

## **Open Call for Consultancy Services**

### **Reference Number 061-021**

|                                  |   |
|----------------------------------|---|
| <b>Title:</b>                    | <b>Technical support for further development of the Action Plan for the Green Agenda for the Western Balkans</b>  |
| <b>Subjects:</b>                 | <b>Activity 1: Development of a Roadmap for Circular Economy in the Western Balkans<br/>Activity 2: Development of a Roadmap for Climate Action in the Western Balkans<br/>Activity 3: Development of a Roadmap for Depollution in the Western Balkans<br/>Activity 4: Financing options for the implementation of the Green Agenda for the Western Balkans</b> |
| <b>RCC Department:</b>           | Programme Department  |
| <b>Eligible:</b>                 | Respective consulting companies, individual consultants within bidding consortia  |
| <b>Reporting to:</b>             | RCC Secretariat   |
| <b>Duration:</b>                 | August until 01 <sup>st</sup> October 2021  |
| <b>Deadline for application:</b> | 6 August 2021   |
| <b>Reference Number:</b>         | <b>061-021</b>  |

### **TERMS OF REFERENCE**

#### **Development of a Roadmap:**

At the Berlin Process Summit held in Sofia in November 2020, the Western Balkans (WB) Leaders endorsed the Green Agenda for the Western Balkans (GAWB), thereby committing on this way to, among many other objectives, achieving carbon-neutrality of their respective economies by 2050. As a response to the obvious climate change the WB Leaders committed to integrate the EU climate policy into the strategic framework of the WB economies and create an adequate context to properly address the change of climate by undertaking necessary mitigation and adaptation measures adjusted to the reality of WB economies, but with the same objective and time frame as the EU MS. Through these initiatives, the Leaders pledged to net-zero emission by mid-century.

However, besides the overarching climate goal, in the Sofia Declaration, the WB Leaders also set ambitious objectives in the field of Circular Economy and committed to implementing certain sectoral measures. These measures should support a comprehensive transformation of the industry sector and the way we produce and consume today. This includes improving the sustainability of the production of raw materials, developing circular economy strategies, developing waste management frameworks and improving the practice and addressing pollution particularly addressing plastics and microplastics and marine litter. The new circular economy framework also focuses on the car industry, production of batteries, the construction sector as well as textile sector. Having in mind that 80% of the environmental impact of a product during its life cycle is determined in the design phase, one of the backbones of the circular economy will be developing of an adequate eco-design framework.

Another important initiative and pledge from the WB Leaders is to curb pollution of water, air and soil as one of the most important challenges in the WB. These measures should support better protection of resources and ecosystems we depend on in the WB, complete processes of ratification of international agreement and initiatives, and spur processes of development of relevant strategies for the protection of air, water and soil.

The WB Leaders also invited RCC to coordinate the development of the Action Plan for the Implementation of the Sofia Declaration they signed, and to design roadmaps for its implementation. Therefore, the subject Roadmaps to be developed under this assignment should be an integral part of the Green Agenda Action Plan for the implementation of the Sofia Declaration on the GAWB.

## **PURPOSE AND BACKGROUND**

### **Purpose**

The purpose of this assignment is to perform an analysis of the situation in the Western Balkan economies (Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia) as well as the most recent developments in the EU regarding the European Green Deal (EGD) including policy, legal framework and strategic objectives, to develop Roadmaps for the implementation of the Sofia Declaration in the areas of Circular Economy, Depollution and Climate Action and to analyse financial mechanisms to support the implementation of the GAWB.

### **Background information**

In December 2019 the European Commission (EC) launched the European Green Deal as the EU's long-term growth strategy which should put the continent on the way towards climate-neutrality by 2050. The EGD is a new development strategy to ensure economic progress through an ecological transition which will lead towards a modern, resource-efficient and competitive economy where economic growth is decoupled from resource use and pollution. This strategic plan provides a framework for developing new, more ambitious policies, for reviewing and revising existing legal frameworks and creating preconditions for reaching net-zero emissions by 2050 as a flagship goal.

