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**LANDSCAPE FIRE
MANAGEMENT**

IN THE WESTERN BALKANS

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THE LANDSCAPE FIRE MANAGEMENT IN THE WESTERN BALKANS PROGRAMME (LFMWB) PUBLIC TENDERING PROCEDURE

Terms of Reference (ToR) for

"STUDY AND DEVELOPMENT PLAN FOR WATER RESOURCE MANAGEMENT IN SUPPORT OF FIRE PREVENTION AND PREPAREDNESS"

Skopje, 09 April 2026

1. Background

Extended periods of drought generate conditions conducive to large-scale and destructive landscape fires. Subsequent rainfall events trigger secondary hazards such as soil erosion, landslides, and the siltation of river systems, while pest infestations and plant diseases frequently emerge in fire-affected landscapes. The combined pressures of climate change, shifting land-use patterns, and rural depopulation are heightening the susceptibility of ecosystems to landscape fires across the Western Balkans — a region that ranks among the most severely affected by this phenomenon in Europe.

Water availability and its strategic management represent a fundamental yet chronically neglected element of forest fire prevention, preparedness, and suppression. Deficiencies in water infrastructure — encompassing an inadequate network of strategic reservoirs, limited access routes to existing water sources, and a lack of coordinated mechanisms between responsible institutions — considerably reduce the operational capacity of fire management services to mount timely and effective responses to landscape fire emergencies throughout the region.

The LFMWB Programme is financed by the Swiss Agency for Development and Cooperation (SDC) and coordinated by Farmahem from Skopje, North Macedonia, with backstopping support from Helvetas Swiss Intercooperation. The Programme's primary objective is to strengthen the resilience of Western Balkan forests and landscapes against fire, while supporting communities that rely on these landscapes for their livelihoods and broader socioeconomic well-being.

In the framework of the LFMWB Programme, and in response to the identified gap in water resource management for landscape fire preparedness and suppression in North Macedonia, the Programme is commissioning a comprehensive Study and Development Plan that will assess existing water resource infrastructure, identify gaps and opportunities, and produce an actionable development roadmap to strengthen water availability for landscape fire management purposes across North Macedonia and the broader Western Balkans region.

2. Objective

The objective of this service is to prepare a comprehensive, evidence-based Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness within the LFMWB Programme. The study shall serve as a strategic planning instrument to guide investments and policy decisions related to water infrastructure for fire management purposes. The main beneficiary institution will be the Ministry of Agriculture, Forestry, and Water Economy (MAFWE).

The Consultant shall provide technical expertise to assess existing water resource infrastructure, analyze water availability, identify critical gaps and vulnerabilities, and develop a prioritized Development Plan with concrete interventions, timelines, and cost estimates. The Consultant will apply a participatory and capacity-building approach throughout all phases of the assignment, ensuring national ownership and long-term sustainability of the outputs.

3. Contracting authority

The Contracting Authority is the Landscape Fire Management in the Western Balkans Programme, a project of the Swiss Agency for Development and Cooperation (SDC), coordinated by "Farmahem", with its headquarters at Kičevska Street No. 1, 1060 Skopje.

For all inquiries related to this Call for Tenders, bidders may contact:

marija.sterjovska@lfmwb.net.

4. Applicable regulations

This call is carried out in accordance with the Methodology for implementing contract award procedures under the Landscape Fire Management in the Western Balkans Programme, approved by the Swiss Agency for Development and Cooperation (Swiss Agency for Development and Cooperation – SDC).

5. Who can apply

Every interested legal entity registered in North Macedonia for services related to the subject of the tender has the right to submit an offer.

In the case of a group of bidders, the group must appoint a representative who will be authorized to perform all business activities for and on behalf of any party and all parties within the group of bidders during the contract award procedure and during the execution of the

contract, if selected. The representative of the group must also submit, along with the offer, a written authorization signed by all members of the group of bidders, authorizing the representative to submit the offer and to undertake all rights and obligations on their behalf and for their account. All members of the group of bidders are individually and jointly liable before the contracting authority for fulfilling their obligations.

Bidders (or expert(s)/subcontractors from the bidder's team) who have one or more negative recommendations, as well as groups of bidders (or expert(s) from the bidder's team) with a negative recommendation, do not have the right to participate or will be excluded from the process. Negative recommendations may be issued either by the donor or by the relevant institutions in the countries of interest.

6. Costs for Submitting an Offer

The bidder is responsible for all costs related to the preparation and submission of the offer. The contracting authority awarding the contract bears no responsibility for these costs, regardless of the outcome of the contract award procedure.

7. Price Differences (Price Adjustment)

No price adjustments are envisaged. The prices stated in the offer of the most favourable bidder shall remain fixed for the entire duration of the procurement contract.

8. Language of the Offer

The offer, as well as all correspondence and documentation related to the offer, shall be submitted in the English language.

9. Prevention of Conflict of Interest

When executing the contract, the bidder must not engage individuals who were involved in the evaluation of offers submitted in the contract award procedure, nor during the implementation of the contract. If this occurs, the contracting authority that awarded the contract has the full right to terminate it.

10. Clarification, Amendment, and Supplementation of the Terms of Reference

Requests for Information and Clarifications



Any request, information, or clarification regarding the call and Terms of Reference or other documents in the process may be submitted via email to the following contact: marija.sterjovska@lfmwb.net. The Program Team will respond within 5 days of receipt of the message. Questions may be submitted no later than 6 days before the deadline for submitting offers.

Amendments to the tender/Terms of Reference

The Landscape Fire Management in the Western Balkans Programme, as the contracting authority, reserves the right—no later than 5 days before the deadline for submitting offers—to amend or supplement the call and Terms of Reference, either at its own discretion or based on clarification requests submitted by bidders. Any amendment or supplementation will be published in the same manner as the original Terms of Reference on the web page of the Programme.

