

**Invitation for Expressions of Interest (EOI)  
for the Closing Conference of the GEF Hungary Nutrient Reduction Project**

**Beneficiary Country:** Hungary

**Partner (Responsible Body):** Ministry of Rural  
Development

**Overview**

The Global Environment Facility (GEF), established jointly by the International Bank for Reconstruction and Development (World Bank – WB) and the UN bodies specialised in environment protection, provides Hungary with a support for a project of nutrient reduction in the Danube (Project). During the implementation of investments the beneficiary of the support is the Republic of Hungary.

This Consultancy relates to Component “C” of the Project “**Dissemination and Replication**”. The development objective of Component “C” is” to serve as a model for similar nutrient reduction initiatives in Hungary and other Danube basin countries. This component will finance consultant services to carry out a comprehensive end-of-project impact evaluation and results analysis study of the two main project interventions (Tertiary Treatment and Wetlands Restoration), including a cost-benefit analysis. The results of these studies will serve as a basis for the dissemination, replication and knowledge sharing activities, through among other things, an international workshop to be held in Budapest in September 2011.

The specific objective of these Consultancy services is to support the client in implementing the dissemination, replication, and knowledge-sharing activities relating to the findings of the Hungary Nutrient Reduction Project by facilitating the planning, hosting, and preparation of documentation pertaining to the international professional workshop.

**Invitation for Expression of Interest:**

The *Ministry of Rural Development of the Republic of Hungary* now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services. Consultants may associate to enhance their qualifications. The consultant will be selected in accordance with the procedures set out in the *World Bank’s Guidelines: Selection and Employment of Consultants by World Bank Borrowers, May 2004*.

**Proposals:**

Expressions of Interest (EOI) are invited from interested consulting firms with proposals for organising a Closing Conference. Out of the Applicants whose EOIs are short listed, the most qualified will receive a Request for Proposal with a detailed Terms of Reference.

**Useful Documents Publicly Available:**

- The Project Appraisal Document (PAD) for the Hungarian Nutrient Reduction Project; Project website. Similar workshop pages on the [www.iwlearn.net](http://www.iwlearn.net) website.

**Consultancy Specifics** (definition of the task)

The Ministry of Rural Development (Consigner) seeks a consulting company or consortium to fully organize an international, professional conference that shall propagate the realization and results of project GEF HU – 55978, as well as introducing the methods of nutrient reduction.

Organizing the conference includes the implementation of the following four tasks:

**Task I.** Development of Hungarian Nutrient Reduction Project topic areas, through short ‘topic generation’ guidance papers 1-2 pages each;

- (i) **Methods of site selection** for wetlands rehabilitation and wetlands restoration ;
- (ii) **Physical means** of wetlands rehabilitation for improved nutrient trapping;
- (iii) **Baseline modeling** and methodology construction for measuring direct changes in water quality as well as additional (habitat, etc.); changes;
- (iv) **Social and environmental sustainability** aspects, including licensing aspect, public consultations, etc.;
- (v) **Measuring economic costs and benefits** ( impact effectiveness, cost-benefit analysis, cost effectiveness, global environmental benefits, etc. )
- (vi) Construction of the nutrient reduction phase of the North Budapest Wastewater Treatment Plant.

These background papers could be written based on interviews of relevant Project staff, who could supplement interviews with relevant written information. It would be useful to present each background paper in a template that explains the Project process, from preparation through to execution, with lessons learned, and supplementary technical material to be found on the Internet or elsewhere, if relevant.

Those written documents would form the basis of compilation and cognition of the conference programs prior to the conference, and would also provide for preliminary knowledge base to each topic.

The experts of the project can be requested to prepare studies in the aforementioned topics by the Consultant.

