



Open Call for Consultancy

Reference Number: 004-021

Title: **Implementation of SecuriMeter - Security public opinion survey 2022: “Attitudes towards security: Perceptions of security and threats in WB”, data collection and data processing**

LOT 1: SecuriMeter - Security public opinion survey in the Western Balkans - 2022, data collection and data processing

LOT 2: SecuriMeter - Security public opinion survey in the Western Balkans - 2022, data analysis, conclusions and recommendations

RCC Department: Political Department

Eligible: Individual consultants within bidding consortia/consulting companies (Team Leader + 2 Key Experts minimum)

Reporting to: RCC Secretariat

Duration: 31 January 2022 – 15 May 2022

Application deadline: 27 January 2022

TERMS OF REFERENCE:

LOT 1: SecuriMeter - Security public opinion survey in the Western Balkans - 2022, data collection and data processing

Duration: 2 months

Price ceiling: Up to EUR 40,000

I BACKGROUND

Purpose

The purpose of the consultancy is to collect data to help determine the public attitudes in the Western Balkans regarding the security situation, particularly in the context of the Common Regional Market (CRM) 2021-2024 agenda through the implementation of a field survey in

Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Republic of North Macedonia and Serbia.

For this purpose, a consultancy or a consulting consortium (hereinafter: the Consultant) will be engaged to support the development and execution of the data collection phase and data processing of the survey on behalf of the Regional Cooperation Council (RCC).

Background Information

In order to keep track of Western Balkans public and business sentiments across a range of socio-economic aspects, the RCC has been conducting opinion surveys and analyses, known as the Balkan Barometer (BB). As the role of the RCC in the security sector has significantly increased in the last couple of years, it became evident that a separate, focused survey of contemporary regional security issues and perceptions towards them was timely and important for improved assessment and response in the Western Balkans region.

In this respect, the RCC designed and undertook the data collection process during December 2020 and January 2021, as a prerequisite for the development of the first-ever regional Security Public Opinion Survey (#SecuriMeter) 2021: “Attitudes towards security: Perceptions of security and threats in Western Balkans”. This Survey is a venture of the RCC and Integrative Internal Security Governance (IISG) teams, in cooperation with partners: UNDP/South East and Eastern European Clearinghouse for Small Arms and Light Weapons (SEESAC), Migration, Asylum, Refugees Regional Initiative (MARRI), Disaster Prevention and Preparedness Initiative (DPPI-SEE) and Osservatorio Balcani e Caucaso Transeuropa (OBCT).

The second edition will remain methodologically the same. The questionnaire will be prepared in cooperation with regional organisations and projects, i.e. IISG, UNDP/SEESAC, MARRI, DPPI-SEE, OBCT and the Regional Anti-Corruption Initiative (RAI) as the questions related to perceptions on corruption will be added to the 2022 edition of the SecuriMeter.

The SecuriMeter has become a valuable resource in developing fact-based policies and observing their effects on the region and on individual economies – all with the unique goal of promoting peace and security in the region.

II DESCRIPTION OF RESPONSIBILITIES

Objectives and Scope of the Assignment

The main objective of the assignment is to design and execute, with RCC’s input, the data collection and data processing components of the SecuriMeter - Security public opinion survey in the Western Balkans - 2022.

The research is organised in the following chapters:

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

A. General security perception

B. Perceptions of the fight against terrorism, organised crime, and border security

C. Perceptions of gun ownership and fighting illicit possession, trafficking and misuse of SALW

D. Perceptions on illegal immigration, asylum-seeking and the humanitarian dimension of migratory movements that can help measure sentiments of people but also the responsiveness of institutions.

E. Perceptions on disaster prevention and disaster preparedness

F. Perception of Disinformation and Cyber Security as a form of Hybrid Threat

G. Perceptions on Corruption.

H. Perception on Domestic violence

In terms of expected outputs and deliverables, the Contractor and its team of experts are expected to carry out the following activities:

General

The SecuriMeter Survey is planned to be carried out through face-to-face interviews if possible and following pandemic protocols in place in the respective economy, and also using a telephone (CATI), zoom Webex when appropriate and necessary, with residents in each of the Western Balkan economies (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Republic of North Macedonia and Serbia).

The sample size in each economy should include at least 1,000 respondents, bringing the total to at least **6,000** respondents throughout the region. Samples should be probability-based and nationally representative of the resident population aged 18 and above. The coverage area should include the entire economy including rural areas and the sampling frame should represent the entire population of the 18+ age group. Data weighting should be used to ensure a nationally-representative sample for each economy. In addition to taking into account disproportional sampling across regions, data should be weighted by gender, age, education, economic activity and socio-economic status.