11. Qualifications of the Bidders

I. Formal Requirements

- Compliance with the submission deadline – the offers must be submitted within the specified deadline.
- Compliance with the format – the offers must be submitted using the form provided in Annex 1 of this Tender Documentation.

II. Eligibility Criteria

The following eligibility criteria must be met; otherwise, the offer will not be considered:

- personal standing (registration form) – issued by an official authority;
- competence for performing a professional activity – issued by an official authority;
- economic and financial standing – issued by an official authority;

12. Criteria for Determining the Capacity of Bidders

To participate in the contract award procedure, the bidder must submit a Statement for Proof of Capacity (signed by the bidder) given in Annex 3, or submit the documents listed below in point 13.

Subcontractors or group members from North Macedonia must submit the same Statement for Proof of Capacity.

13. Proof of Personal Status

To prove their personal status, the bidder must submit the following documents:

- ✓ A statement from the bidder confirming that in the past 5 years they have not received a final court verdict for participation in a criminal organization, corruption, fraud, or money laundering;
- ✓ A certificate from the competent authority confirming that no bankruptcy proceedings have been initiated;
- ✓ A certificate from the competent authority confirming that no liquidation proceedings have been initiated;
- ✓ A certificate of paid taxes, contributions, and other public fees issued by the competent authority of the country where the economic operator is registered;
- ✓ A certificate from the official institution confirming that no secondary penalty has been imposed, prohibiting participation in public calls, public procurement contract awards, or public-private partnership contracts;
- ✓ A certificate from an official institution confirming that no secondary penalty has been imposed for the temporary prohibition of performing a particular activity;
- ✓ A certificate from an official institution confirming that no secondary penalty has been imposed for permanent prohibition of performing a particular activity;
- ✓ A certificate confirming that no misdemeanour sanction prohibiting the performance of a profession, activity, or duty has been imposed with a final verdict;
- ✓ A certificate confirming that no temporary prohibition for performing a particular activity has been imposed with a final verdict.

The documents listed in section 13 must not be older than 6 months and must be submitted as a copy certified (signed) by the bidder. The documents from section 13 may be requested additionally by the LFMWB Programme.

14. Proof of Capacity to Perform Professional Activity

To prove the capacity to perform the ToR, the bidder must submit a document for registered activity / Certificate of registered activity as evidence that they are registered as a legal entity authorized to perform the activity related to the subject of the public procurement contract, or proof that they belong to an appropriate professional association in accordance with the regulations of the country where they are registered.



This document must be submitted as a copy certified (signed) by the bidder, stamped and signed by the authorized person, with the indication: "True to the original".

Proof of Technical or Professional Capacity

The bidder proves the fulfilment of technical or professional capacity by mandatory submission of the following documentation:

- ✓ Profile of the bidder with a minimum of 10 years of experience in providing services similar to those required in the ToR;
- ✓ Reference list of implemented projects, of which at least 3 must be in the same or similar field;
- ✓ Educational and professional qualifications of all members of the proposed expert team (CVs).

The CVs of the proposed team members must clearly present:

- ✓ their relevance to the project,
- ✓ the specific areas each member will cover,
- ✓ their qualifications for carrying out the terms of reference.

15. Scope of work

The bidder shall provide technical expertise and facilitation support for the preparation of "Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness". The bidder additionally shall establish close collaboration with the responsible institution for civil protection and rescue. The scope of work includes, but is not limited to, the following tasks:

Phase I: Inception and Baseline Assessment

- ✓ **Institutional Review:** Analyze existing national legislation regarding water rights, emergency water use, and the roles of the relevant institutions in terms of water use for firefighting purposes.
- ✓ **Data Consolidation:** Collect and clean existing spatial data, including Cadaster data, hydrological records, and 10-year forest fire history (coordinated locations).
- ✓ **Stakeholder Engagement:** Conduct initial workshops with all relevant institutions,



firefighting units, and others to identify historical "bottlenecks" in water access. The engagement of the institutions for civil protection, rescue, and Hydrometeorological services is essential.

Phase II: "Water Desert" Mapping

- ✓ **Water Gap Analysis:** Execute GIS spatial modeling to identify "Water Deserts"—high-risk forest areas located further than the tactical distance for efficient fire engine turnaround or helicopter or, in general, aerial support cycles.
- ✓ **Site Identification:** Identify and validate potential locations for new infrastructure or the retrofitting of existing natural/man-made water bodies.

Phase III: Technical Design and Engineering

- ✓ **The Hybrid Network Concept:** Propose a mix of solutions, including:
 - **Strategic Reservoirs:** New unlined or lined fire ponds in remote areas.
 - **"Fast-Fill" Stations:** Retrofitting existing dams/pipes with high-capacity valves.
 - **Aerial Dip Points:** Designing helicopter-accessible water points with specific approach/departure safety corridors.
- ✓ **Engineering Blueprints:** Prepare preliminary technical designs and **Bill of Quantities (BoQ)** for prioritized investments.
- ✓ **Geotechnic/Hydrologic Validation:** Ensure all proposed sites have stable foundations and guaranteed water yield during the peak drought months (August–September).

Phase IV: Environmental Safeguards and Climate Resilience

- ✓ **Strategic Environmental Assessment (SEA):** Evaluate the ecological impact of proposed water extractions on riparian ecosystems.
- ✓ **Climate Proofing:** Use climate change scenarios to ensure that proposed reservoirs remain viable under future increased evaporation and decreased precipitation trends.

Phase V: Operational Protocols and Final Plan

- ✓ **Standard Operating Procedures (SOPs):** Develop protocols for inter-municipal water sharing and ground-to-air coordination.
- ✓ **Digital Registry:** Hand over a GIS-based digital registry of all water assets to the national authorities for real-time operational use.



