

Western Balkans Youth Policy Lab (WBYPL) Project of the Regional Cooperation Council (RCC) Secretariat

Open Call for Consulting Services

Terms of Reference:	Development of Analytical Report on Youth Participation Mechanisms in Kosovo*
Contracting Authority:	RCC Secretariat
Eligible:	Respective consulting companies / individual consultants or individual consultants within bidding consortia
Duration:	November 2020 – January 2021
Deadline for application:	28 October 2020
Reporting to:	RCC Secretariat and Ministry of Culture, Youth, and Sports of Kosovo*
Reference Number:	091-020

I. BACKGROUND

Purpose

The purpose of this assignment is to support the Ministry of Culture, Youth, and Sports of Kosovo* to design an improved model of youth participation mechanisms within the process of amendments to the youth legislation through development of an analytical report on policy alternatives and different case studies in EU member states.

Background information

The issues which Western Balkans youth is facing have been under increased attention over the last couple of years, both at the level of each economy and as a part of high-level dialogue taking place between the WB and the EU.

* 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

In January 2020, Regional Cooperation Council (RCC) started implementation of the regional EU-funded Western Balkans Youth Lab Project, which seeks to provide opportunities for youth to participate in decision making. The main components of the project include: (i) mapping of youth policies and identification of existing support gaps in financing of youth actions in the Western Balkans, (ii) Western Balkans Youth Policy Labs, (iii) strengthening national youth councils in the Western Balkans; and (iv) participation of the Western Balkans youth in regional and international events. The project strives to create a longer-term structured regional dialogue between youth organisations and governments focused on jointly devising policies which will increase youth participation in decision-making, as well as to improve the overall socio-economic environment for and mobility of youth in the Western Balkans economies through different types of activities.

Within this overall objective, the WBYL project provides technical assistance to support national processes related to strengthening policy and administrative capacities in the different stages and processes of the youth policy development and implementation and participation of youth in decision making. The technical assistance request can be initiated by the beneficiary administrations from Western Balkan Six including: a) Ministries of Youth and other respective bodies, b) National Youth Councils and youth umbrella organisations, and c) youth organisations, which may initiate request only for implementation of the Youth Policy Lab recommendations. The aim of this assignment is to provide support to the Ministry of Culture, Youth, and Sports of Kosovo*.

The Law on Youth Empowerment and Participation in Kosovo* provides legal basis for youth participation mechanisms known as Youth Action Councils. Currently, there is the Central Youth Action Council (CYAC) at national level and each municipality is entitled to have a Local Youth Action Council (LYAC). Due to a lack of capacities needed to carry out the responsibilities and authorisations as well as proper examples from other economies, the existing youth participation mechanisms in Kosovo* are still struggling in reaching their full potential and being the mechanisms they are supposed to be according the Law on Youth. Therefore, the institutions of Kosovo* are currently in the process of amending the existing Law on Youth Empowerment and Participation in order to introduce a new model that will ensure strong youth participation, especially since youth participation in both policy-making and decision-making is among the three key priorities of the Strategy on Youth 2019-2023.

In this regard, the expected support from the WBYL project will provide much needed assistance to further developing and defining the role of youth participation instruments in Kosovo* and provide support in terms of capacity building through development of an analytical report on strengths and weaknesses of the existing and currently under consideration models of youth participation mechanisms as well as models applied in different EU member states regarding youth participation instruments and mechanisms.

This report will inform the lawmaking process in developing further the existing youth participation mechanisms in Kosovo* such as Central Youth Action Council (one at the national level) and Local Youth Action Councils (in each municipality at local level).

The assignment is expected to commence at the beginning of November 2020 and end by January 2021. The assignment is expected to require less than 30 working days and may include travel around Kosovo*, if needed.

II. DESCRIPTION OF RESPONSIBILITIES

Scope of Work/Main Activities

This assignment includes development of **Analytical Report on Youth Participation Mechanisms in Kosovo***.

The report should inform the Ministry of Culture, Youth, and Sports and other relevant decision-makers on policy alternatives on youth participation mechanisms in Kosovo*, benefiting from different case studies in EU member states.

Key areas that the report should cover include:

- 1) **Current State of Affairs:** This section should further elaborate the current model of youth participation mechanisms in Kosovo*, including factual information and analysis. In addition, the section should provide information on: a) model which exists in youth-related legal and policy documents as well as information on implementation of these policies, b) regulatory framework with regard to youth participation mechanisms, including description of different kinds of support the government institutions (Ministry or municipalities) provide for youth participation mechanisms, c) definition of the role of youth participation mechanisms, how they are established, and the level of structured dialogue between youth and authorities. In the analytical part, this section should a) examine effectiveness, strengths, and weaknesses of the current model, b) describe key issues arising from the current model of youth participation mechanisms, and c) provide brief information on previous models of participation mechanisms that Kosovo* employed.
- 2) **Policy Alternatives Currently Under Consideration:** This section should provide more information on key models and policy alternatives that different actors including government, civil society, activists, youth organisations, experts, and others are considering in light of the process of amendment of the youth legislation. Besides description of policy alternatives, this section should provide analysis of positive and negative aspects of each of them in the context of Kosovo*.
- 3) **Youth Participation Mechanisms in EU Member States:** This section should provide an overview of the spirit and standards of youth participation at international and especially EU level and include three case studies of youth participation mechanisms in different EU member states. Each case study should provide factual information on policies and models that these EU member states employ. Selection of the case studies should be done in close cooperation with the Ministry of Culture, Youth, and Sports in order to ensure that the examples are relevant for the case of Kosovo*. In light of the thorough analysis of the existing system in Kosovo*, the

analytical part in this section should elaborate feasibility, advantages, and disadvantages of employing some of the elements from EU member states in Kosovo*. This section should also provide examples of other economies in the Western Balkan region applying some of these models successfully.

