot checks, etc.)
  - Workplan with detailed timeline for the survey
  - Pilot testing report
- **Deliverable 2:** Raw data obtained through the survey in an agreed electronic format (e.g., Excel, SPSS, or other compatible formats) 2 months after signature of the contract the latest. This should contain all data collected through interviews and visits.
- **Deliverable 3**: Comprehensive baseline report containing an analysis of the collected data to be delivered no later than 3 months after signature of the contract.

E. QUALIFICATION REQUIREMENTS

The Contractor (national company) shall have demonstrated experience of **at least 10 years** in conducting assignments related to agriculture, rural development, environmental management or related fields.
The Contractor shall demonstrate experience in implementation of surveys, socio-economic studies or research assignments, including field data collection related to agriculture or rural development. The Contractor should have implemented **at least 3 (three)** survey-based assignments in the agriculture or rural development sector during the past 10 years. Knowledge and experience related to water and environmental issues in North Macedonia will be considered an asset.

The scope of work requires a team of skilled professionals and support staff with previous relevant experience. The team of experts shall be able to respond to the requirements the mandatory areas of expertise described in the table below:

10	**Team members** and/or **areas of expertise**	**Qualification requirements**
1.	Team Leader / Opinion survey expert	○ Minimum university education in social sciences, economics, agriculture, engineering, environmental sciences or other field relevant for the assignment. ○ Minimum 20 years of relevant professional experience in conducting surveys, socio-economic research, programme evaluations, or sector assessments related to agriculture, rural development, water management or environmental protection. ○ Relevant experience from at least 5 (in area of agriculture and rural development) projects/assignments of comparable nature and degree of complexity, including implementation of surveys, socio-economic studies, stakeholder consultations, programme evaluations or analytical research involving field data collection. ○ Knowledge of environmental and water management issues in North Macedonia and in the region is considered an asset.
2.	Irrigation Management Expert	○ Advanced university degree (minimum MSc) in agriculture, irrigation management, soil science, agronomy, water resources management, climate change and agriculture, or other related technical field. ○ Minimum 15 years of professional experience in irrigation management, crop water requirements, irrigation efficiency, soil and water management, or related areas of agricultural water management. ○ Demonstrated experience in research and applied projects related to irrigation systems, crop water use, irrigation scheduling, climate change impacts on agriculture, agricultural water management or sustainable agricultural production systems. ○ Record of at least 5 relevant projects or assignments related to irrigation management, crop water requirements, irrigation technologies, water resource management or similar technical fields. ○ Experience in analysis of water use in agriculture, irrigation strategies and adaptation of agricultural production to climate variability will be considered an asset. ○ Knowledge of water management and agricultural production systems in North Macedonia will be considered an asset.

F. TERMS AND CONDITIONS

- *Language*

Language of products/deliverables is expected to be on English language.

- *Duration of the assignment*

Maximum available time for completing the assignment is 3 months upon signing of the contract.

- *Travel*

If representatives of the Contractor are expected to travel for the needs of the required research, all travel related costs need to be included in company's offers.

- *Ownership and submission of data, reports and other material produced*

All primary data, reports, photos, video material, visual elements and other products during this assignment shall be made available to Programme in electronic format. The Programme keeps the right to use all products without any restrictions (e.g., in various publications, websites, presentations).

- *Payment schedule*

Tentatively the full contract amount can be processed in line with the following instalments which can be adjusted prior to signing of contract and in line with company's methodology:

Instalment	Deliverable	Timeframe
20%	Upon satisfactory delivery and approval on deliverable 1	4 weeks after signature of the contract at the latest.
40%	Upon satisfactory delivery and approval on deliverable 2	2 months after signature of the contract
40%	Upon satisfactory delivery and approval on deliverable 3	3 months after signature of the contract

G. ANNEX TO THE TERMS OF REFERENCE

Questionnaire and methodology describing farmers to be interviewed per region can be accessed via the following link:

https://drive.google.com/drive/folders/1wOyYnfBBe7DoYvf73hanBIFumHDm-FAKg?usp=drive_link

Annex 2: Bidder Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
2. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
3. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the GWP.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Bidding documents, including the General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] *to sign this Proposal and bind it should GWP accept this Proposal.*

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Annex 3: Bidder Information Form

The legal name of Bidder	
Legal address	
Year of registration	
Bidder's Authorized Representative Information	
Country/ies of operation	
No. of full-time employees	
Quality Assurance Certification[5] (e.g. ISO 9000 or Equivalent) (*If yes, provide a copy of the valid Certificate):*	
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a copy of the valid Certificate):*	
Person the GWP may contact for requests for clarification during the Proposal evaluation	

[5] The possession of such certification is not a mandatory requirement. However, it may result in acquiring slightly higher score on the Bidder's qualifications, capacity and experience assessment.