- ✓ **Final Development Plan:** Finalized national “Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness” must be prepared in English and Macedonian languages, formatted according to programme standards and harmonized with the National strategic priorities of the civil protection in terms of landscape fires.

16. Methodology

The bidder is required to implement a comprehensive methodology that balances technical precision with a collaborative, participatory, and capacity-building framework. This approach ensures that the transition from ad hoc water hauling to permanent, strategic infrastructure is both scientifically sound and locally sustainable.

16.1. Desk Review and Analysis

Development of the document “Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness” initiates with a rigorous desk review and systematic analysis of the existing landscape. This foundational phase involves a technical analysis of national and regional documents, policies, and existing reports to understand the current infrastructure in North Macedonia. The bidder will perform a water capacity assessment and technical analysis of existing dams, river tanks, and reservoirs to determine their volume, structural integrity, and seasonal reliability. Furthermore, an access analysis will be conducted to evaluate the physical feasibility of aerial firefighting support and heavy fire engines reaching these sources. By synthesizing this data, the bidder establishes a clear baseline for the “Water Deserts” that currently hinder effective fire suppression.

16.2 Participatory Process

To ensure the network is practical and widely supported, the methodology incorporates a robust participatory process. The bidder will facilitate workshops and consultations with a broad spectrum of stakeholders, ensuring that the mapping of uncoordinated assets—such as tanks and municipal/local water bodies—is comprehensive and accurate. These consultations are vital for selecting the high-risk Pilot Area, where local knowledge of fire frequency and ecological value is paramount. By engaging local authorities and fire crews, the bidder ensures that the strategic placement of new reservoirs aligns with the operational realities of those on the front lines.



16.3. Learning-by-Doing

Sustainability is achieved by actively engaging the representatives from the Ministry of Agriculture, Forestry and Water Economy, and the Programme Country Project Staff (CPS) in Skopje throughout the assessment and implementation process. This "learning-by-doing" approach integrates all into the driven gap analysis, where participants will participate in overlaying fire history with water locations to identify optimal "dip points" and tank/water body placements.

By working alongside the bidder to evaluate technical specifications — such as surface diameters and depth requirements for helicopter-ready reservoirs—local staff gain the specialized expertise necessary to manage and expand the network in the future. This hands-on involvement transforms the project from a one-time delivery into a long-term transfer of technical capacity.

16.4 Review and Validation

The draft "Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness" will undergo several review and validation cycles with MAFWE, CPS in Skopje, and REA. In each round, the consultant will incorporate stakeholder feedback, refine technical components, and ensure alignment with LFMWB approaches and international standards.

Validation sessions will confirm the clarity, practicality, and feasibility of proposed measures, while also ensuring consistency with national institutional frameworks and cross-sectoral priorities. This iterative refinement process strengthens ownership and improves the quality and usability of the final document.

16.5. Finalization and Recommendations

The methodology concludes with a structured finalization phase that consolidates all validated inputs into a definitive, actionable plan. During this stage, the bidder will produce a digital registry of all viable water bodies and a final technical report detailing the "Required vs. Available" water volumes. The final output includes a sophisticated GIS-driven "Integrated Pilot Map" featuring data visualizations of existing inventory, coverage heatmaps, and precise GPS coordinates for new pilot reservoirs with the requested technical specifications to build new ones. This finalized blueprint serves as the strategic roadmap for retrofitting existing structures and constructing new, optimized infrastructure to protect high-value landscapes



and local communities.

17. Expected deliverables

Development of the document "Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness" will produce a series of technical and strategic outputs designed to transition the Pilot Area from ad-hoc fire suppression to a permanent, GIS-optimized National Water Network (NWN). The following deliverables are expected upon completion of the implementation phases:

17.1. Digital Registry and Inventory Analysis

The primary foundational deliverable is a comprehensive **Digital Registry** of all viable water bodies within the North Macedonian country's boundaries. This registry will be based on a technical audit of existing dams, river tanks, and reservoirs, categorizing them by their structural integrity and seasonal reliability. The inventory will specifically identify which sources are currently "Ready for Use" for both ground trucks and aerial assets, which require "Retrofitting" (such as adding fast-fill valves or clearing approach paths), and which are considered "Dry/Unreliable", ready for additional measurements, bringing them back operationally.

17.2. Technical Assessment and Gap Analysis

A detailed **Technical Report** will be delivered, providing a quantitative analysis of "Required vs. Available" water volumes based on the specific values. This report will include a **GIS-Driven Gap Analysis** that utilizes heat mapping to overlay a 10-year fire history with current water locations. This analysis will pinpoint "Water Deserts"—defined as high-risk areas where existing sources are far away by ground support or far away by air support.

17.3. Integrated Map and Infrastructure Blueprint

The bidder will provide an **Integrated National Map** featuring primary data visualizations: a status map of the existing inventory, a coverage heatmap representing travel times, and specific GPS coordinates for the proposed new reservoirs. This will be accompanied by a **Final Blueprint** for the "Hybrid Network," which contains details of the technical specifications.



17.4. Capacity Building and Validation Documentation

As a result of the "learning-by-doing" methodology, the project will deliver a **Capacity Building Log** documenting the engagement of different actors in the assessment and mapping processes. Finally, the bidder will submit a **Validated Implementation Plan**, consisting of inputs from stakeholder workshops and consultations, ensuring that the proposed infrastructure is technically vetted and supported by local fire suppression authorities.

**The document must be prepared in Macedonian and formatted according to programme standards, reflecting all consultations, revisions, and validation processes undertaken during the assignment.*

**All results, documents, and products generated under this assignment shall remain the exclusive property of the Landscape Fire Management in the Western Balkans Programme, which retains full ownership and copyright of the materials produced.*

18. Expertise

The bidder is required to assemble a multidisciplinary team of highly qualified professionals, primarily originating from or deeply rooted in North Macedonia, to ensure the Strategic Landscape Fire Water Network (SLFWN) is technically viable and contextually appropriate. The following criteria apply to the expert team:

✓ Technical Expertise

Experts must possess extensive professional experience regarding North Macedonia's landscape. They should demonstrate a deep understanding of local institutional frameworks and the specific environmental challenges related to Landscape Fire (LF) suppression in the country of North Macedonia.