Draft questionnaire for SecuriMeter Survey will be subject to potential amendments due to developments in the post-pandemic environment. In general, the questionnaire should include approximately 60 questions, where RCC reserves the right to amend the number of questions as it sees fit in the regional context in 2022. The questionnaire is developed in English and should be translated into local languages using the system of back translation to minimise potential misunderstandings. The kick-off meeting will be held between the RCC, data collection team and the team engaged for data analysis to finalise the list of questions for both surveys. The meetings will be held upon signature of the contracts.

The surveys will be conducted either face-to-face in respondents' homes following all pandemic protocols or using telephone and video conference platforms where possible.

Interviewers should have adequate experience in survey research studies and should be provided with training before the start of data collection, particularly in the context of a post-pandemic environment where epidemiological measures should apply and might differ in each Western Balkan economy. A training manual should be produced to assist the work in the field and ensure consistency. Quality control back-checks should be carried out and documented covering at least 10% of respondents.

All deliverables will be produced in English, thus an excellent command of the language is critical.

Specific Tasks

Under this Component, it is envisioned that the Consultant shall carry out the following tasks:

Conduct preparatory work

- Familiarise itself with the RCC, SecuriMeter 2021, SWP 2020-2022, and CRM 2021-2024;
- Participate in a kick-off meeting and ongoing consultation with the RCC Secretariat;
- Agree with the RCC Secretariat on any outstanding issues and/or possible modifications to the scope of work;
- Finalise the methodology.

Survey Design and Sample Preparation

- Obtain input from the RCC Secretariat and prepare final questionnaire in English for approval;
- Prepare translation of the approved questionnaire into local languages (Albanian/Bosnian/Macedonian/Montenegrin/Serbian) using the system of back translation;
- Develop the sample for each economy as described above.

Survey deployment and fieldwork

- Develop a training manual for interviewers;
- Mobilise and train the interviewers;
- Deploy interviewers and conduct fieldwork;
- Ensure quality control using back-checks (either in person or by phone). At least 10% of the respondents should be checked in this way.

Data input and processing

- Carry out data entry for each question, both for national-level data and regional aggregates;
- Produce the data tables for each question, including the regional aggregates.

Production and delivery of data tables

- Produce the data tables inclusive of all data collected in each of the economies, including regional aggregates and/or averages and calculated indices. Data shall be prepared in a format allowing statistical analysis, properly tabulated and ready to be imported in any of the major statistical tools (such as SPSS, Stata, SAS, etc.). The format must allow for the production of data analysis, additional analysis as well as graphical data presentation and should be accompanied by all appropriate documentation. Submit the data tables to the RCC Secretariat by 20 February 2022.
- Produce a separate table with data to be imported into the SecuriMeter online database and submit this data table to the RCC in excel format, according to the instructions provided by the RCC Secretariat, no later than 15 March 2022.
- Prepare a methodological report and send it to the RCC by 31 March 2022.

The Consultant will appoint a Team Leader to liaise directly with the RCC Secretariat.

The implementation of the work outlined in these Terms of Reference shall commence on 31 January 2022 and will end on 31 March 2022. All draft deliverables outlined above should be submitted to the RCC in the appropriate format by 31 March 2022. The final deliverables, prepared according to RCC’s inputs, will be delivered within 15 calendar days following RCC’s comments.

III PROFILE AND COMPETENCIES

For this contract, the Consultant is expected to put together the necessary team of experts to conduct the work. The Consultant will decide on the adequate team’s composition and structure, bearing in mind that the minimum team composition will need to include the Team Leader and two Key Experts – one per Component of work. The rest of the team should be described in the Technical Offer as well. The Technical Offer should also indicate the level of effort planned per each member of the team.

The Team Leader and the Key Experts should meet the following requirements:

Qualifications

Education:	<ul style="list-style-type: none"> • University or advanced degree in social sciences - political science, security, law or related fields.
Experience and skills:	<ul style="list-style-type: none"> • Demonstrable experience and good track record of participating and managing comparable public opinion research surveys; • Minimum of 7 years of relevant experience (10 years for the Team Leader), with the familiarity of working for international and donor-funded clients; • Proven analytical skills and ability to conceptualise and write

	<p>concisely and clearly;</p> <ul style="list-style-type: none"> • In-depth knowledge of the economies covered by the assignment and familiarity with development issues; • Strong writing skills (in English); • Excellent organisational skills; • Ability to be flexible and respond to changes as part of the review and feedback process; and • Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors.
Language requirements:	<ul style="list-style-type: none"> • Fluency in English, as the official language of the RCC; • Knowledge of other RCC languages is a plus.
Other:	<ul style="list-style-type: none"> • Familiar with MS Office applications.

Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results Orientation: Plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Teamwork: Ability to interact, establish and maintain effective working relations with a culturally diverse team; and
- Client orientation: Ability to establish and maintain productive partnerships with regional and national partners and stakeholders and pro-activeness in identifying the needs of beneficiaries and partners, as well as matching them to appropriate solutions.

Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

IV QUALITY CONTROL

The consultant should ensure internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to

stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that the findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

Quality Control by the Regional Cooperation Council

Each Consultant's outputs shall undergo external review. The first draft shall be reviewed in parallel by all relevant stakeholders and the Regional Cooperation Council.

Taking account of the comments made by the different stakeholders and how the experts have handled these comments, the Regional Cooperation Council will review the final (second) draft. The approved final report will be subject to a quality assessment by the Political Department of the Regional Cooperation Council, upon whose endorsement each report would be distributed and made public.

The RCC reserves the right to conduct close monitoring of the data collection process, including on-the-spot verification without any prior notification to the Consultant.

More information on the RCC work and previous SecuriMeter are available at:

[Regional Cooperation Council | Welcome \(rcc.int\)](https://www.rcc.int/)

<https://www.rcc.int/securimeter/publications>

TERMS OF REFERENCE:

LOT 2: SecuriMeter - Security public opinion survey in the Western Balkans - 2022, data analysis, conclusions and recommendations

Title: Implementation of SecuriMeter - Security public opinion survey in the Western Balkans - 2022, data analysis, findings, conclusions and recommendations

Duration: 1.5 months

Price ceiling: Up to EUR 20,000

I BACKGROUND

Purpose

The purpose of the consultancy is to analyse the data to help determine public attitudes in the Western Balkans regarding the security situation, particularly in the context of the Common Regional Market (CRM) 2021-2024 agenda through the implementation of a field survey in

Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Republic of North Macedonia and Serbia.

For this purpose, a consultancy or a consulting consortium (hereinafter: the Consultant) will be engaged to support the analysis and data processing of the survey on behalf of the Regional Cooperation Council (RCC).

Background Information

In order to keep track of Western Balkans public and business sentiments across a range of socio-economic aspects, the RCC has been conducting opinion surveys and analyses, known as the Balkan Barometer (BB). As the role of the RCC in the security sector has significantly increased in the last couple of years, it became evident that a separate, focused survey of contemporary regional security issues and perceptions towards them was timely and important for improved assessment and response in the Western Balkans region.

In this respect, the RCC designed and undertook the data collection process during December 2020 and January 2021, as a prerequisite for the development of the first-ever regional Security Public Opinion Survey (#SecuriMeter) 2021: “Attitudes towards security: Perceptions of security and threats in Western Balkans”. This Survey is a venture of the RCC and Integrative Internal Security Governance (IISG) teams, in cooperation with partners: UNDP/South East and Eastern European Clearinghouse for Small Arms and Light Weapons (SEESAC), Migration, Asylum, Refugees Regional Initiative (MARRI), Disaster Prevention and Preparedness Initiative (DPPI-SEE) and Osservatorio Balcani e Caucaso Transeuropa (OBCT).

The second edition will remain methodologically the same in terms of data collection but would require a thorough analysis, comparison with the findings of the first edition of SecuriMeter 2021, followed by conclusions and highlighting of the most important trends. The questionnaire is prepared in cooperation with all relevant above-mentioned regional organisations, including the Regional Anti-Corruption Initiative, as the anti-corruption questions will be added to the 2022 edition of the SecuriMeter.

The final report and analysis will also be the subject of consultations with respective regional partners

II DESCRIPTION OF RESPONSIBILITIES

Objectives and Scope of the Assignment

The main objective of the assignment is to design and execute the data analysis using also a comparative method with regards to the main finding and trends in the first edition of the SecuriMeter - Security public opinion survey in the Western Balkans - 2021.