Annex 4: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

Documents to be submitted along with Annex 4:

Previous Relevant Experience
Please list only previous similar assignments successfully completed [as per the requirements in the Terms of Reference related to relevant experience].

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the GWP.

No.	Project name and a brief description	Client & Reference Contact Details	Contract Value	Period of activity and status
1				
2				
3				
4				

Expertise
Please list all experts and their qualifications in the list provided in addition to requirements under Annex 5 [as per the requirements in the Terms of Reference related to relevant experience].

No.	Position	Relevant projects are (please check the requirements in TOR for the relevance of projects)	Education	Total-experience/experience in relevant projects (years)	Other
1.		1. 2. 3.			
2.		1. 2.			

No.	Position	Relevant projects are (please check the requirements in TOR for the relevance of projects)	Education	Total-experience/experience in relevant projects (years)	Other
		3.			

Annex 5: Technical Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Title]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and, expertise

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and, project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
1.3 The relevance of specialized knowledge and experience on similar engagements done in the region/country.
1.4 Quality assurance procedures, accreditations and certificates (such as ISO or similar), and risk mitigation measures.
1.5 Organization's commitment to sustainability.

SECTION 2: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

At a minimum, the CV shall include the following information outlined in the table below

Name of Personnel	[Insert]
Position for this assignment / Area of Expertise (from the TORs)	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]

Professional certifications	*[Provide details of professional certifications relevant to the scope of goods and/or services]*
	▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, the title of position held, and location of employment. For experience in the last five years, detail the type of activities performed, degree of responsibilities, location of assignments, and any other information or professional experience considered pertinent for this assignment.]*
	[Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]*
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

_____ _____

Signature of Personnel Date (Day/Month/Year

Annex 6: Financial Offer Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
	[Insert RFP Title]		

We, the undersigned, offer to provide the services for [Insert RFP Title] in accordance with your Request for Offer No. **RFP XX/2026** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in Description of Requirements [Annex 1].

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with the official stamp of the Bidder]*

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The currency of the proposal: MKD

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees (THIS IS JUST a SAMPLE)

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	*B*	*C=A+B*
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump-Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person-days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
…..				

Payment is deliverables based

Annex 7: Evaluation Criteria

Two stage procedure will be utilized for evaluation of the proposals taking in consideration as evaluation criteria all requirements specified in the Annex 1 (Terms of Reference). The cumulative method will be applied in the evaluation of the applications. The contract will be awarded to the bidder achieving the highest cumulative score from the technical and financial parts of the proposal. The technical part accounts for 70% of the total score and the financial proposal will account for 30% of the total evaluation score. Only candidates obtaining a minimum of 490 points (70%) in the technical evaluation shall be considered for the financial evaluation. For the financial evaluation, the offer with the lowest price will be awarded the maximum of 300 points. The remaining offers will be scored proportionally based on their price relative to the lowest offer.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		**Points Obtainable**
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Technology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	200
	Total	**700**

Technical Proposal Evaluation **Form 1**		Maximum Points obtainable
Expertise of the Firm/Organization		
1.1	Company profile and evidence of capacity/organization capability	50
1.2	Demonstrated experience of at least 10 years in conducting assignments related to agriculture, rural development, environmental management or related fields. The Contractor shall demonstrate experience in implementation of surveys, socio-economic studies or research assignments, including field data collection related to agriculture or rural development. The Contractor should have implemented at least 3 (three) survey-based assignments in the agriculture or rural development sector during the past 10 years. Knowledge and experience related to water and environmental issues in North Macedonia will be considered an asset.	150
		200

Technical Proposal Evaluation **Form 2**		Maximum Points obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task? Is the scope of task well defined and does it correspond to the TOR?	80
2.2	Have the important aspects of the task been addressed in sufficient detail?	80
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	70