**Task II. – *Performing organization tasks prior to the conference (consulting the Ministry ), providing for the necessary logistics of arrangement as follows:***

- Preparation of the website of the conference, continuous dissemination of information regarding the conference on the website, websites (World Bank, as well as the website of DDKÖVIZIG);

- The website shall provide for the online registration of participants;
- Collection of registrations, consulting the Ministry ;
- Preparation, multiplication and posting of invitations and consulting it with Ministry ;
- Invitation of partners from professional circles;
- Providing the necessary locales, offices, chambers, instruments, facilities for the conference (including computers, projectors, screens, amplification, telephones, fax, photocopier etc.);
- Booking of proper quality accommodations, hotel rooms for participant groups (no less than 4-star hotels, up to 50 persons for 2 nights/person, depending on the number of participants);
- Providing catering service for the entire duration of the Conference (up to 80 persons for 2,5 days, depending on the number of participants, based on the enclosed program, including a standing reception and the coffee and refreshment consumption in conference breaks);
- Compilation of welcome packages and background materials from the materials of the Project/Ministry/Danube-Drava National Park/World Bank (invitation card, program, map, locale description);
- Summarising the objectives of the conference, preparing the section, aggregating, multiplying, delivering the writing materials of the sections
- Calling upon lecturers and section leaders to perform presentations or to hold, preside over section meetings (based on the proposals of the Ministry);
- The conference is free of charge and participants shall bear only the expenses of their travels and fares;

When the participants register for the Conference, have the registration form allow them to “rank” the above six topics “1” (most interested in attending) to “6” (least interested in attending). The website can only accept one each of the numbers 1 through 6. The ranking is to give the Conference planners some idea of the relative interest in the topics, so as to redesign the Conference according to registrant demand. There will also be an empty comment section where participants can suggest other related topics, especially those for which they have some expertise. The Conference solicits such additional topics and will accommodate “participant-led topics” if they are technically relevant to the Conference object of diffusing non-point source pollution through wetlands rehabilitation.

The following conference program is a plan only and **may be changed by the Consigner**:

The Conference takes three days with **accommodations for two nights** and shall include the following program to be further detailed later:

	<b>Arrival</b>	<b>First day</b>	<b>Second day</b>
9.00 – 10.30		Presentations on a	Plenary session

		plenary session	Presentations
10.30 – 10.45		Break	Break
10.45 – 11.30		Plenary session Presentations	Plenary session
11.30 – 12.15		Section meetings	
12.15 – 14.00		Lunch	Lunch
14.00 – 15.30		Section meetings	Section meetings
15.30 – 15.45		Break	Break
15.45 – 17.15	Conference check in	Conference sponsored dinner	Plenary session concluding the Conference (introduction of workshops' lessons learned)
17.15 – 18.00	Occupying accommodation, introduction of the program		

### **Task III. Logistical support of the Conference**

- Check –In Assistance at Conference;
- Providing a technical desk and personnel (at least two people) all through the conference. It is required to provide fluent English speaking and writing persons;
- Bulletin Board, for participants to leave notes for each other at Conference Site;
- Free WiFi at Conference, at least in main entrance hall;
- Providing a free buffet during Conference breaks (up to 80 persons/4 events/500 HUF value);
- Using translators, simultaneous interpreters with proper instruments during presentations;
- Consulting the languages of presentations with lecturers and the Ministry; (English-Hungarian, Hungarian-English, and in case of need (German or French)
- Collecting, editing and multiplying the written minutes of each workshop meeting for participants;
- Publishing the summary of the presentations (one week before the conference);
- Providing an expert Moderator to manage to Conference (after consulting the Consigner);
- Gather Power Point slides form each presenter is relevant;
- Presenting photos of the Conference on the website.
- Arrangements of English-fluent speakers/writers to write, edit and produce written notes from each workshop session in English.

### **Task IV. Post-Conference Knowledge-Sharing Documentation**

- Posting of all workshop written notes to conference web page;
- Posting of all Power Point slides to Conference web page;

- Posting of all participants' names and contact information (if agreed to release) on web page; of every participant on the website
- Posting of photos (of plenary, workshops) to web page;
- Uploading all the expert studies, contents, documents and transmitting them to the Ministry in electronic version.

All the written outputs of the conference is owned by the Ministry of Rural Development. Utilizing them is available by the permission of the Ministry.

The foreseen date of the Conference is the middle of September 2011.

Deadlines:

- Task I. deadline: 10.04.2011.
- Task II. date: 31.05.2011
- Task III. date: 30.09.2011.
- Task IV. date: 31.10.2011.