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

For this to be achieved, a thoughtful and comprehensive overhaul of all economic sectors and transformation of the way we produce and consume will be necessary. The EGD puts focus on:

- i) The main drivers of pollution;
- ii) CO<sub>2</sub> emissions and depletion of resources;
- iii) Energy and transport as the sectors with the highest contribution to emissions;
- iv) Industrial development and linear production and consumption model (take-make-use-dispose) with the view of introducing circular economy principles;
- v) Agriculture sector focusing on sustainable food production;
- vi) Irresponsible behaviour towards nature and its ecosystems.

The EGD then proposes profound reforms of all these sectors which should contribute to decreasing emissions and achieving the objective of the Paris Agreement on Climate Change. However, it turned out that the objective set in the form of the National Determined Contribution of 40% in emissions reduction, as previous European Union's (EU) goal for 2030, will not be enough for achieving the climate neutrality envisaged by the EGD. Namely, analyses showed that this, nowadays rather modest target, will lead the EU towards reductions of emissions by only around 60%. Therefore, the EC is now preparing the "Fit for 55%" legislative package expected to be launched in July, which will provide a coherent policy framework to support the implementation across sectors.

In the previous period, the EC also adopted the new Climate Law setting into legislation the objective of a climate-neutral EU by 2050, the new EU Climate Adaptation Strategy as well as the EU Climate Target Plan. This comprehensive policy and legal framework should put the continent on the right track towards achieving net-zero emissions objective by mid-century. Regarding the sectoral policies, the EC has already adopted the new EU Circular Economy Action Plan and the new EU Industrial Strategy.

However, the foreseen transformation will require significant financial investments and support in order to provide a balanced transformation of the regions which differ in the level of economic development. Recognising the need for big financial strains, and the need to support expected processes of economic transformation which won't be without social consequences and risks, the EGD identifies and proposes mechanisms to ease the whole process. One of them is the Just Transition Fund (JTF), established taking into account the ever-growing need for energy as one of the main obstacles to achieving climate neutrality, and bearing in mind that the energy sector is still heavily dependent on coal. Therefore, the EC recently adopted the regulation to establish JTF, a 17.5 billion € fund aimed at ensuring that the EU's shift to a net-zero economy over the coming decades is fair and inclusive, particularly concerning its impact on communities that are heavily dependent on fossil fuels or greenhouse gas-intensive industries. The JTF will be the main instrument to support the EU in coal phasing-out, and leaving no one behind in this challenging process.

Recognising the risks that can negatively impact the EU economy and competitiveness, in case other regions whose economy will remain carbon-intensive do not follow the decarbonisation pace of the EU, the EC proposed introducing a Carbon Border Adjustment Mechanism (CBAM) as another instrument. This carbon tax should protect EU products and services from competitors which may undermine the market by placing their carbon-based

and “dirty” but still cheap products on the EU market. These products and services will represent unfair competition and may invalidate EU efforts at the global level. Therefore, the CABM will be designed to prevent carbon leakages and transfer of production from the EU into the regions with lower and unsatisfying environmental ambitions and standards.

In order to motivate and involve the neighbours, the EGD envisages the development of the GAWB as one of its 47 concrete measures, showing in this way that the WB region is an integral part of the EU efforts and a partner in global ambitions. To support the implementation of the GAWB the EC adopted the comprehensive Economic and Investment Plan for the Western Balkans in early October 2020. On this occasion, the EC pledged to invest € 9 billion for funding of projects in the area of energy, transport, green and digital transition and to support job creation in the sustainable development sector. As an integral part of this Plan, the EC also launched the Guidelines for the Implementation of the Green Agenda for the Western Balkans identifying key areas and concrete measures to be undertaken, where the Commission will provide support in order to quickly bring the WB region on the same carbon-neutrality path as those of the EU MS.