The research is organised in the following chapters:

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

- A. General security perception
- B. Perceptions of the fight against terrorism, organised crime, and border security
- C. Perceptions of gun ownership and fighting illicit possession, trafficking and misuse of SALW
- D. Perceptions of illegal immigration, asylum-seeking and the humanitarian dimension of migratory movements that can help measure sentiments of people but also the responsiveness of institutions.
- E. Perceptions on disaster prevention and disaster preparedness
- F. Perception on the impact of disinformation cyber threats and vulnerabilities as the main segments of hybrid threats
- G. Perceptions on Corruption.
- H. Perception on Domestic violence

In terms of expected outputs and deliverables, the Contractor and its team of experts are expected to carry out the following activities:

General

- Analyse all findings per components;
- Compare them with previous findings and highlight certain trends that should be further elaborated in a short narrative report;
- Based on analysis and comparisons, come up with a set of conclusions that bring forward all the main concerns and the main security challenges;
- As much as possible, analyse main findings also against the main goals of the RCC's socio-economic agenda, namely the CRM

Specific Tasks

Under this Component, it is envisioned that the Consultant shall carry out the following tasks:

Conduct preparatory work

- Familiarise itself with the RCC, SecuriMeter 2021, SWP 2020-2022, and CRM 2021-2024;
- Participate in a kick-off meeting and ongoing consultation with the RCC Secretariat. This meeting will be held in the first week upon signature of the contract;
- Agree with the RCC Secretariat on any outstanding issues and/or possible modifications to the scope of work;
- Finalise the methodology.

Data Analysis

- Draft the analytical report based on findings of the SecuriMeter 2022 (comparison with findings of the first edition of the SecuriMeter, pinpointing on main trends, conclusions and also main concerns and obstacles related to the implementation of the socio-economic agenda embodied in the CRM). Whenever relevant, findings should also be analysed in the context of the EU Barometers related to security perceptions.

Report writing

- On the basis of the collected and processed data provided by the RCC, develop a comprehensive analytical report – SecuriMeter Survey – that will include, but not be limited to: an introduction and main findings, detailed overview of responses to each question with the already prepared graphic representation and commentary, conclusions and recommendations, including the already prepared methodological notes and technical specifications. The structure of the SecuriMeter 2021 should be used as a template.

NB: Proofreading and editing of the report should be done by a native English speaker.

- The consultant should also propose the text for infographics, highlighting the most outstanding findings on the regional and level of each Western Balkan economy.

Delivery of the reports

- The consultant will receive the processed data no later than 31 March 2022;
- The first draft of the report should be submitted to the RCC in writing in MS Word format by 25 April 2022;
- The final report will be delivered within 15 calendar days following RCC's comments, but not later than 15 May 2022. The design of the report will not be the subject of this contract since it will be done by the RCC, according to RCC graphic design standards.

The implementation of the contract is envisioned to commence on 31 March 2022 and end on 15 May 2022.

III PROFILE AND COMPETENCIES

For the purpose of this contract, the Consultant is expected to put together the necessary team of experts to conduct the work. The Consultant will decide on the adequate team composition and structure, bearing in mind that the minimum team composition will need to include the Team Leader and two Key Experts – one per each Component of work. The rest of the team should be described in the Technical Offer as well. The Technical Offer should also indicate the level of effort planned per each member of the team.

The Team Leader and the Key Experts should meet the following requirements:

Qualifications

Education:	<ul style="list-style-type: none"> • University or advanced degree in political science, economics, security, law or related fields.
Experience and skills:	<ul style="list-style-type: none"> • Demonstrable policy analysis experience and track record in comparable opinion research surveys; • Minimum of 7 years of relevant experience (10 years for the Team Leader), with familiarity of working for international and donor-funded clients; • Proven analytical skills and ability to conceptualise and write concisely and clearly; • In-depth knowledge of the economies covered by the assignment and familiarity with development issues; • Strong writing skills (in English); • Excellent organisational skills; • Ability to be flexible and respond to changes as part of the review and feedback process; and • Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors.
Language requirements:	<ul style="list-style-type: none"> • Fluency in English, as the official language of the RCC; • Knowledge of other RCC languages is a plus.
Other:	<ul style="list-style-type: none"> • Familiar with MS Office applications.

Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
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- Team work: Ability to interact, establish and maintain effective working relations with a culturally diverse team; and

- Client orientation: Ability to establish and maintain productive partnerships with regional and national partners and stakeholders and pro-activeness in identifying the needs of beneficiaries and partners, as well as matching them to appropriate solutions.

Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

IV QUALITY CONTROL

Consultant should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

Quality Control by the Regional Cooperation Council

Each Consultant's outputs shall undergo external review. The first draft shall be reviewed in parallel by all relevant partners and the Regional Cooperation Council.

The final (second) draft of each output shall be reviewed by the Regional Cooperation Council taking account of the comments made by the different partners and how the experts have handled these comments. The approved final report will be subject to a quality assessment by the Political Department of the Regional Cooperation Council, upon whose endorsement each report would be distributed and made public.