✓ Infrastructure and GIS Specialization

The team must have a proven track record in Remote Sensing and GIS-driven gap analysis, hydrological modeling, and the design of fire-suppression infrastructure. Expertise in conducting technical audits of dams and reservoirs, including capacity and access assessments for heavy machinery and aerial assets, is essential.

✓ Communication and Language Proficiency

Excellent written and verbal communication skills in English are required for the production of clear technical reports and strategic blueprints. Proficiency in the Macedonian language is considered a significant asset for effective stakeholder engagement, with the ability to produce

clear, well-structured documents

✓ **Professional Integrity and Inclusivity**

The team must be committed to transparency and the inclusion of socially vulnerable groups, ensuring that the water network's development considers the protection of all local communities and ecosystems. Commitment to principles of transparency, non-discrimination, gender equality, and inclusion of socially vulnerable groups in all stages of the assignment.

19. Professional Qualification of the Consultants, Timeframe, and Work Volume

The service must ensure the timely delivery of all mapping, analysis, and development outputs within this window.

The team should consist of experienced consultants and technical experts from North Macedonia. The core team must meet the following minimum qualifications:

TL TEAM LEADER / SENIOR INFRASTRUCTURE EXPERT			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>MINIMUM EDUCATION</p> <p>PhD in Civil Engineering, Forestry, Hydrotechnics, Disaster Risk Reduction, or a related field.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>MINIMUM EXPERIENCE</p> <p>At least 10 years of professional experience in infrastructure/physical planning, water management, or disaster risk management.</p> </td> </tr> </table>	<p>MINIMUM EDUCATION</p> <p>PhD in Civil Engineering, Forestry, Hydrotechnics, Disaster Risk Reduction, or a related field.</p>	<p>MINIMUM EXPERIENCE</p> <p>At least 10 years of professional experience in infrastructure/physical planning, water management, or disaster risk management.</p>
<p>MINIMUM EDUCATION</p> <p>PhD in Civil Engineering, Forestry, Hydrotechnics, Disaster Risk Reduction, or a related field.</p>	<p>MINIMUM EXPERIENCE</p> <p>At least 10 years of professional experience in infrastructure/physical planning, water management, or disaster risk management.</p>		
1.	<p>MINIMUM TRACK RECORD — PROJECT LEADERSHIP</p> <ul style="list-style-type: none"> Led at least 5 projects involving national infrastructure planning, physical planning, or disaster management strategies At least 2 of these projects must have involved multi-stakeholder coordination at the national or regional level Demonstrated experience managing interdisciplinary projects, including reporting and quality assurance obligations. 		
	<p>TECHNICAL COMPETENCIES</p> <ul style="list-style-type: none"> Knowledge of water infrastructure systems, including reservoirs, dams, and water supply networks; Familiarity with GIS-based spatial planning tools and digital mapping outputs; Experience preparing or overseeing technical blueprints, feasibility studies, or infrastructure 		



design documents;

- Knowledge of national civil protection and risk management systems in the Republic of North Macedonia.

PROJECT MANAGEMENT COMPETENCIES

- Proven ability to lead and coordinate multidisciplinary expert teams;
- Experience facilitating technical workshops and stakeholder consultation processes;
- Strong written and oral communication skills in English; knowledge of Macedonian required;
- Ability to ensure quality, coherence, and timely delivery across all project outputs.

2. HYDROTECHNIC ENGINEER – (NATIONAL EXPERT)

EDUCATION

MSc in Civil Engineering - Hydrotechnics or a related field

EXPERIENCE

Minimum 5 years of professional experience in civil or infrastructure engineering

TRACK RECORD

Participated in at least 2 projects involving water infrastructure design, rural construction, or small dam/reservoir works

ADDITIONAL REQUIREMENTS

Familiarity and knowledge of national water construction standards and Hydraulic calculations for pumping stations and hydrant networks.

3. GEOTECHNIC ENGINEER (NATIONAL EXPERT)

EDUCATION

MSc or PhD in Geotechnical & Hydrotechnical engineering, Water Resources and supply engineering, or a related field

EXPERIENCE

Minimum 5 years of professional experience in hydrological assessment, watershed analysis, or water resources management

TRACK RECORD

Participated in at least 2 projects involving water infrastructure design, rural ground construction, and synthetic or small dam/reservoir construction works.

ADDITIONAL REQUIREMENTS

Familiarity with Bill of Quantities preparation and structural specifications; knowledge of national construction standards and Soil stability and permeability assessments for unlined fire ponds.



4. HYDROLOGIST (NATIONAL EXPERT)	
<p>EDUCATION</p> <p>MSc or PhD in Hydrology, Hydrotechnics, or water resources engineering, or a related field</p>	<p>EXPERIENCE</p> <p>Minimum 5 years of professional experience in hydrological assessment, watershed analysis, or water resources management</p>
<p>TRACK RECORD</p> <p>Led at least 2 projects involving hydrological modelling, seasonal flow analysis, or small reservoir siting and design.</p>	<p>ADDITIONAL REQUIREMENTS</p> <p>Knowledge of North Macedonian hydrology; experience defining water volume and access standards for operational infrastructure use, low-flow analysis, and drought indexing.</p>
5. GIS / REMOTE SENSING SPECIALIST	
<p>EDUCATION</p> <p>PhD/MSc in GIS, Geospatial Science, Remote Sensing, Geography, or a related field.</p>	<p>EXPERIENCE</p> <p>Minimum 8 years of professional experience in geospatial analysis, natural disaster mapping, or spatial data infrastructure.</p>
<p>TRACK RECORD</p> <p>Led or contributed to at least 3 projects involving fire risk mapping, land use analysis, or digital spatial registry development.</p>	<p>ADDITIONAL REQUIREMENTS</p> <p>Proficiency in ArcGIS and/or QGIS; experience with satellite and drone imagery analysis; knowledge of the INSPIRE Directive and open data standards.</p>
6. ENVIRONMENTAL & CLIMATE RISK REDUCTION EXPERT	
<p>EDUCATION</p> <p>MSc in Environmental Science, Forestry, Biology, Natural Sciences, Climate Adaptation, or a related field.</p>	<p>EXPERIENCE</p> <p>Minimum 8 years of professional experience in environmental assessment, climate risk analysis, or disaster risk reduction.</p>