Taking all these into account, and the fact that the GAWB is one out of 47 priority measures of the European Green Deal, it will be the main development strategy and a driver for the necessary transformation of the WB region. Its implementation will be a priority for the economies in the region, while concerted work will be ensured through the Action Plan and sectorial Roadmaps to pave the way toward carbon neutrality as the overarching goal of the entire continent. Being part of the EGD, the GAWB will be the priority not only for the region but also for the entire EU, since the potential failure of the GAWB will not be without impact on the overall implementation of the EGD.

Regarding the regional context relevant for the implementation of the GAWB, in 2015, the RCC has established a Regional Working Group on Environment (RWG Env) as a platform for permanent regional dialogue on environment and climate issues. This regional body consists of high-level representatives from the ministries of environment from the WB economies that meet regularly to discuss issues of regional importance. In addition to this, and under the auspices of the RCC, ministerial meetings take place annually to provide overall guidance for the implementation of the environmental policy at regional level. So far five Ministerial meetings have been organized, while the last one that marked the kick-start of the implementation of the Sofia Declaration took place in December 2020.

## **Activity 1: Development of a Roadmap for Circular Economy in the Western Balkans**

### **DESCRIPTION OF RESPONSIBILITIES**

#### **Objectives and Scope of this Assignment**

The objective of this assignment is to conduct an analysis of the situation in the WB economies in the area of Circular Economy policy and legal framework and compare it against the most recent developments under the EGD. Based on this work the consultant is expected to develop a Circular Economy component roadmap for the next ten years, which will be part of the Sofia Declaration Action Plan. The Roadmap should provide a clear, step-by-step guide on what the region has to do to comply with the policy and legal objectives and ensure initial adjusting to the carbon neutrality by mid-century overarching objective. The

Roadmap should be realistic but ambitious enough to ensure reaching of the same objectives in the same time frame as the EU MS, taking into account certain lagging behind present in the WB region in relation to enforcement of the Circular Economy legislation. The assignment will also include defining the implementation deadline/timeframe for every single point of the Sofia Declaration (Circular Economy part), identifying the main regional coordinator(s) as well as potential funding sources to support the implementation of respective measures. In addition to this, the consultant is expected to identify and propose indicators to be used for monitoring the implementation of the Sofia Declaration in the future. In this regard, the consultant has to take into account the present and future availability of data in each WB economy, and ensure that the indicators are relevant for progress tracking of concrete elements of the Sofia Declaration. Also, each indicator should be developed following the “SMART” concept and available annually.

The scope of services under this assignment includes the following main activities:

**Task 1:**

Analysing the situation in the WB in the area of Circular Economy, international agreements and obligations, policy and legal framework, as well as the most recent developments under the EGD and putting these two in context. Based on the performed analysis the consultant is expected to develop a step-by-step roadmap for the WB region to be an integral part of the Action Plan for the Implementation of the Sofia Declaration.

The consultant is expected to be in close contact with the RWG Env through the RCC Secretariat, but also with relevant donors active in the field and all other partners relevant for the development of the Action Plan on the Green Agenda.

**Task 2:**

For each measure of the Sofia Declaration under the Circular Economy area, identify regional coordinator(s), propose a deadline for the implementation and identify potential funding sources.

**Task 3:**

Based on the previous two tasks, the consultant is expected to develop indicators for monitoring the implementation of the Sofia declaration in the respective policy area, strictly taking into account present and future data availability and geographical coverage of the whole region.

**Task 4:**

Propose changes to the draft Action Plan, other measures to be implemented or additional mechanisms to be established in order to support the implementation of the Sofia Declaration on the GAWB in the Circular Economy area.

The consultant is also expected to develop the draft document which will be reviewed by RCC. After receiving comments the consultant is expected to incorporate them or provide justification in case he/she decides to reject certain comments.