- 4) **Recommendation:** This section should provide recommendation on the model that Kosovo* should employ in order to improve the model of youth participation mechanisms in line with the best practices in EU as well as in the Western Balkan region.

The report must include other important sections such as executive summary, description of methodology, list of references, list of interviewees, and other. The report should also include tables, informational graphs, and other information which helps the reader understand the context better. The report must be concise, readable, accurate, and contain effective argumentation. The report should be less than 30 pages.

The report will be prepared in English and official languages in Kosovo*, Albanian and Serbian. Ministry of Culture, Youth, and Sports will decide on the working language, while the final draft should be translated in the other two languages. Final documents should be proofread.

The report should be submitted in electronic format in both MS Word and PDF to the Ministry of Culture, Youth, and Sports of Kosovo* and Western Balkans Youth Lab Project Team Leader.

The assignment is expected to require a total of 30 consultant days.

Duties

The services under this assignment include the following key duties:

1. Development of Analytical Report:

- Gather information on previous, current, and currently under consideration models of youth participation mechanisms in Kosovo*;
- Gather information on existing models of youth participation mechanisms and instruments in different EU member states;
- Conduct desk research to obtain more information related to each section of the report;
- Conduct interviews with relevant stakeholders in Kosovo* and, if necessary, abroad either in-person or online if in-person interview is not feasible;
- Carry out a critical assessment of the information gathered to identify strengths and weaknesses of the existing model in Kosovo*, case studies from the EU member states, and other models from the region;
- Provide recommendations based on the data collected on the most adequate model that Kosovo* could design with regard to youth participation mechanisms.

2. Preparation of final documents:

- Provide the report in English, Albanian, and Serbian languages. The final versions should be proofread.
- Provide the report in MS Word and PDF formats.

In all its stages, the deliverables will be developed in close consultation with the Ministry of Culture, Youth, and Sports, and Western Balkans Youth Lab Project Team Leader.

Reports and Schedule of Deliverables

The following deliverables will be produced and transferred to the RCC and Ministry of Culture, Youth, and Sports during the course of the assignment, in the following timeline:

Deliverable	Deadline
Attendance to the Preparatory meeting	November 2020
First Draft of the Report	December 2020
Final Report (in English, Albanian and Serbian languages)	January 2021

Methodology

The consultancy is expected to propose the best methodological approach for undertaking this task. However, the following guiding principles should be taken into consideration:

- Desk research;
- Communication/interviews/consultations with representatives of central and local administrations, youth organisations, donors, and other relevant actors in Kosovo*;
- Any other method applicable.

Lines of Communication

The respective consulting company/individual consultant or individual consultants within bidding consortia will work closely with the Ministry of Culture, Youth, and Sports and report to the RCC WBYL Team Leader. A detailed report will be prepared after delivery of the assignment and sent to RCC WBYL for review and approval.

Timeframe

The engagement is expected to start beginning of November 2020 and end by January 2021.

III COMPETENCIES

Qualifications

Key expert qualifications

Education	<ul style="list-style-type: none">• Master's Degree in social sciences: public policy, economics, business, political sciences, education, law; or other areas directly related to the subject of work.
Experience	<ul style="list-style-type: none">• At least three years of experience in youth sector in Kosovo*;• At least one year of relevant experience related to the EU and/or EU Member States youth programming and/or policy making;• Experience of working with youth organisations;• Proven research and analytical skills to develop high quality reports.
Language requirements	<ul style="list-style-type: none">• Fluency in English, as the official language of the RCC;• Knowledge of official language in Kosovo*.

Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- 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 APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For individual consultants:

- Letter of interest;
- CV, outlining relevant knowledge and experience as described in Section III Competencies of the Terms of References;
- List of reports, papers, and other documents the expert has drafted;
- Brief concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as the approach to the work to be undertaken;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I).

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 stating the key expert and experts;
- Copy of Company's Registration Certificate (in case of consulting companies). In case of a bidding consortium a corresponding written authorisation, power of attorney is treated accordingly;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of a bidding of consulting companies);
- CVs of experts (stating the key expert and experts), outlining relevant knowledge and experience as described in Section III Competencies of the Terms of References, along with contact details of referees;
- Brief concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as the approach to the work to be undertaken, as described in the Terms of Reference;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);
- Signed Statements of Availability (Annex II).

The 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 bidder 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 those applicable in the region.

Note: *Price ceiling for this assignment is EUR 9,000*

Applications need to be submitted by 28 October 2020 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.

V 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 nature comparable to that of the Call; experience with clients comparable to the Contracting Authority.	30
A.2. Quality and professional capacity of the consultant: CV satisfies the criteria set forth in the Terms of Reference, education and experience demonstrates professional capacity and experience required.	40
A.3 Quality of the concept note: Concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as approach to the work to be undertaken.	30

B. Financial Proposal/ lowest price has maximum score	100
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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: SUBMISSION FORM

Open Call for Consultancy Services: Development of Analytical Report on Youth Participation Mechanisms in Kosovo*

REF: 091-020

One signed scanned copy of this Call for Consultancy Submission Form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of the Entity submitting this Application
Full name of the entity	

2 CONTACT PERSON

Name	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

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

Grounds for exclusion

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

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous

situation arising from a similar procedure provided for in national legislation or regulations;

(b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;

(d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Officer or those of the country where the contract is to be performed;

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

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

(a) Subject to a conflict of interest;

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

Conflict of Interest

a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.

b) The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Consultant shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.

d) The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written

permission of the Contracting Authority, the Contractor and any other contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.

e) Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.

f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

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

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

Name	
Address	
Telephone	

ANNEX II: STATEMENT OF AVAILABILITY

REF: 091-020

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