	<p>TRACK RECORD</p> <p>Contributed to at least 3 projects involving environmental impact assessment, Strategic Environmental Assessment (SEA), or climate-informed infrastructure planning.</p>	<p>ADDITIONAL REQUIREMENTS</p> <p>Knowledge of the EU Green Deal, Biodiversity Strategy, and Sendai Framework; familiarity with RCP climate scenarios and riparian ecosystem assessment.</p>
7. AERIAL FIREFIGHTING / AVIATION SAFETY EXPERT		
	<p>EDUCATION</p> <p>Degree or certified professional qualification in aviation, aerial firefighting operations, civil protection, operation & logistics in firefighting activities.</p>	<p>EXPERIENCE</p> <p>Minimum 10 years of professional experience as a pilot, aerial firefighting officer, or aviation safety officer; experience operation & logistics in firefighting activities.</p>
	<p>TRACK RECORD</p> <p>Participated in at least 5 aerial firefighting operations or aviation safety assessments; experience defining dip point or water extraction standards for rotary-wing aircraft.</p>	<p>ADDITIONAL REQUIREMENTS</p> <p>Knowledge of altitude, turbulence, and payload constraints in mountainous terrain; ability to develop operational protocols and training materials for fire crews and coordination with Ground Crews.</p>
8. LANDSCAPE FIRE MANAGEMENT EXPERT		
	<p>EDUCATION</p> <p>MSc in Forestry, Environmental Science, Natural Disaster Management or relevant field.</p>	<p>EXPERIENCE</p> <p>Minimum 10 years of professional experience in landscape fire management, forest fire risk assessment, or integrated fire management (IFM), specifically within the Mediterranean or Balkan context.</p>
	<p>TRACK RECORD</p> <ul style="list-style-type: none"> Participated in at least 5 projects involving the development of Forest Fire Management Plans, Wildfire Risk Mapping, or Fire Risk Reduction Strategies. 	<p>ADDITIONAL REQUIREMENTS</p> <p>Deep understanding of the Integrated Fire Management (IFM) approach and familiarity with North Macedonian landscape fire legislation and the crisis management operational protocols.</p>

19.1. Personnel Schedule and Level of Effort (LOE)

The work volume is concentrated on the Inventory and Gap Analysis phases to ensure the “Hybrid Water bodies Network” is based on accurate field data.

Expert Team Composition, level of effort, and working days

The team is structured to ensure that the Team Leader provides continuous strategic oversight, while the National Experts provide intensive technical input during the mapping and analysis phases.

No.	Profile	Integrated Key Tasks	Days
1	Team Leader (Senior Infrastructure)	✓ Strategic Oversight: Coordinate technical assessment and mapping across the areas.	45
		✓ Stakeholder Lead: Act as primary contact for the LFMWB Programme and MAFWE; lead multi-stakeholder workshop.	
		✓ Quality Control: Ensure technical coherence and quality of the Hybrid Network design and the final Blueprint.	
		✓ Institutional Framework: Lead the development of inter-municipal water-sharing protocols and legal guidance.	
2	Hydrotechnic Engineer (National Expert)	✓ Infrastructure Audit: Analysis of existing dams/reservoirs (Capacity & Access audits).	25
		✓ Technical Design: Prepare structural specs for retrofitting (fast-fill valves, etc.) and new water supply networks.	
		✓ Standards: Ensure all designs align with national water construction standards and hydraulic requirements.	
3	Geotechnic Engineer (National	✓ Soil & Stability: Conduct stability and permeability assessments for unlined fire ponds and rural ground	15



	Expert)	<p>construction.</p> <ul style="list-style-type: none"> ✓ Budgeting: Lead the preparation of Bill of Quantities (BoQ) and structural specifications for all proposed works. ✓ Foundation Safety: Review the safety and stability of prioritized infrastructure investments in mountainous terrain. 	
4	Hydrologist (National Expert)	<ul style="list-style-type: none"> ✓ Water Availability: Conduct hydrological analysis of catchment areas; model water yield and recharge rates. ✓ Drought Risk: Perform low-flow analysis and drought indexing to ensure water is available during the peak fire season. ✓ Validation: Provide structured guidance integrating local hydrological data into the selection criteria framework. 	20
5	GIS / Remote Sensing Specialist	<ul style="list-style-type: none"> ✓ Digital Registry: Develop and maintain the centralized GIS-based spatial database of all water assets. ✓ Heat Mapping: Lead the creation of "Water Desert" maps, overlaying fire history, fuel loads, and water accessibility. ✓ Digital Output: Support development of online/offline map viewers for field use by fire crews and drone-based site identification. 	35
6	Environmental & Climate Risk Expert	<ul style="list-style-type: none"> ✓ Safeguards: Conduct climate change risk screening and develop environmental safeguard criteria for water extraction. 	15