## **Activity 2: Development of a Roadmap for Climate Action in the Western Balkans**

### **DESCRIPTION OF RESPONSIBILITIES**

#### **Objectives and Scope of this Assignment**

The objective of this assignment is to conduct an analysis of the situation in the WB economies in the area of climate action policy and legal framework and compare it against the most recent developments under the EGD. Based on this work the consultant is expected to develop a climate component roadmap for the next ten years, which will be part of the Sofia Declaration Action Plan. The Roadmap should provide a clear, step-by-step guide on what the region has to do to comply with the policy and legal objectives and ensure initial adjusting to the carbon neutrality by mid-century overarching objective. The Roadmap should be realistic but ambitious enough to ensure reaching of the same objectives in the same time frame as the EU MS, taking into account certain lagging behind present in the WB region in relation to enforcement of climate laws. The assignment will also include defining the implementation deadline/timeframe for every single point of the Sofia Declaration, identifying the main regional coordinator(s) as well as potential funding sources to support the implementation of the respective measure. In addition to this, the consultant is expected to identify and propose indicators to be used for monitoring the implementation of the Sofia Declaration in the future. In this regard, the consultant has to take into account the present and future availability of data in each WB economy, and ensure that the indicators are relevant for progress tracking of concrete elements of the Sofia Declaration. Also, each indicator should be developed following the “SMART” concept and available annually.

#### **Specific Tasks**

The scope of services under this assignment includes the following main activities:

##### **Task 1:**

Analysing the situation in the WB in the area of climate action, international agreements and obligations, policy and legal framework, as well as the most recent developments under the EGD and putting these two in context. Based on the performed analysis the consultant is expected to develop a step-by-step roadmap for the WB region to be an integral part of the Action Plan for the Implementation of the Sofia Declaration.

The consultant is expected to be in close contact with the RWG Env through the RCC Secretariat, but also with relevant donors active in the field and all other partners relevant for the development of the Action Plan on the Green Agenda.

##### **Task 2:**

For each measure of the Sofia Declaration under the climate action area, identify regional coordinator(s), propose a deadline for the implementation and identify potential funding sources.

##### **Task 3:**

Based on the previous two tasks, the consultant is expected to develop indicators for monitoring the implementation of the Sofia declaration in the respective policy area, strictly

taking into account present and future data availability and geographical coverage of the whole region.

#### **Task 4:**

Propose changes to the draft Action Plan, other measures to be implemented or additional mechanisms to be established in order to support the implementation of the Sofia Declaration on the GAWB in the climate action area.

The consultant is also expected to develop the draft document which will be reviewed by the RCC. After receiving comments the consultant is expected to incorporate them or provide justification in case he/she decides to reject certain comments.

### **Activity 3: Development of a Roadmap for Depollution in the Western Balkans**

#### **DESCRIPTION OF RESPONSIBILITIES**

##### **Objectives and Scope of this Assignment**

The objective of this assignment is to conduct an analysis of the situation in the WB economies in the area of depollution, policy and legal framework developments, and compare it against the most recent developments under the EGD. Based on this work the consultant is expected to develop a depollution component roadmap for the next ten years, which will be part of the Sofia Declaration Action Plan. The Roadmap should provide a clear, step-by-step guide on what the region has to do to comply with the policy and legal objectives and ensure initial adjusting to the carbon neutrality by mid-century overarching objective. The Roadmap should be realistic but ambitious enough to ensure reaching of the same objectives in the same time frame as the EU MS, taking into account certain lagging behind present in the WB region in relation to enforcement of the relevant legislation addressing air, water and soil pollution. The assignment will also include defining the implementation deadline/timeframe for every single point of the Sofia Declaration, identifying the main regional coordinator(s) as well as potential funding sources to support the implementation of the respective measure. In addition to this, the consultant is expected to identify and propose indicators to be used for monitoring the implementation of the Sofia Declaration in the future. In this regard, the consultant has to take into account the present and future availability of data in each WB economy, and ensure that the indicators are relevant for progress tracking of concrete elements of the Sofia Declaration. Also, each indicator should be developed following the “SMART” concept and available annually.

