



## Open Call for Consultancy Services

### Support to the development of the Needs Mapping Reports

<b>SUBJECT:</b>	Support to Integrative Internal Security Governance Secretariat (IISG) to develop the Biennial needs mapping reports in the areas of counter-terrorism, organised crime and border security.
<b>RCC Department:</b>	IISG project
<b>Number of Consultants:</b>	2 regional experts per each IISG Pillar (WB CTi, WB CSCi, WB BSi)
<b>Reporting to:</b>	RCC Secretariat and IISG Secretariat
<b>Duration:</b>	13/01/2022 – 30 July 2020
<b>Eligible:</b>	Respective consulting companies, consortia or individual consultants
<b>Reference Number:</b>	007-022
<b>Application Deadline:</b>	26/01/2022

### TERMS OF REFERENCE:

#### I. PURPOSE

The overall objective of the consultancy is to support the development of the “Biennial Needs Mapping” document, which maps the security needs of the Western Balkan partners in the areas of the three IISG pillars every two years.

#### II. BACKGROUND

The IISG process has been initiated as part of the EU’s decisive action to improve cooperation with the Western Balkan region on security issues. The process has progressively developed and has been endorsed at the level of the Justice and Home Affairs Council in the form of Council Conclusions. The process was formally launched on 8 September 2017 at the IISG Kick-Off Conference – Brdo Process Ministerial Meeting at Brdo pri Kranju, Slovenia, supported by the IPA-funded DCAF project on “Support to P/CVE in the Western Balkans”.

The 2018 EU Strategy for the Western Balkans outlined the credible enlargement perspective of the Western Balkans, emphasising the need for credible reforms in the Western Balkans

supported by the EU. In order to further enhance the engagement with the Western Balkans, the Strategy also set out six Flagship Initiatives focusing on areas of joint interest, including the Initiative to Reinforce Engagement on Security and Migration. The Sofia Priority Agenda at the EU-Western Balkans Summit on 17th May 2018 in Sofia, Bulgaria further re-emphasised the need for collective action to improve security in the Western Balkans and the EU.

The IISG process, which aims to improve collective efficiency of security actions and actors in the Western Balkans, can be an important contributor to better collective security action and, as such, support the European perspective of the region.

As per decision of the 4th IISG Board Meeting, the RCC became the host of a new IISG Secretariat as of 1 April 2020.

The IISG is organised in the following three thematic pillars:

1. The WBCTi (“Western Balkans Counter-Terrorism Initiative”): actions related to counter-terrorism and preventing and countering violent extremism;
2. The WBCSCi (“Western Balkans Counter Serious Crime Initiative”): actions related to fighting serious organised crime;
3. The WBBSi (“Western Balkans Border Security Initiative”): actions related to border security.

One of the three main processes of the IISG is to map the security needs in the Western Balkans region in the above-mentioned thematic pillars, which are to be adopted on the next IISG Board meeting in spring 2022.

## **II      DESCRIPTION OF RESPONSIBILITIES**

### **Objectives and scope of the assignment**

The overall objective of the consultancy is to support the IISG Secretariat to develop quality needs mapping reports in the areas of counter-terrorism, organised crime and border security.

The mapping of needs in the area of security (Terrorism, Organised crime, Border Security) will be conducted by the IISG Secretariat with the assistance of the IISG Support Group when relevant. The product will only be accessible to IISG Member.

The IISG Biennial Needs Mapping products (documents) should be prepared in line with the procedural provisions of the IISG ToR and with the IISG Working Methodology. A major role in the preparation is played by the IISG Support Group (convening in different formats). The IISG Secretariat organised meetings in specific pillars and cross-pillar to consult IISG Members in the process and produced the draft needs list per each pillar during that process. Next step is developing the narrative part of the reports to match the analysed needs by the Support Group members.

For the purpose of this consultancy, the IISG Secretariat will be seeking to engage consulting companies, consortia or individual consultants. This assignment targets all Western Balkan economies.

### **Specific Tasks**

The scope of services under this assignment includes the following:

- Analyse the background of the specific IISG pillar per each WB6 partner;
- Provide inputs on the scope of the report;
- Provide input on the methodology used during the needs mapping exercise;
- Provide short analysis of the list of the needs mapped during the process;
- Providing expert advice on potential next steps in the overall needs mapping process;
- Providing expert advice on the implications of linking the needs mapping process with the response mapping process.

## **Methodology**

The experts are expected to come up with the best approaches for undertaking this task. However, the following guiding principles should be taken into consideration:

- i. Desk review of all existing reports and/or assessments relevant to the key tasks covered by these Terms of Reference;
- ii. Direct contacts with relevant institutions responsible for IISG processes and security in general;
- iii. Any other methods applicable, including visits to each economy, if appropriate.

