



REPUBLIKA E SHQIPËRISË  
MINISTRIA E INFRASTRUKTURËS DHE ENERGJISË  
AGJENCIA KOMBËTARE E PLANIFIKIMIT TË TERRITORIT

## **Terms of reference, duties and responsibilities for Project Assistant, BRIGAIID, H2020**

### **Background**

BRIGAIID 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 BRIGAIID 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 (for a period of 4 years).

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, which 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.

### **Project Work plan (Chapter 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 EU<sup>31</sup>. Definitions of these three hazard types are explained in Section 1, Excellence. These hazards 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 are 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 consists 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 is governmental organizations 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 is partner and coordinates 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.
- 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):

- Task: **Support partner in the tasks**.

#### WP 7 (Market outreach and dissemination):

- Task: This WP is responsible for both **dissemination and communication** with BRIGAD's target groups: innovators, end users, leading sectoral users, investors and society in general.

## **Duties and Responsibilities**

### **Objectives of the assignment and duration**

Albania is vulnerable according floods in winter seasons and droughts during summer; the Project Assistant will support the Project Manager assisting for the last remaining part of the project relevant to fulfill the deadlines and to archive the objective of BRIGAIID project also NTPA in other working processes related with BRIGAIID objectives.

The duration of the assignment is for **17 months**.

### **Description of the Responsibilities**

The Project Assistant will work under the overall guidance and management of the NTPA General Director and Albanian Manager of BRIGAIID Project.

During the engagement period, he/she shall work and perform the following tasks:

- Provides a high level of coordination and organizational support to Project Manager;
- Designs and develops databases to support project activities;
- Manages the logistics of and coordinating content development for meetings, conferences, dissemination activities, trainings, and other project-related events;
- Assists with design, development and dissemination of project products and reports;
- Assists the Project Manager regarding any possible demonstrations events in conformity with BRIGAIID' lead partner suggestions;
- Assist NTPA in other working processes related with the project objectives;
- Assists for gathering and processing information related to the three main project components;
- Assists for presenting information and disseminating Albania and the National Project Partner as a potential living lab to the project partner's innovators, as well as to the leader of the project.

### **Required skills and Experience**

- A university degree in any related fields;
- 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);
- Willing to move and have a long standing on site;
- Excellent oral and written communication skills in both Albanian and English;
- Excellent organizations, selective and analytical skills required;
- Ability to work under pressure with several tasks and various deadlines required;
- Self-motivated and directed with strong analytical skills required;
- Good command in relevant data processing and analyzing software as Excel, Photoshop, GIS, ArcMap, etc.