##### **Specific Tasks**

The scope of services under this assignment includes the following main activities:

**Task 1:**

Analysing the situation in the WB in the area of pollution of air, water and soil, international agreements and obligations, policy and legal framework, as well as the most recent developments under the EGD and putting these two in context. Based on the performed analysis the consultant is expected to develop a step-by-step roadmap for the WB region to be an integral part of the Action Plan for the Implementation of the Sofia Declaration.

The consultant is expected to be in close contact with the RWG Env through the RCC Secretariat, but also with relevant donors active in the field and all other partners relevant for the development of the Action Plan on the Green Agenda.

**Task 2:**

For each measure of the Sofia Declaration under the depollution area, identify regional coordinator(s), propose a deadline for the implementation and identify potential funding sources.

**Task 3:**

Based on the previous two tasks, the consultant is expected to develop indicators for monitoring the implementation of the Sofia declaration in the respective policy area, strictly taking into account the present and future data availability and geographical coverage of the whole region.

**Task 4:**

Propose changes to the draft Action Plan, other measures to be implemented or additional mechanisms to be established in order to support the implementation of the Sofia Declaration on the GAWB in the depollution area.

The consultant is also expected to develop the draft document which will be reviewed by the RCC. After receiving comments the consultant is expected to incorporate them or provide justification in case he/she decides to reject certain comments.

**Activity 4: Financing options for the implementation of the Green Agenda for the Western Balkans****DESCRIPTION OF RESPONSIBILITIES****Objectives and Scope of this Assignment**

The objective of this assignment is to conduct an analysis of the situation in the WB economies related to the implementation of the Sofia Declaration on the GAWB and analyse existing financing models as well as potential funding opportunities to support the entire foreseen ecological transformation of the region. The consultant should take into account the Economic and Investment Plan for the Western Balkans, IPA III funding opportunities and WBIF as an important instrument and should also review key bilateral assistance programmes and other projects and activities of donors and IFIs. The consultant is also expected to screen SPPs for key environmental projects and the relevant flagship projects and compile a regional repository of GAWB-relevant projects. The consultant is also expected to retrieve any costing projections in WB6 in terms of meeting relevant GAWB objectives.

Based on this work the consultant is expected to develop a document outlining all existing and potential financial opportunities that will help the WB region in this demanding process



during this decade. The consultant should not only identify financing instruments and options, but also explore and present information on project priorities (within SPP, sectoral strategies, national programmes for approximation ,etc). and try to collect information from the WB economies on estimation of costs needed for the green transformation in the WB economies (individually and at regional level).

## Specific Tasks

The scope of services under this assignment includes the following main activities:

### Task 1:

Analysing the situation in the WB on available and potential funding opportunities and recommendations on how to support the implementation of the Sofia Declaration on the GAWB through energy, transport, climate, environmental protection, agriculture and biodiversity sectors' measures. These recommendations should constitute an integral part of the GAWB Action Plan. The consultant is also obliged to make a research of available data and estimations of costs of the green transformation in all the areas covered by the Green Agenda in the WB econoimes, and to present these estimations in a systematized way.

### Task 2:

Propose changes to the draft Action Plan, other measures to be implemented or additional mechanisms to be established in order to better reflect the available financing mechanisms and ensure the more effective implementation in the future.

The consultant is also expected to develop the draft document which will be reviewed by the RCC. After receiving comments the consultant is expected to incorporate them or provide justification in case he/she decides to reject certain comments.

## Lines of Communication

The consultant will submit all reports and timesheets to the RCC Secretariat for review and approval of deliverables. The consultant will work closely with the RCC which will provide guidelines for efficient finalisation of the assignment. The Team Leader will be responsible for the coordination of the team (if applicable) and communication with RCC staff. The Team Leader should keep frequent communication with the RCC, in order to discuss all open issues and guide the assignment towards its successful completion.

