



Open Call for Consultancy Services

Title:	Development of Open Access Policies for Research Infrastructures
Contracting Authority:	RCC Secretariat
Reporting to:	RCC Secretariat
Duration:	11 May 2020 – 31 December 2020
Eligibility:	Individual expert(s)/ Respective consulting companies/ /individual experts within bidding consortia
Reference Number:	023-020
Deadline for application:	6 April 2020

TERMS OF REFERENCE:

I BACKGROUND

Purpose

The purpose of the assignment is to support the implementation of the Multi-annual Action Plan for a Regional Economic Area (hereinafter: MAP) endorsed at the Leader's Summit in July 2017 in Trieste, Italy, by providing expertise on removing obstacles to mobility of students, researchers and academics through joint policies, measures and instruments aimed at increasing academic and research mobility and cooperation.

The specific purpose of the assignment is the following: (1) guide the preparation and draft tailor-made Open Access policies for 30 selected Research Infrastructures in the Western Balkans in close cooperation with their management, administrative and research staff; (2) train management, administrative and research staff to introduce principles of Open Access to 30

selected Research Infrastructures in the Western Balkans, specifically, Albania, Bosnia and Herzegovina, Kosovo*¹, Montenegro, North Macedonia and Serbia.

Background information

One of the key prerequisites for developing knowledge-based economies in the Western Balkans is the retention and mobility of human intellectual capital. The leaders of the Western Balkans Six have recognised the importance of removing obstacles to mobility of students, researchers and academics through joint policies, measures and instruments aimed at increasing academic and research mobility and cooperation under the MAP.

The RCC aims to facilitate the abovementioned actions through the forthcoming Support Programme designed to strengthen regional scientific cooperation and increase institutional capacities of selected research infrastructures. The final goal of this activity is to contribute to the development of Open Research Infrastructure Network in the Western Balkans that will increase mobility and reinforce cooperation of the region's researchers. The Network is planned to be launched by the end of 2020.

II DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The main objective of the assignment is to:

- 1) guide the preparation and draft tailor-made Open Access policies for 30 selected Research Infrastructures in the Western Balkans in close cooperation with their management, administrative and research staff, and
- 2) train management, administrative and research staff to introduce principles of Open Access to 30 selected Research Infrastructure in the Western Balkans, specifically, Albania, Bosnia and Herzegovina, Kosovo*², Montenegro, North Macedonia and Serbia.

¹ * *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence*

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The assignment is part of a Support Programme implemented by the Regional Cooperation Council (RCC) in the six Western Balkans economies. The Support Programme aims to strengthen regional scientific cooperation and increase institutional capacities of selected research infrastructures, enabling them to develop an impetus for a fully functional Open Research Infrastructure Network in the Western Balkans by November 2020. The Support Programme was designed as a policy instrument by RCC so as to contribute to regional mobility of researchers and furthering scientific and other types of cooperation within and beyond the Western Balkans. The first cycle of the Support Programme will support 30 Research Infrastructures from the Western Balkans.

During the Support Programme implementation, the management, researchers and staff of 30 selected research infrastructures will receive a joint two-day training on Open Access Policies for Research Infrastructures. In addition to that, each selected Research Infrastructure will receive individual guidance by expert/s in the design of a tailor-made Open Access Policy for their Research Infrastructure.

The task will be implemented in close consultation with the RCC and six Western Balkans economies in two phases.

The first phase will be the preparation of a detailed outline and methodology for development of Open Access Policies for 30 selected research infrastructures. The methodology will be discussed in a preparatory meeting in the week of 11th May 2020 between the contracted experts/s and the RCC and finalised by **20th May 2020**.

The second phase involves implementation of agreed activities in accordance with the detailed action plan. During the implementation phase, expert/s will deliver three outputs:

1. Design and delivery of a joint two-day training, at a location mutually agreed between the RCC and the Western Balkans economies, bearing in mind that the RCC will cover costs for one representative per selected research infrastructure;
2. 30 Open Access Policies for selected research infrastructures from the Western Balkans based on the Principles and Guidelines for Access and Related Services of the European

Charter for Access to Research Infrastructures, developed in close cooperation with the selected research infrastructures;

3. Based on the comments received, a final set of 30 Open Access Policies will be delivered by **30 September 2020**.

The engaged expert/s should be available for a maximum of two presentations of the designed Open Access Policies at a workshop or a seminar in the duration of the contract as agreed between the RCC Secretariat and the expert/s.