**Expectation in Terms of Competence and Conditions for Eligibility:**

(These are minimum requirements to be met regarding relevant professional experiences in order to be considered eligible for the work )

The Consultant shall prepare the program arrangement task plan according to the requirements of the Customer and the Financing Bodies. The Consultant must have an organization and shall entrust people during the implementation of the tasks, that are capable to comply with the following responsibilities, or fulfill those conditions:

- Have experience acquired on a similar build-up conference during the past 3 years (2007-2010), during which innovative and/or flexible elements were used;
- The company or the entrusted person, respectively, has the necessary qualifications and experience to undertake the tasks;
- There is at least one employee who has technical competency to be able to write short scientific papers based on interviews and background paper.
- The manager responsible for the Conference preparation must be fluent in English;
- There is at least one employee who has the ability to design and populate a Conference website for international Conference registration, listing the Conference agenda, and, after the Conference, posting all Power Point presentations, workshop notes, etc., in order to hand them over to the Ministry.

Experiences designing and staffing conferences supported by international organizations (World Bank, EU, etc.) with participants coming from multiple continents, with varying fluencies of English, no previous exposure to Hungary, etc; The Consultant will request a written consent before performing any of the following ;

- Signing a sub-consultancy agreement for the performance of any part of the TOR;
- appointing any persons not specified in the Proposal,;
- taking any other steps not specified in the agreement.

**Working Conditions:** Contractor undertakes and organizes the tasks independently and maintains connections with the main representative of the event, the colleague assigned by the Ministry of Rural Development. Contractor shall consult the program and the list of invited people, lecturers and section leaders with the Ministry. The locale, the proceedings and the implementation plan shall be consulted. Contractor has to give a written report on tasks accomplished at the end of each month. The Ministry (Consigner) should be informed about any obstacles that endanger the realization of the program.

Information on the professional content of the project can be acquired from the project implementation units (PIU) of the institutions.

**Application Procedure:**

The EOIs should be brief, focus on aspects relevant to the proposal, and presented in the following format:

The EOI should consist of no less than the followings:

- Name and address of firm
- Name, designation and telephone number of contact person
- Basic corporate information and history
- Financial information confirming that the company can deliver without risk of bankruptcy
- National and international experience;
- Demonstration of relevant technical capability / competencies of the company relevant to the current assignment, including management/ facilitation of similar events, language proficiency, etc.
- References that can be checked to determine the company's suitability"

Short demonstration and description of the tasks drafted in this application.

The EOI must be submitted in the following language(s): English and Hungarian. The shortlisted firms/Consultants are not allowed to associate with other shortlisted firms /Consultants.

Completion deadline: 31<sup>th</sup> October 2011.

The reports must be submitted in the following language(s): English and Hungarian

The Consultants must submit 5 (five) printed copies and one electronic versions of each EOI.

**General information and address for the submission of EOIs:**

Client Name : Ministry of Rural Development

Definition of the task, objectives and description: Nutrient Reduction Project HU-55978,  
Organizing a conference

Method of selection: **CQ** (Selection based on consultant's qualification).

Clarifications may be requested and comments may be made in writing with regard to the EOI within 10 days after receipt at the following address:

E-mail: Dr. Tátrai Tünde - [tunde.tatrai@uni-corvinus.hu](mailto:tunde.tatrai@uni-corvinus.hu)

E-mail: Kámánné Csán Zsuzsanna - [zsuzsanna.csan.kamanne@vm.gov.hu](mailto:zsuzsanna.csan.kamanne@vm.gov.hu)

The EOI must be submitted to the following address:

Zoltán Bejczy

Ministry of Rural Development

H-1055 Budapest, Kossuth tér 11.

Deadline for Proposal submission:: 10<sup>th</sup> of March 2011., 16.00 hours local

Annex 1.

## ENTITY'S REFERENCES

### Relevant Services Carried Out

### That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your entity, either individually as a corporate entity or within an association, was legally contracted.

<b>Assignment Name:</b>	<b>Professional Staff Provided by Your Entity (profiles):</b>
<b>Location:</b>	<b>No of Staff-Months:</b>
<b>Name of Client:</b>	<b>Approx. Value of Services</b> (in USD/or respective currency)
<b>Address and telephone:</b>	

Entity's Name:

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## Annex 2.

**Sample Format of Curriculum Vitae (CV)**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

\_\_\_\_\_

**Education:**

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

\_\_\_\_\_

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

\_\_\_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_