## Timeframe

Each consultant is expected to propose a realistic timeframe for the implementation of the assignment.

| Deliverable   | Due date                |
|---|-------------------------|
| <b>TASK 1</b> – Roadmaps for Climate Action, Depollution and Circular Economy components of the Action Plan of the Sofia Declaration on the GAWB. | 20 <sup>th</sup> August |

|  |                         |
|--|-------------------------|
| <b>TASK 2</b> – Defined deadlines for the implementation of measures under Climate Action, Depollution and Circular Economy components of the Sofia Declaration with regional coordinator(s) and potential sources of funding.   | 20 <sup>th</sup> August |
| <b>TASK 3</b> – Development of proposed indicators to enable tracking the progress in the implementation of the Sofia Declaration for the Climate Action, Depollution and Circular Economy components, taking into account availability of data.   | 20 <sup>th</sup> August |
| <b>TASK 4</b> – Proposed changes to the Draft Action Plan as well as proposed new measures and additional mechanisms to support the implementation of the Sofia Declaration in general.  | 20 <sup>th</sup> August |
| <b>TASK 5</b> – Horizontal activity: carefully reading through the entire Green Agenda Action Plan and harmonizing all seven roadmaps of the AP to ensure a uniform structuring and formatting, as well as logical links between them.   | 20 <sup>th</sup> August |
| <b>TASK 6</b> – Developing an analysis on Financing options for the implementation of the Green Agenda for the Western Balkans   | 20 <sup>th</sup> August |
| <b>TASK 7</b> – Review the comments received by RCC (partner organizations and WB governments) and address them in the final version of the document, or provide justification in case the recommendations are rejected.   | 25 <sup>th</sup> August |
| <b>TASK 8</b> – Consultations with the WB Governments and other partners as per need to further discuss and provide necessary explanations, and addressing comments received during the consultation process in September.   | 1 <sup>st</sup> October |
| <p><b>NOTE:</b></p> <p>The team of experts is obliged to deliver the final draft as a proofread document in UK English.</p> <p>Each deliverable is subject to approval by the RCC, and the RCC reserves the right not to accept the document in case of a low scientific value, poor academic quality and/or plagiarism.</p> |                         |

## Reporting

The consultants will work under the direct guidance of the RCC Expert on Connectivity and will report directly to him. Reporting and communication with the RCC is the responsibility of the Team Leader (if applicable).

## II PROFILE AND COMPETENCIES

The consultants should possess and demonstrate ample knowledge and experience in the field of Circular Economy, Pollution (water, air, soil) and Climate policy and legal framework development. It is indispensable that the consultants possess experience in the WB region in this area, familiarity with the most recent developments in the EU, particularly those related to the EGD, good analytical skills, experience in data collection and processing, as well as in

drafting high-quality reports and policy recommendations. Potential bidders are encouraged to propose additional team members and auxiliary staff, as they deem appropriate.

The team of relevant experts should fulfil the following qualification requirements:

