

Open Call for Consulting Services

Subject:	Update of a Mapping of Youth Policies and Identification of Existing Support and Gaps in Financing of Youth Actions in the Western Balkans
RCC Department:	WB Youth Lab Project
Eligibility:	Respective consulting companies or individual consultants within bidding consortia
Reporting to:	WB Youth Lab
Duration:	June - November 2023
Reference Number:	034-023

I. BACKGROUND

In 2020 Regional Cooperation Council's Western Balkans Youth Lab (WB Youth Lab) conducted a mapping of youth policies in the Western Balkans and identification of existing support gaps in the financing of youth actions in the region. Mapping process resulted in seven structured reports, one for each Western Balkans six economy, and a comparative report highlighting commonalities and differences between the six Western Balkans economies.¹ As the mapping has been delivered at the beginning of the WB Youth Lab² project it served as a base for ensuring youth involvement in decision-making processes and it represents an assessment upon which later interventions, such as Donor Coordination Mechanism, were build.

Findings showed National Youth Systems in Western Balkans need to develop further, paying special attention at improving understanding about youth issues and wider multi-sectoral cooperation, strengthening of the legal frameworks by ensuring full establishment including sustainable funding, as well as strengthened monitoring of the process of implementation. Additionally reports reflected on COVID-19 and post COVID-19 pandemic changes in policy areas of high relevance for youth. Reports represent a valuable asset in presenting a very accurate

¹ [Youth Actions Donor Assistance Database|Background \(rcc.int\)](#)

² [Regional Cooperation Council | Western Balkans Youth Lab Project \(rcc.int\)](#)

picture about the state of affairs with youth-related policies in 2020, laws, national youth councils and youth umbrella organizations, and provide an overview of the donor interventions. By updating with fresh data and situational analysis, reports are to be valuable instrument that can contribute to further development of the youth sector and could be used by national policy makers in their daily work, as part of their EC enlargement efforts.

II. DESCRIPTION OF RESPONSIBILITIES

Objective of the assignment

The objective of the current assignment is update of the Mapping of Youth Policies and Identification of Existing Support and Gaps in Financing of Youth Actions in Western Balkan. Documents are to build upon the above-mentioned reports in order to measure the progress in policy and sector change in the beneficiary economies, against the efforts made by the WBYL project in that regard.

Specific Tasks

This assignment should focus on the following specific tasks:

- Update and enhance content and quality of 6 national and 1 comparative 2020 youth mapping reports, through:
 - Gathering and updating statistical data on youth population and comparing to the one in 2020;
 - Conducting desk research exercise on current legal, strategic and national financial frameworks for youth policy and programmes aimed at youth policies;
 - Carrying out a critical assessment of the information gathered through relevant interviews to identify current strengths and weaknesses of the national youth policy, youth programmes and the existing funding framework in order to compare to the ones in 2020;
 - Conducting a qualitative assessment of changes in practice, from 2020, of engaging youth in the decision-making, including good, innovative practices and identifying challenges and gaps in ensuring effective mechanisms of including youth into decision-making;
 - Measuring the level of progress in policy upgrades and their implementation in practice;
 - Introducing a short analysis of the capacities of the youth organizations active at local level.
- Provide analysis based on the Reports from 2020 and new data collected on improvement in established practices and instruments for youth support and youth policy in the Western Balkans;
- Update the report with the experiences of the implementation partners and beneficiaries (youth organizations and the institutions responsible for youth, at both central and local level);

- Conduct a short feasibility study (up to 2 pages) about the future possible expansion of the youth lab instrument to other sectors;
- Provide methodology for how Youth Lab instrument could be implemented at the local level and present a short overview about the role of the local youth organizations to monitor the implementation of strategies and laws at local level;
- Conduct a short analysis of the capacities of the institutions responsible for youth at both central and local level based upon the experiences from the implementation of the WB Youth Lab project and include recommendations about an improved funding methodologies;
- Update key recommendations for each WB economy and synchronise them in order to bring balanced progress in the sector across the WB in view of the enlargement process, linking them with the EU enlargement targets in negotiation chapters when applicable;
- Analyse and display the level of progress in policy upgrades and (if measurable) in their implementation in practice.

Methodology

The most suitable methodology for successful completion of the assignment is to be suggested.

Methodology should include the following guiding principles:

1. Desk research of primary and secondary information;
2. Communication/interviews/consultations/focus groups with the representatives of national administrations, youth organisations and donors in the Western Balkans;
3. Any other methods applicable.

Clear methodological overview on how the process will be done should be an integral part of the concept note.

III. LOGISTICS AND TIMING

Timeline

The engagement is expected to start in June 2023 and end on 30 November 2023. The selected bidder should submit a Gantt chart with a clear overview of planned activities.

Lines of Communication

- The task will be implemented in close consultation with the RCC's WB Youth Lab.
- The contracted bidder will report to the WB Youth Lab Team Leader.
- As appropriate, meetings with RCC experts and WBYL beneficiaries will be organised to agree on expectations and deliverables.

IV. REQUIRED OUTPUTS / REPORTING

The following deliverables will be produced and transferred to the RCC Secretariat during the course of the assignment, as per the timeframe specified below:

	Deliverables	Due date
1.	Detailed Work Plan and Methodology agreed with the RCC's WB Youth Lab representatives	10 th July 2023
3.	Preliminary update of 6 national and 1 comparative report	20 th October 2023
5.	Final update of 6 national and 1 comparative report	30 th November 2023

V. REQUIREMENTS

Education:	<ul style="list-style-type: none">Advanced degree in social sciences: economics, business, political sciences, education, law; or other areas directly related to the subject of work
Experience:	<ul style="list-style-type: none">Minimum of 5 years of relevant experience on youth policy in the Western Balkans for each expert;Experience in direct implementation of youth policy, youth programme or action is mandatory;Experience in a civil society organisation or youth organisation will be considered an advantage;Proven analytical skills and ability to conceptualise and write concisely and clearly evidenced by a list of published reports in English;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.
Language requirements:	<ul style="list-style-type: none">Fluency in written and spoken English, as the official language of the RCC;Knowledge of other RCC languages is an advantage.

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.

The experts 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 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. The power of attorney must indicate the members and show how the work is divided between them. Specifically, all members must name the team leader and authorise him/her to represent the consortium and receive payments on behalf of the other team members.
- 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.
- 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

NOTE:

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
- Maximum budget should not exceed EUR 18,000
- The fee rates should be broadly consistent with those applicable in the region

Submission of applications:

Applications need to be submitted by 22 June 2023, 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. Maximum size of the email should not exceed 15MB. WeTransfer alternative is recommended. Please avoid RAR files.

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 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: 034-023 Open Call for Consultancy Services

Subject: Update of a Mapping of Youth Policies and Identification of Existing Support and Gaps in Financing of Youth Actions in the Western Balkans

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/ individual consultant	

2 CONTACT PERSON (for this Call)

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 **DECLARATION**

[Company Name or Name of the Individual Consultant] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Consultancy.

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	