		<ul style="list-style-type: none"> ✓ SEA Framework: Lead the Strategic Environmental Assessment (SEA) and assess impacts on riparian ecosystems. 	
		<ul style="list-style-type: none"> ✓ Compliance: Align all project recommendations with the EU Green Deal, Biodiversity Strategy, and Sendai Framework. 	
7	Aerial Firefighting / Aviation Expert	<ul style="list-style-type: none"> ✓ Operational Standards: Define minimum standards for helicopter dip points (depth, approach paths, and clearance zones). ✓ Safety Validation: Review proposed locations against flight feasibility in mountainous terrain (altitude/turbulence constraints). ✓ Protocol Development: Create pilot briefing materials and training content for ground-to-air coordination. 	20
8	Landscape Fire Management Expert	<ul style="list-style-type: none"> ✓ Tactical Planning: Define "Tactical Water Requirements" based on fire behavior modeling (FARSITE/FlamMap). ✓ Field Validation: Collect feedback from fire crews on operational accessibility and fire front typicality. ✓ Fire Risk Integration: Produce high-resolution fire risk heatmaps integrating topography and vegetation data. 	35

Documents for proving the educational and/or professional qualifications of the experts:

The participation of all experts in projects identical to and/or similar to the subject of the procurement will be verified through the submitted CVs in English.

As evidence of the educational and professional qualifications of the team members, diplomas, certificates, confirmations, licenses, or any other proof issued by legal entities confirming the successful acquisition of the qualifications can be requested by the LFMWB Programme.



The relevant experience of the expert in the field is proven with a list of references corresponding to the requirements of this call, as well as contact details of clients with whom the expert has been engaged/employed, and who can confirm the reference.

Note: The list of references in the relevant fields of the proposed key experts will be evaluated under the “quality” element of the award criteria. If the minimum requirements are not met, the offer will be rejected as unacceptable and will not be considered further in the evaluation procedure. The Commission has the right, if necessary, to contact the persons listed in the CV to verify the expert's participation in a specific project.

Availability of the persons responsible for carrying out the tasks under the contract

Experts do not need to be permanently employed by the bidder; they may be engaged as external experts or engaged from another company/organization if such a profile does not exist within the bidder. This situation may be regulated by submitting a Statement of inclusion in the team (Annex 4), signed and certified by the bidder.

Engagement of the same expert in several different areas is permitted (grouping of human resources), provided that the expert meets the criteria for determining capability (qualifications).

If bidders submit an offer as a group of bidders, the technical and professional capacity is proven by considering the resources of all group members together, and a group bidding agreement must be submitted with a distribution of activities from the project task, separately for each contracting party.

20. Content of the Offer

Method of Preparing the Offer

The offer is prepared in accordance with the conditions specified. The offer must contain all elements prescribed in the offer template provided in Annex 1-5 of this tender documentation.

The bidder prepares one original copy. The offer must be written in indelible ink and signed by the authorized representative of the bidder. All pages of the offer, except unchanged printed literature, must be initialled by the person signing the offer. Any writing between the lines, deletions, or overwriting of existing text is valid only if initialled by the person signing the offer.



Elements of the Offer

The offer should be prepared based on the defined tasks and must consist of the following elements:

- ✓ A statement with signature and stamp confirming that the bidder understands and accepts all requirements stated in the call;
- ✓ Offer template (Annex 1);
- ✓ Technical offer with defined methodology, activities, and timeline;
- ✓ Financial offer (Annex 2) – The financial offer must be completed without any changes to its format. Otherwise, the offer may be rejected as unacceptable.
- ✓ Statement for proving capacity or documents proving personal status (Annex 3);
- ✓ Documents proving professional activity;
- ✓ Documents proving technical or professional capacity;
- ✓ Statement for the engaged expert team (Annex 4);
- ✓ Written authorization for the representative of the group of economic operators (only for groups of economic operators).

The bidder must prepare and submit the offer based on the offer template included in this tender documentation.

The bidder must use the templates provided in this tender documentation, which must be completed without any changes to their format. Otherwise, the offer may be rejected as unacceptable.

21. Price of the Offer

The offered price must include all costs and discounts incurred by the bidder (including any potential import customs duties) and must be expressed without VAT, which is calculated separately;

The price must be written both in numbers and in words;

In case of discrepancies between the price written in numbers and the one written in words, the price written in words shall prevail;

In case of arithmetic errors, the Evaluation Committee will decide which price will be taken into consideration.



If the price is higher than the expected value, but the bidder meets all other evaluation criteria, the Evaluation Committee may decide to cancel the procedure or negotiate with the bidder to reduce the offered price.

If two bidders offer the same price, the Evaluation Committee will consider the offer submitted first according to the registry entry, date, and time.

22. Currency of the Offer

The price in the offer must be expressed in Macedonian denars (MKD).

23. Validity Period of the Offer

The offer shall remain valid for 20 days from the deadline for submitting offers. During this period, the offer is binding in all its elements for the bidder.

24. Submission of the Offer

The bidder prepares one electronic copy of the offer.

The offer must be written in indelible ink and signed by the authorized representative of the bidder or by a person authorized by the bidder, then scanned and combined as pdf file.

The offer as pdf file needs to be submitted to Marija Sterjovska at:
marija.sterjovska@lfmwb.net.

25. Deadline for Submitting Offers

The deadline for submitting offers is 29.04.2026 at 16:00 (MK time).

Any offer submitted after the deadline will be rejected as late and returned to the bidder.

26. Principle of One Offer

One legal entity may submit only one offer, regardless of whether it submits individually or as part of a group of bidders. Otherwise, all offers in which that legal entity appears will be rejected.

27. Opening and Evaluation of Offers

The opening of the offers will not be public. The offers will be opened by the Evaluation Committee.



A record will be kept during the opening of the offers.