2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?			70
				300
Management Structure and Key Personnel				
3.1	**Team Leader/Opinion Survey Expert**			
		YES/NO for minimum requirements		
	Minimum university education in social sciences, economics, agriculture, engineering, environmental sciences or other field relevant for the assignment.		9 for relevant BSc 10 for relevant MSc	10
	Minimum 20 years of relevant professional experience in conducting surveys, socio-economic research, programme evaluations, or sector assessments related to agriculture, rural development, water management or environmental protection.		25 for 20 years 30 for more than 20 years	30
	Relevant experience from at least 5 (in area of agriculture and rural development) projects/assignments of comparable nature and degree of complexity, including implementation of surveys, socio-economic studies, stakeholder consultations, programme evaluations or analytical research involving field data collection.		30 for 5 projects 35 for up to 6-8 projects 40 for more than 8 projects	40
	Knowledge of environmental and water management issues in North Macedonia and in the region		20 points	20
		Max points:		**100**
3.2	**Irrigation Management Expert**			
		YES/NO for minimum requirements		
	Advanced university degree (minimum MSc) in agriculture, irrigation management, soil science, agronomy, water resources management, climate change and agriculture, or other related technical field.		9 points for relevant MSc 10 points for relevant PhD	10
	Minimum 15 years of professional experience in irrigation management, crop water requirements, irrigation efficiency, soil and water management, or related areas of agricultural water management.		25 for 15 years 30 for more than 15 years	30

	Record of at least 5 relevant projects or assignments related to irrigation management, crop water requirements, irrigation technologies, water resource management or similar technical fields.		30 for 5 projects 35 for up to 6-8 projects 40 for more than 8 projects	40
	Knowledge of water management and agricultural production systems in North Macedonia will be considered an asset.		20 points	20
		Max points:		**100**
				200

Annex 8: General Terms and Conditions for Contracts

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the GWP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the GWP. For the purposes of this agreement, the Contractor is defined as a business that agrees to conduct work for the GWP as specified under the terms of a contract. The term "Contract" includes the general terms and conditions set forth in the body of this document (the "General Terms and Conditions for Contracts").

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from anyone else but the GWP in connection to its services under this contract. The Contractor shall refrain from any action that may adversely affect the GWP and shall fulfil its commitments with the fullest regard to the interests of the GWP.

3. 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. 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 the GWP.

5. SUB-CONTRACTING

In the event, the Contractor requires the services of sub-contractors in the course of the implementation of the assignment (unless specified in the Proposal/Offer/Bid), the Contractor shall obtain the prior written approval and clearance of the GWP for all sub-contractors. The approval of GWP 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. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of GWP 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. INDEMNIFICATION

The Contractor shall defend, indemnify and hold harmless, at its own expense, the GWP, its officials, agents, servants, and employees from and against all third-party claims, suits, obligations, causes of action, demands, and all losses, damages, judgments, the 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. INSURANCE AND LIABILITIES TO THIRD PARTIES

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.

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.

9. 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 GWP 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. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by GWP shall rest with GWP and any such equipment shall be returned to GWP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to GWP, 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 GWP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS

Except as is otherwise expressly provided in writing in the Contract, the GWP 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 GWP 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 GWP.

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 GWP does not and shall not claim any ownership interest thereto, and the Contractor grants to the GWP 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.

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 GWP, shall be made available for use or inspection by the GWP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to GWP authorized officials on completion of work under the Contract.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF GWP

The Contractor shall not in any manner whatsoever use the name, emblem, or official seal of the GWP in connection with its business or otherwise unless expressly allowed in writing by authorized GWP officials.

13. CONFIDENTIALITY

Information and data that is considered proprietary by either Party and that are 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.

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

a) 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,
b) use the Discloser's Information solely for the purpose for which it was disclosed.

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, the Recipient may disclose Information to:

a) any other party with the Discloser's prior written consent; and,
b) 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 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.

The Contractor may disclose Information to the extent required by law, provided that the Contractor will give the GWP sufficient prior notice of a request for the disclosure of information in order to allow the GWP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

The GWP may disclose Information to the extent as required by national law in North Macedonia.

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. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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 GWP, 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 GWP 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 GWP 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.

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 GWP 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.

Force majeure means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.

GWP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case the GWP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

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

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 GWP 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 GWP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

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. This Contract shall be construed and interpreted, and the legal relations created hereby shall be determined in accordance with the laws of the Republic of North Macedonia. The parties' consent to the exclusive jurisdiction of, and agree that venue lies solely with, the state courts located in the Republic of North Macedonia.

17. TAX EXEMPTION

GWP 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 GWP's exemption from such taxes, duties, or charges, the Contractor shall immediately consult with the GWP to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes the GWP to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with the GWP before the payment thereof and the GWP 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 GWP with written evidence that payment of such taxes, duties, or charges has been made and appropriately authorized.

18. 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.

19. AUTHORITY TO MODIFY

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