### Qualifications-

|                                       |   |
|---------------------------------------|---|
| <b>Education:</b>                     | <ul style="list-style-type: none"> <li>▪ Advanced university degree in economy, ecology, environmental sciences, climate change, energy, engineering or other relevant fields necessary to understand the main trends, challenges, and the situation in the WB in the area of <b>circular economy, air , water and soil pollution , climate policy, financing</b> policy development and legal framework.</li> </ul>  |
| <b>Experience and qualifications:</b> | <p>Qualifications and Skills Required</p> <ul style="list-style-type: none"> <li>▪ Extensive theoretical knowledge in the relevant fields and a minimum of ten (7) years of practical work and/or research experience in the relevant area;</li> <li>▪ Experience in data collection and processing, modelling, developing scenarios and developing scientific papers and reports;</li> <li>▪ Ample and proven understanding of the existing strategic and policy frameworks and the situation in the <b>relevant</b> area in the EU (related to the EGD) and the WB region;</li> <li>▪ Experience with project implementation, planning and analysing, resource mobilisation and project management;</li> <li>▪ Analytical skills and ability to conceptualise and write concisely and clearly in English language;</li> <li>▪ Experience in performing analytical studies, working with indicators, and drafting recommendations for policymakers.</li> </ul> |
| <b>Language requirements:</b>         | <ul style="list-style-type: none"> <li>▪ Fluency in English, as the official working language of the RCC;</li> <li>▪ Knowledge of local languages in WB will be considered an asset.</li> </ul>   |
| <b>Other:</b>                         | <ul style="list-style-type: none"> <li>▪ Full ICT literacy and familiarity with MS Office (or alternative business applications) as a tool necessary for the implementation of the assignment;</li> <li>▪ Ability to be flexible and respond to changes as part of the review and</li> </ul>  |

|  |                   |
|--|-------------------|
|  | feedback process. |
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### III APPLICATION RULES

#### Technical Offer:

#### The technical offer needs to contain the following:

##### *For the companies and consortia of individual consultants*

- Company/institution profile including a brief description (up to 2 pages) about the company. In case of a bidding consortium, the team leader should submit the profile of the consortium;
- Copy of Company's/Institution's Registration Certificate. In case of a bidding consortium, a corresponding written authorisation, power of attorney is accordingly treated;
- CVs of key members of the project team, outlining relevant knowledge and experience as described in the Terms of Reference, along with contact details of referees;
- A concept note of up to 2 pages, concisely and clearly elaborating the proposed methodology for addressing and undertaking each activity, relevant documents to be taken into account and the concept for the successful finalization of the assignment; an additional page can be included, where relevant, indicating key stakeholders to be included in the proposed approach;
- List of references for relevant activities implemented over the past 7 years demonstrating relevant experience in the subject matter;
- Application Submission Form (Annex I);
- Signed Statements of Availability (Annex III).

#### Financial offer:

Financial offer (Annex II)

#### Note:

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.

**Applications including technical and financial offer should be submitted via e-mail to [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) by 6 August 2021.**

#### IV EVALUATION AND SELECTION

The assignments will be awarded to the highest qualified applicant based on the skills, expertise, and the quality of the concept note(s) and the cost-effectiveness of the financial offer.

Applications will be evaluated on the basis of the profile and competencies of the candidate and the responsiveness to the Terms of Reference for Consulting Services.

The best value for money is established by weighing technical quality against price on an 80/20 basis.

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><br>Relevant work experience; evidence of other contracts of the nature comparable to that of the Call; experience with clients comparable to the Contracting Authority.  | <b>20</b>     |
| <b>A.2. Quality and professional capacity of the consultants:</b><br>CVs satisfy the criteria set forth in the ToR, education and experience demonstrates professional capacity and experience required.   | <b>40</b>     |
| <b>A.3 Quality of the concept note and Action Plan:</b><br>Relevance, clarity and conciseness explaining how the assignment will be completed, how, by whom and what will be achieved including methodologically sound concept/ plan, achievable within the defined time frame | <b>40</b>     |
| <b>B. Financial Proposal/ 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, 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](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

### Open Call for Consultancy Services: 061-021

**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 interest 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 interest 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 staff, including its management, are not placed in a situation which could give rise to conflict of interest. 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.

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

## **ANNEX II: Financial Offer**

**REF: 061-021**

Use a free format providing the lump sum for the services to be provided.

NOTE:

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

- The consultants fees should be consistent with those applicable in the region.

### ANNEX III: STATEMENT OF AVAILABILITY

REF: 061-021

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<br>(Date) | Available until<br>(Date) | Acceptance by<br>signature | Number of<br>man-days<br>associated to<br>each task from<br>the ToR |
|-----------|--------------------------|---------------------------|----------------------------|---|
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