28. Evaluation of the offers

Model for Evaluation of Bidders and Offers

The Evaluation Committee assesses the bidders and the offers based on the following model:

FORMAL REQUIREMENTS (ELIMINATORY)	
Offer submitted within the required deadline	Yes/No
Offer is complete	Yes/No

ELIGIBILITY CRITERIA (ELIMINATORY)	Submitted	Valid
Evidence for establishing personal standing – registration form (the ability is assessed for all requirements and conditions separately)	Yes/No	Yes/No
Evidence for competence in performing a professional activity	Yes/No	Yes/No
Evidence for establishing technical or professional capacity (the ability is assessed for all requirements and conditions, both for the bidder and for each expert individually)	Yes/No	Yes/No

AWARD CRITERIA - Economically most favourable offer	100 points
Element 1 – Quality	70 points
Element 2 – Price	30 points

The bidder must fully comply with the formal requirements and eligibility criteria; otherwise, the offer will not be considered.

Quality Characteristics (Technical Offer)

The points for the technical offer (quality) are evaluated based on:

- Sub-element 1 – Expertise and experience of the proposed experts, based on the submitted list of references and CVs (40 points)
- Sub-element 2 – Experience of the bidder in implementing the same or similar



projects, based on the reference list (20 points)

- Sub-element 3 – Methodology for data collection and analysis (10 points)

Financial offer

The price of the offer will be calculated as the total price excluding value-added tax (VAT), whereby the offer with the lowest proposed price will receive the highest number of points (the maximum determined).

The points for the price element for all other offers will be awarded according to the following formula:

Number of points = (Lowest offered price (without VAT) × Maximum number of points) ÷ Offered price (without VAT)

Offers for Macedonian entities (bidders) price without VAT will be calculated based on the average exchange of the National Bank of North Macedonia on the day of the opening the offers.

The contract will be awarded to the bidder with the economically most favourable offer, i.e., the bidder who receives the highest number of points from all sub-elements of the criterion “economically most favourable offer.”

If only one offer is received, it must meet the minimum points required for the criterion “economically most favourable offer” in order to be selected for contract award.

If, during the contract award procedure, the most favourable acceptable offer according to the conditions of the procedure has a price higher than the planned budget, the contracting authority will negotiate with the bidder or cancel the procedure.

The selected bidder will be informed of the final decision in writing within 5 days from the date the decision is made.

Bidders that are not selected do not have the right to appeal.

Information about the selected bidder will be published on the website of the Coordinator of the Landscape Fire Management Programme in the Western Balkans.

Confidentiality of the Evaluation Process

No information related to the review, evaluation, or comparison of offers during the



evaluation process shall be disclosed to bidders or to any other persons who are not officially involved in the procedure.

Clarification of the Offers

Submission of additional documents after the expiration of the deadline is not accepted.

If necessary, the Evaluation Committee may request clarifications regarding the offer. The request must be sent by email, and the bidder's response must be sent directly to the sender.

29. Award and Conclusion of the Contract

After the final decision for selecting the most favourable bidder is made, the Contracting Authority will award the contract to the bidder whose offer is evaluated as the economically most favourable, i.e., the bidder who receives the highest total number of points from all elements of the "economically most favourable offer" criterion.

The Contracting Authority will deliver the contract to the selected bidder in four (4) copies for signing.

The selected bidder is obliged to sign the contract within 7 (seven) calendar days from the day of receiving the contract and return it to the Contracting Authority.

The Contracting Authority undertakes to send the required number of signed copies of the contract to the selected bidder after it is signed by the authorized person.

30. Deadline for Delivery of Goods / Performance of Services / Completion of Works

The service shall commence on the date of the contract signature and, in any case, shall not extend beyond 30 November 2026.

31. Method of Payment

Payment of financial funds for this program activity from Farmahem – the Landscape Fire Management Programme in the Western Balkans – to the legal entity will be carried out as follows:

- Advance Payment – up to 30% of the total contract value

Upon submission of the first invoice following the signing of the contract.



- Second Payment – up to 40% of the total contract value

Upon submission of the second invoice. The bidder must provide draft versions of the Digital Registry and Inventory Analysis and the Technical Assessment and Gap Analysis, including preliminary GIS-based mapping outputs. Payment will be made after review and approval of these draft deliverables by the LFMWB Programme.

- Final Payment – remaining 30% of the total contract value

Upon submission of the third invoice after completion of all deliverables, including the Integrated National Map and Infrastructure Blueprint, and the Capacity Building and Validation Documentation. Payment will be made after approval of these completed deliverables by the LFMWB Programme.

Farmahem will pay the invoiced amounts to the economic operator within 10 (ten) days from the date of receipt of the invoice.

The project under which this public procurement is implemented is financed by the Swiss Confederation and registered in the Central Database for Foreign Aid (CDAD) of the Republic of North Macedonia.

According to the Agreement between the Government of the Republic of North Macedonia and the Government of the Swiss Confederation, the donated funds may not be used for paying public charges in North Macedonia. Therefore, the project is exempt from VAT, and the value of the procurement contract will be paid to the contractor without VAT included.

- **Cancellation of the Contract Award Procedure**

The contract award procedure may be cancelled in the following cases:

- ❖ No offer has been received;
- ❖ None of the offers meet the evaluation criteria;
- ❖ If the selected most favourable bidder does not sign the contract within the deadline specified in the tender documentation, the Contracting Authority reserves the right to consider that the selected bidder has withdrawn from concluding the contract.



- **Monitoring and evaluation**

Monitoring and evaluation of the implementation of this project task will be conducted by the team of the Landscape Fire Management in the Western Balkans Programme.

- **Transversal topics**

To apply transversal themes in the implementation of activities: gender equality (realization of activities to strive for gender equality and integration of both sexes), principles of good governance (transparency, non-discrimination, effectiveness, efficiency, participation, adherence to legal regulation), as well as the inclusion of socially excluded categories.