The RCC reserves the right to conduct close monitoring of the data analysis process, including ad-hock meetings with the Consultant.

More information on the RCC work and previous Balkan Barometer instalments are available at:

[Regional Cooperation Council | Welcome \(rcc.int\)](http://www.rcc.int)

<https://www.rcc.int/securimeter/publications>

V. APPLICATION RULES

The Open Call has two LOTs. Bidders may submit proposals either only for LOT 1 or LOT 2 or for both LOTs.

The application needs to contain the following:

- Technical Offer;

- Financial Offer.

Technical Offer

For companies and consortia of individual consultants:

- Company/institution profile including a brief description (up to 2 pages) about the company, in case of consortia of individual consultants the team leader should submit the profile of the consortium stating the key expert and experts;
- Copy of Company's Registration Certificate (in case of consulting companies) . In case of a bidding consortium a corresponding written authorisation, power of attorney is treated accordingly;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding by consulting companies);
- CV of an expert(s), outlining relevant knowledge and experience as described in the Terms of References, along with contact details of referees;
- An outline work programme of a maximum of 5 pages describing the main issues, sources of information to be used, timeline and methodology. The work programme should include the initial outline of the content of the study;
- List of references for relevant activities implemented over the past years demonstrating relevant experience in the subject matter;
- Application Submission Form (Annex I);
- Signed Statements of Availability (Annex II).

Financial Offer (Free format)

The financial offer should reflect the following:

- All figures should be expressed in EUR;
- VAT amount, if applicable, should be presented.

When preparing the financial offer, the applicant should take into account the following:

- Use a free format for the Budget providing the Global Price for the work to be provided.

NOTE:

When preparing the financial offer, the applicant should take into account the following:

- When preparing the financial offer, the applicant should take into account that the fee rates should be broadly consistent with those applicable in the region.

Submission of applications:

Applications should be submitted by 27 January 2022, by 17:00 Central European Time to the following address ProcurementforRcc@rcc.int

- Please make sure that the application is submitted in two separate folders, one containing Technical Offer and the other Financial Offer. The documents should be submitted in a form of copies of the originals.

VI. EVALUATION RULES:

- The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment;
- The applications are evaluated following these criteria:

EVALUATION GRID	Maximum score
A. Technical Offer (A.1+A.2+A.3)	100
A.1. Work experience, references list: Relevant work experience; evidence of other contracts of the size comparable to that of the tender; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity of the consultant(s): CV(s) satisfy the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
A.3 Quality of the concept note: An outline of work programme describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	30
B. Financial Offer/ lowest price has maximum score	100

Score for offer X =

A: [Total quality score (out of 100) of offer X / 100] * 80

B: [Lowest price / price of offer X] * 20

In addition to the results of the technical and financial evaluation, a competency-based interview might be held with the selected bidder.

Information on selection of the most favourable bidder

The RCC Secretariat shall inform candidates and bidders of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation to unsuccessful bidders shall be sent within 15 days after the contract is signed with the awarded bidder.

The candidates and bidders wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat

Attention to: Administration Department

Building of the Friendship between Greece and Bosnia and Herzegovina

Trg Bosne i Hercegovine 1/V

71000 Sarajevo

Bosnia and Herzegovina

Appeals procedure

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat

Attention to: Administration Department

Building of the Friendship between Greece and Bosnia and Herzegovina

Trg Bosne i Hercegovine 1/V

71000 Sarajevo

Bosnia and Herzegovina

ANNEX I:**APPLICATION SUBMISSION FORM****REF: 004-022 Open Call for Consultancy Services****Subject:****One signed copy** of this Call for Consultancy Submission Form must be supplied.

1 SUBMITTED by:

Name	
Address	
Telephone	
Fax	
e-mail	

2. STATEMENT

[Name of the Authorised person representing the Entity] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Experts, Grounds for Exclusions and Conflict of Interest as such:

Grounds for exclusion

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Officer or those of the country where the contract is to be performed;

- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Officer as a condition of participation in the contract procedure or fail to supply this information.

Conflict of Interest

- a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.
- b) The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Consultant shall ensure that their staffs, including its management, are not placed in a situation which could give rise to conflict of interests. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.
- c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.
- d) The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.
- e) Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.
- f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

We offer to provide the services requested in the Terms of Reference on the basis of supplied documentation subject to this Open Call for Consultancy Services, which comprise our technical offer, and our financial offer.

This Open Call for Consultancy Services is subject to acceptance within the validity period stipulated in the Terms of Reference.

Name	
Signature	
Date	