Tasks

1. Meet with the RCC Secretariat between 11th and 15th May 2020 in Sarajevo;
2. Agree on the implementation plan and methodology;
3. Establish and maintain close contacts with selected research infrastructures in each Western Balkans economy;
4. Design structure and content, and deliver joint two-day training on Open Access Policies for Research Infrastructures, in cooperation with the RCC by 15th June 2020.
5. Draft 30 Open Access Policies for selected research infrastructures by 1st September 2020;
6. Finalise 30 Open Access Policies for selected research infrastructures by 30th September 2020;
7. Maximum of two presentations of the process and deliverables at an official launch of the Open Research Infrastructure Network in the Western Balkans in the duration of the contract as agreed between the RCC Secretariat and the expert/s.

The Expert/s is/are expected to use up to 40 days for this assignment with trips to the region.

The expert/s will report to the Expert on Human Capital Development at the RCC.

Timeframe

The total duration of the engagement will be eight months, starting on 11th May 2020 and finishing by 31st December 2020.

Deliverables

DELIVERABLE	DEADLINE
<ul style="list-style-type: none">Detailed Methodology and Action Plan for the implementation	20 May 2020
<ul style="list-style-type: none">Design and delivery of a joint two-day training on Open Access Policies for Research Infrastructures	15 June 2020
<ul style="list-style-type: none">Drafted 30 Open Access Policies for selected research infrastructures	1 September 2020
<ul style="list-style-type: none">Finalised and approved 30 Open Access Policies for selected research infrastructures	30 September 2020
<ul style="list-style-type: none">Expert, analytical and operational support to the RCC on the future steps in developing the Open Research Infrastructure Network in the Western Balkans and introducing open access policies more broadly	20 December 2020
<ul style="list-style-type: none">Maximum of two presentations of the process and deliverables at an official launch of the Open Research Infrastructure Network in the Western Balkans by mid December 2020	Dates within the course of the contract duration to be defined at a later stage (within end of December 2020)

III COMPETENCIES

RCC is looking for an expert or a team of two experts with strong background in creating open access policies for research infrastructures including knowledge, experience and understanding of the ESFRI principles and European Research Area. A demonstrated knowledge and understanding of the Western Balkans region is an advantage.

Qualifications

Education:	<ul style="list-style-type: none">PhD degrees and at least seven years of experience in research and/or higher education.
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Experience:	<p>Qualifications required</p> <ul style="list-style-type: none"> ▪ Minimum of seven years of experience in similar tasks; ▪ Experience in working on issues related to creating open access policies; ▪ Experience of working in more than one economy in the Western Balkans will be considered an asset; ▪ Proven analytical skills and ability to conceptualise and write concisely and clearly; ▪ Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, businesses, international organisations, civil society institutions and other stakeholders.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in English, as the official language of the RCC; ▪ Knowledge of other RCC languages is an advantage.
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;
- 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

The expert/s should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that both the draft/final documents and training comply with the above requirements and meet adequate quality standards before sending them to the RCC for comments. The quality control should ensure consistency and coherence between planned and delivered activities.

The views expressed in the Open Access Policies and at the training on Open Access Policies for Research Infrastructures will be those of the contractor and will not necessarily reflect those of the RCC. Therefore, a standard disclaimer reflecting this will be included in the Open Access policy documents. In this regard, the expert/s 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/s, they should clearly explain the reasons for their final decision in a comments table.

Quality control by the Regional Cooperation Council

The expert/s outputs shall undergo two external reviews. The first drafts of Open Access Policies shall be reviewed in parallel by selected research infrastructures and the RCC.

The final (second) draft of the Open Access Policies shall be reviewed by the RCC taking into account the comments made by selected research infrastructures and how the expert/s have handled these comments. The approved final documents will be subject to a quality assessment by Programme Department of the RCC.

V APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For companies and consortia of 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;
- Copy of Company's Registration Certificate (in case of consulting companies);
- In case of bidding consortia of individual consultants participating in this Call, they must 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 of consulting companies);
- CVs of experts, outlining relevant knowledge and experience as described in the Terms of References, along with contact details of referees;
- Concept note outlining the proposal of the methodology, timeline and the research and analytical tools to be used in carrying out the assignment; the Work Programme should include the initial outline of the content of the Open Access Policies;
- List of references for relevant activities implemented over the past years demonstrating relevant experience in the subject matter;
- Application Submission Form (Annex I);
- Signed Statement 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.
- The fee rates should be broadly consistent with the rates for these types of professional services for international/ regional consultants.

Submission of applications:

Applications need to be submitted by 6 April 2020, by 12:00 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 Call; 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:	30

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.	
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, 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 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: 023-020 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 023-020.

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 comprise our technical offer and our financial offer.

Name and Surname	
Signature	
Date	

ANNEX III: STATEMENT OF AVAILABILITY

REF: 023-020

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:

Full Name	Available from (Date)	Available until (Date)	Acceptance by signature	Number of man-days associated to each task from the ToR