ANNEX 1 – OFFER TEMPLATE

Based on public tender issued by the Landscape Fire Management in the Western Balkans Programme, for awarding a public procurement contract: "Providing consulting services for the process of preparation of Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness", conducted through a tender procedure, in accordance with the Methodology for implementing contract award procedures approved by the Swiss Agency for Development and Cooperation, prepared for the needs of the Landscape Fire Management in the Western Balkans Programme, we submit the following:

OFFER

Part 1 – Information about the Bidder

1.1. Name of the Bidder: _____

1.2. Contact Information

Address: _____

Telephone: _____

E-mail: _____

Contact person: _____

1.3. Responsible person: _____

1.4. Tax number: _____

1.5. Company registration number: _____

1.6. We hereby agree to submit this offer for the subject of the public procurement contract, in accordance with the Technical and Financial Offer.

1.7. Our offer consists of the following parts:

- Completed Offer Form
- Documents proving personal status
- Document proving the capacity to perform a professional activity
- Evidence of technical or professional capacity
- Technical offer
- Financial offer



- Statement of the engaged expert team
- Written authorization for the representative of a group of economic operators (if the bidder is an individual bidder, this item should be deleted)

1.8. By submitting this offer, we fully accept the conditions specified in the call and the documentation and do not dispute your right to cancel the procedure for awarding the public procurement contract, in accordance with the Methodology for implementing contract award procedures approved by the Swiss Agency for Development and Cooperation, prepared for the needs of the Landscape Fire Management in the Western Balkans Programme.

Place and date:

Responsible/Authorized person:

(signature and stamp)

Part 2 – Technical Offer

2.1. We agree to offer the following services:

"Providing consulting services for the process of preparation of the national "Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness" in the frame of the Landscape Fire Management in the Western Balkans Programme" in accordance with the Terms of Reference (project task), annex to the tender documentation, and the tender documentation itself.

2.2. We agree with the service delivery deadline established in the tender documentation.

2.3. Our offer is valid for the period specified in the tender documentation.

2.4. We agree with the method of service delivery, the language of preparation of the required documents, and the number and method of submission of the deliverables as defined in the tender documentation.

2.5. In accordance with the tender documentation requirements, we submit all documentation in our possession necessary for the evaluation of the technical offer (quality).

2.7. Our technical offer is binding.

2.8. By submitting this offer, we fully accept the conditions defined in the tender documentation and the technical specifications – project task.

2.9. We hereby submit our Technical Offer, prepared based on the tender documentation.

Place and date:

Responsible/Authorized person:

(signature and stamp)



ANNEX 2 – FINANCIAL OFFER

2.1. OFFER

Description of the service	Quantity	Unit price (excl. VAT) in MKD	Total price (excl. VAT) in MKD
"Providing consulting services for the process of preparation of the national "Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness" in the frame of the Landscape Fire Management in the Western Balkans Programme."	1		

The total price of our offer, including all costs and discounts, excluding VAT, amounts to:
 _____ [in numbers in MKD]
 _____ [amount expressed with words]

The total VAT amount is: _____ [in numbers in MKD].

3.2. We agree with the payment terms established in the tender documentation.

3.3. By submitting this offer, we fully accept the conditions outlined in the tender documentation.

3.4. We hereby submit our Financial Offer, prepared based on the tender documentation.

Place and date:

Responsible/Authorized person:

(signature and stamp)

ANNEX 3 – STATEMENT FOR PROVING CAPACITY

STATEMENT

Under substantive and criminal liability, I hereby declare that for

(indicate the name of the bidder), there are no reasons for exclusion from the procedure, and that it fully meets the required conditions for determining capacity specified in the tender documentation for the procurement for awarding a public procurement contract for services titled: "Providing consulting services for the process of preparation of Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness" published by the Landscape Fire Management in the Western Balkans Programme.

Moreover, I declare that we have all the necessary documents to prove the fulfilment of the required conditions. The documents will be submitted to the contracting authority if our offer is selected as the most favourable.

Place and date:

Responsible/Authorized person:

(signature and stamp)

ANNEX 4 – TEMPLATE STATEMENT FOR ENGAGED EXPERT TEAM

Statement for the persons responsible for implementing the tasks under the contract,

I hereby declare that the bidder _____ (name of the bidder) for the implementation of the procurement "Providing consulting services for the process of preparation of the national Study and Development Plan for Water Resource Management in Support of Forest Fire Prevention and Preparedness," we will engage the following team:

_____ (Name and surname), employed OR engaged in our organization/institution (please select; circle employed or engaged) as – **Team Leader and Lead Expert**

_____ (Name and surname), employed OR engaged in our organization/institution (please select, circle employed or engaged) as – **Hydrotechnic Engineer (National Expert)**

_____ (Name and surname), employed OR engaged in our organization/institution (please select, circle employed or engaged) as – **Geotechnic Engineer (National Expert)**

_____ (Name and surname), employed OR engaged in our organization/institution (please select, circle employed or engaged) as – **Hydrologist (National Expert)**

_____ (Name and surname), employed OR engaged in our organization/institution (please select, circle employed or engaged) as – **GIS / Remote Sensing Specialist**

_____ (Name and surname), employed OR engaged in our organization/institution (please select, circle employed or engaged) as – **Environmental & Climate Risk Expert.**

_____ (Name and surname), employed OR engaged in our organization/institution (please select, circle employed or engaged) as – **Aerial Firefighting / Aviation Expert.**

_____ (Name and surname), employed OR engaged in our organization/institution (please select, circle employed or engaged) as – **Landscape Fire Management Expert.**



The above-listed individuals responsible for implementing the tasks under the contract will be engaged and available throughout the entire duration of the contract.

The proposed individuals are engaged exclusively for this purpose and will not be engaged by any other bidder for performing tasks related to this specific procurement, nor will they participate in any other offer for the same procurement procedure. Otherwise, we accept that our offer may be rejected as unacceptable.

Place and date:

Responsible/Authorized person:

(signature and stamp)