



REPUBLIKA E SHQIPËRISË
MINISTRIA E ZHVILLIMIT URBAN
AGJENCIA KOMBËTARE E PLANIFIKIMIT TË TERRITORIT

Terms of reference, duties and responsibilities for the Project Assistant BRIGAD, H2020

General description of the Project

BRIGAD project - Bridges the Gap for Innovations in Disaster Resilience is approved and signed by the European Commission on January 2016 and officially launched on May 2016.

The BRIGAD goal is to absorb innovative ideas on 3 main components of climate change, floods, droughts and extreme weather. Between different ideas, the project will select some of them, which will be developed and tested. Successful ideas will be assisted in order to hit the market and made available during natural disasters when they can play their role to reduce or avoid possible damages.

Project leader is Technische Universiteit Delft (TUDelft). The project has 24 partners from different countries of Europe such as United Kingdom, Belgium, Germany, Italy, Spain, Portugal, Romania, Poland, Israel, etc. Most of them are research institutions, academic institutes, small and medium-sized enterprises (SMEs), as well as state institutions.

The project will be developed in 7 working packages WP, which will extend over a period of 4 years. The amount allocated by the EU for the project will be distributed to all partners based on the volume of work performed by each of them. NTPA (National Territorial Planning Agency) will give its contribution and will be included in WP (working package) 2, 3, 4, 6 and 7. (4 years period).

A brief explanation for each of the WP:

WP1 will extend throughout the project implementation period and will cover all project management;

WP2 aims to support innovative solutions to reduce or mitigate the impact of different types of flooding, including river flooding due to extreme rainfall and coastal flooding due to storms;

WP3 aims to support innovative solutions to reduce or mitigate the impact of water shortage and drought periods;

WP4 aims to support innovative solutions to reduce or mitigate the impact of extreme weather, with a focus on heavy precipitation (including hail), heat waves and forest fires;

WP5 objective is to develop a standardized methodology for testing and implementation of climate change adaptation measures, in particular to evaluate their potential to reduce the risks of floods, droughts and extreme weather;

WP6 will prepare and empower organizations after innovations tested in WP5 in order to reach potential investors and potential customers in cooperation with WP7. In this sense, WP6 is designed to go beyond producing a standard, a traditional report of market analysis;

WP7 integrates awareness, dissemination and communication with stakeholders and policy makers in order to support the expansion of emerging market innovations under the framework of the project.

National Territorial Planning Agency is the only Albanian partner in the project and its duty as a government institution will be the identification of innovations in the area, facilitating the implementation of project results to local and regional authorities which are most sensitive to the risk associated to climate change. It will also help in testing the products on-site, will provide data to improve innovation, and will help in the distribution campaigns, awareness and marketing of the project.

Project objectives. (Chapter I DoA)

BRIGAIID's ambition is to provide structural, ongoing support for innovations in climate adaptation by developing an innovative mix of methods and tools, that should become a standard for climate adaptation innovations. To achieve this, BRIGAIID follows a 2-layered approach. First, BRIGAIID's unique mix of methods and tools consists of three elements; 1) a framework that evaluates the effectiveness of innovations and the organizational and governance requirements, 2) a business development and financing model for climate adaptation innovations and 3) an online interactive platform that presents innovations and connects innovators, end users, qualified investors, and grants and fiscal incentives advisors throughout Europe. Second, these methods and tools are validated in the project by reviewing 75-100 promising innovations on floods, droughts and extreme weather, improving the 35-50 most promising ones, and bringing the top 20-30 innovations with the highest socio-technical and investment readiness to the market. By embedding the mix of tools in the interactive platform, attracting a ring of common investors in climate adaptation, connecting with the EU and National Adaptation Strategies, BRIGAIID strives to become the quality label for climate adaptation and structural reduction of climate-related disaster impacts in Europe and beyond. BRIGAIID strongly believes that this unique approach will be essential for Bridging the Gap for Innovations in Disaster resilience structurally.

BRIGAIID is designed to bridge the gap for innovations that reduce the impacts of climate related events in the EU, its associated countries and overseas territories. This 'gap' refers to a combined lack of methodologies and support that are needed to turn already existing innovations into complete and market ready products.

The specific objectives are:

- to identify 75-100 already existing innovations (TRL4-8) on floods, droughts and extreme weather;
- to select the most promising 35-50 innovations for further testing, validation and demonstration;
- to improve these innovations with one to four TRL levels (this differs substantially between innovations);
- to select the 20-30 most promising innovations for market introduction, and identify the necessary resources in terms of business development and marketing to become commercially successful products;
- to establish this process not only during the project, but to make this an ongoing, structural activity beyond BRIGAIID's life time.

To achieve these specific objectives, BRIGAIID will produce the following key deliverables:

- structural support in testing and validating innovations, by performing tests and demonstrations for innovations that reduce impacts from floods, droughts and extreme weather and by establishing a network of test facilities and implementation sites across Europe that can be utilized for completing innovations during and beyond BRIGAIID's lifetime;
- a test and implementation Framework (TIF), which delivers a standardised methodology for an independent, scientific judgment of the socio-technological effectiveness of innovations that can be applied throughout Europe, in various economic sectors, taking into account the local uncertainties in climate change scenarios, organizational needs and policy implementation requirements. The ambition is that TIF becomes the quality label in the EU to assess effectiveness of risk reducing measures;
- support in business development and dissemination of innovations, through development of a Market Analysis Framework (MAF+) to identify market opportunities and select business models, and development of a Public-Private Investment and Financing (PPIF) model for securing ongoing investments in (clusters of) innovations including utilization of other EU funding mechanisms (e.g., European Structural and Investment Funds), and performance of online and offline marketing activities to expose innovations to end users;
- an online Innovation Sharing Platform (ISP) as the EU portal for innovations, that can be accessed by all stakeholders (innovators, risk managers, policy and decision makers, industry, investors) to view innovations, test results and performance according to the TIF, and (to add new) user experiences. The platform will be designed as an interactive medium that functions as an online community. Beyond BRIGAIID it can be linked with other important climate platforms such as the European Climate Adaptation Platform (Climate ADAPT) and EIP-Water.

Work plan. (Kap. III DoA)

BRIGAIID has a work-package (WP) structure that allows an efficient interaction between innovators, researchers, business developers and end users including government (policy and

decision makers,) and industry. In the WP structure, regular stocktaking in cooperation with incubators and innovation platforms results in the inclusion of promising innovations (TRL4-8) on Floods (WP2), Droughts (WP3) and Extreme Weather (WP4). According to the IPCC, these three hazard types will have the highest impact in the EU31. Definitions of these three hazard types are explained in Section 1, Excellence. These hazard related WPs will validate and demonstrate innovations in order to improve and prepare them for market uptake. By this approach, knowledge and R&D activities are clustered around natural hazards to optimally use available resources, share knowledge and comply with interests of end users. End users' involvement and market uptake of these new innovations is guaranteed upfront by considering the needs of end users in the stocktaking process.

Improvements in innovations and effectiveness in terms of adaptation capacity is evaluated through the Test and Implementation Framework (TIF), a methodology developed by WP5. Based on test results and evaluation by TIF a new TRL level is assigned and guidelines for further improvement of the innovation, if necessary, are provided. Innovations that are approved by the TIF will be selected for further business development (WP6). MAF+ identifies and studies the key target group, prepares the marketing plan, defines the business model, and supports the elaboration of business plans. PPIF identifies funding opportunities to allow a smooth introduction to the market. Finally, the marketing plan and dissemination strategy is executed (e.g. marketing communication, showcases, pitch events, meetings with investors and fund operators). Communication and dissemination will be performed through multiple channels to inform and involve various target groups including innovators, researchers, risk managers, policy and decision makers and the general public. This includes a website, newsletters, web banners, (social) media and three major conferences. To coordinate communication with local target groups throughout Europe, Communities of Innovation (CoI) will be set up, which are also embedded in an online Innovation Sharing Platform. The Advisory Board consist of five members coming from the innovation industry, research, policy and decision making and risk management. Their role is to monitor adherence of project deliverables to the needs of the sector and to facilitate a quick market uptake.

NTPA role in the project

NTPA and NAAR are both governmental organisations to facilitate the implantation of project results to regional authorities to provide aid at EU regions which are most susceptible to climate related risk.

National Territorial Planning Agency will be partner and will coordinate tasks for WP 2, 3, 4, 6 and 7:

WP 2, 3, 4 (Floods, Droughts, Extreme Weather):

Task: Stocktaking.

Stocktaking means that all partners actively look for innovations that have the potential to be strong innovations to reduce or mitigate the impact of floods. All partners mentioned in Task 2.1 will contribute to the stocktaking process by identifying potential innovations.

Task: Test plan and preparation for testing.

Innovations need to be tested and improved so their TRL level advances. NTPA support this process by sharing knowledge on the test procedure and test facilities.

Task: Testing, improvement and demonstration of innovations.

The next step in the development process is testing of the innovations. NTPA (end user) provide input to improve the innovations (also to innovations included during stocktaking).

WP 6 (Business development and financing):

Support partner in the tasks.

WP 7 (Market outreach and dissemination):

This WP is responsible for both dissemination and communication with BRIGAIID's target groups: innovators, end users, leading sectoral users, investors and society in general. NTPA will contribute in:

Tasks:

- Project website – Contribution to news section
- Social Media – Participation in BRIGAIID accounts
- Production of the BRIGAIID Newsletters – Provide content when required / Help to populate the contact list
- Communication with end users through the ISP – Engage in communication through ISP
- Facilitate the activity of Communities of Innovation – Contributor
- Reports on Communities of Innovation – Contributor
- Networking and mutual learning with other H2020 projects – Fill in the questionnaire

Project Assistant duties and responsibilities

The Project Assistant will report and support Project Manager on all issues arising during project implementation.

The specific responsibilities of the Project Assistant include but are not necessarily limited to:

- Provides a high level of coordination and organizational support to Project Manager;
- Designs and develops databases to support project activities;
- Communication with project partners and stakeholders for project activities, to optimize access and to ensure timely organization and facilitation of activities relating to project implementation;
- Manages the logistics of and coordinating content development for meetings, conferences, trainings, and other project-related events;
- Assists in arranging activities, make appointments with project stakeholders, including logistical arrangements and secretarial assistance;
- Assists with design, development and dissemination of project products and reports;

- Assists in project and event planning and implementation with preparation of budgets of different activities according to the needs;
- Assists in coordination and monitoring of project activities and budgets;
- Assists in preparation of Terms of Reference for engagement of contracted staff for the need of implementation of the project.

Work Experience

- University degree in any related field;
- Minimum 2 years of experience in similar position in European funded projects; (Minimum of 2 years professional administrative experience, prior experience in international organizations preferred);
- Very good level of written and verbal English;
- Excellent organizations and analytical skills required;
- Ability to work under pressure with several tasks and various deadlines required;
- Have good communication skills and experience in coordinating project activities required;
- Actively generates creative, practical approaches and solutions to overcome challenging situations required;