To achieve the objectives of these Terms of Reference, the experts may also establish direct communication with IISG Head of Secretariat (HoS) to discuss and exchange views on the general context of IISG needs mapping process and the needs in the area of security in countering terrorism, organised crime and supporting border security. The RCC will provide contacts of the IISG HoS, while IISG HoS will provide all IISG WB6 contacts, if requested.

## **Lines of Communication**

The experts will report to the IISG Secretariat and RCC Secretariat. After completion of activities as defined in the timeframe for the deliverables under these ToR, a detailed report will be prepared and sent to the IISG Secretariat for review and approval.

## **Timeframe**

The engagement is expected to start on 28/01/2022. The detailed timeframe for the completion of the assignment is provided below.

<b>Deliverables</b>	<b>Due date</b>
Methodology and work plan	5 working days
Draft report(s) for each WB economy including all aspects defined in these Terms of Reference	7 days
Draft regional report	3-5 days

The final report. The final report should also incorporate all relevant comments provided by the IISG Secretariat.	15 <sup>th</sup> February 2022
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### III COMPETENCIES

#### Expert Qualifications:

##### Criteria related to the experts delivering the service

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Advanced degree in law, security or other areas directly related to the subject of work</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 7 years of relevant experience in security area; experience in working with governments and/or EU institutions on developing strategic documents in the area of security;</li> <li>▪ Proven analytical skills and ability to conceptualise and write concisely and clearly;</li> <li>▪ In-depth knowledge of the economies covered by the assignment;</li> <li>▪ Demonstrable experience in writing and reporting on complex multi-sector or multi-country strategy development and implementation (samples of work to be provided);</li> <li>▪ Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, businesses, civil society institutions, donors and other stakeholders.</li> </ul>
<b>Language requirements:</b>	<ul style="list-style-type: none"> <li>▪ Fluency in written and spoken English, as the official language of the RCC;</li> <li>▪ Knowledge of other RCC languages is desirable.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>▪ N.A.</li> </ul>

#### Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- He/she is independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### **Core Competencies**

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Result-oriented; plans and produces quality results to meet the set goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations clearly;
- Team work: Ability to interact, establish and maintain effective working relations in a culturally diverse team;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

### **IV      QUALITY CONTROL**

The expert should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports and deliverables 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.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the reports. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

### **V. APPLICATION RULES**

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

#### **Technical Offer**

##### **For companies, consortia or individual consultants:**

- Company profile including a brief description (up to 2 pages) of the company. In case of a bidding consortium, the team leader should submit the profile of the consortium. In case of individual consultant, CV with latest engagement to be prepared;
- Copy of Company's Registration Certificate (in case of consulting companies);

- In case of bidding consortia of individual consultants participating in this Call, indicate the members and show how the work is divided between them. Specifically, all members must name the team leader and authorise this member to represent the consortium and receive payments on behalf of the other members. A corresponding written authorisation, power of attorney must be attached to the bid;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of a bidding by consulting companies);
- CV of an expert(s), outlining relevant knowledge and experience as described in the Terms of Reference, along with contact details of referees;
- An outline work programme of a maximum of 5 pages that the applicant is applying for that will describe the main issues, sources of information to be used, timeline and methodology, including the financial offer. 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 January 26 2022 by 17:00 Central European Time to the following address [ProcurementforRcc@rcc.int](mailto: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
<b>A. Technical Offer (A.1+A.2+A.3)</b>	<b>100</b>
<b>A.1. Work experience, references list:</b> 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
<b>A.2. Quality and professional capacity of the consultant(s):</b> CV(s) satisfy the criteria set forth in the Terms of Reference, education and experience, demonstrate professional capacity and experience required.	35
<b>A.3 Quality of the concept note:</b> 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>B. Financial Offer/ lowest price has maximum score</b>	<b>100</b>

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, competency-based interview will 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 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](mailto: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](mailto: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: 007-022      Open Call for Consultancy Services**

Subject:

**One signed copy of this Application Submission Form must be supplied.****1      SUBMITTED by:**

	Name(s) and address(es) of the bidder submitting this tender
Full Company Name  or  Name of the legal entity/consortia of individual consultants	

**2      CONTACT PERSON (for this Call)**

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

**3      DECLARATION**

[Company Name or Name of the Consortia of Individual Consultants] \_\_\_\_\_ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Consultancy 007-022.

And we are not in one of the following situations:

- (a) 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) Have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) Have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;

- (d) 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 Authority or those of the country where the contract is to be performed;
- (e) 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.
- (f) Are civil servants or other agents of the public administration of the RCC Participants, regardless of the administrative situation, excluding us from being recruited as experts in contracts financed by the RCC Secretariat.

We offer to provide the services requested in the open call for consultancy on the basis of supplied documentation subject of this call, which comprises our technical offer and our financial offer.

Name and Surname	
Signature	
Date	

## **ANNEX II: STATEMENT OF AVAILABILITY**

REF: 007-022

By representing the Entity \_\_\_\_\_ we agree to participate in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely: