



Open Call for Consulting Services

Title:	Support to the RCC Secretariat in development of the Western Balkans Climate Adaptation Roadmap
RCC Department:	Programme Department
Eligible:	Consulting companies/ consortia of individual consultants or individual professionals
Reporting to:	RCC Secretariat
Duration:	April – August 2024
Reference Number:	021-024

TERMS OF REFERENCE:

I. BACKGROUND

The Western Balkans (WB) region has committed to achieving carbon neutrality by 2050, and to aligning with the European Green Deal's key elements by endorsing the Green Agenda for the Western Balkans (GAWB) at the Summit in Sofia in 2020, and subsequently the GAWB Action Plan, at the Brdo Summit in October 2021.

One of the specific tasks outlined in the GAWB Action Plan is the preparation of the Western Balkans Climate Adaptation Roadmap, which will provide **a long-term vision** for establishing a climate-resilient region capable of adapting to the inevitable impacts of climate change by 2050.

The Roadmap will serve as a comprehensive tool to **address shared needs, delineate collaborative activities aimed at enhancing regional climate resilience, and identify potential financial resources**. It will provide actionable recommendations for **advancing regional efforts in mitigating the transboundary impacts of climate change**. It seeks to facilitate collaborative endeavours in adaptation planning, risk management, and infrastructure development, while **addressing cross-border/boundary challenges** such as water management, biodiversity conservation, and ecosystem resilience.

The benefits of agreeing on and implementing the Roadmap are manifold and pivotal for fostering sustainable development and bolstering the region's resilience.

The WB Climate Adaptation Roadmap will delineate additional measures aimed at enhancing climate resilience in the region, aligning with guidelines from the IPCC and UNFCCC. These measures may be considered for inclusion during the 2024 revision of the GAWB Action Plan.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives of the assignment

The objective of this assignment is to develop the Western Balkans Climate Adaptation Roadmap.

A consulting company/consortium of individual consultants or individual professionals will be engaged for this consultancy, hereinafter referred to as “the consultant”.

This assignment targets all Western Balkan economies (Albania, Bosnia and Herzegovina, Kosovo*,¹ Montenegro, North Macedonia and Serbia).

III. SCOPE OF WORK

Specific Tasks

1. Development of the Western Balkans Climate Adaptation Roadmap

The consultant will provide the methodology for development of the Western Balkans Climate Adaptation Roadmap, which must be presented to and agreed by the RWG GAWB members.

The WB Climate Adaptation Roadmap needs to include (while not limited to) the following chapters:

- 1. Stakeholder list;**
- 2. Data Analysis:** Gathering comprehensive data on climate trends, vulnerabilities, and adaptation measures already in place in the WB region and the EU. Conducting thorough analysis to understand regional climate risks and impacts.
- 3. Risk Assessment:** Identifying and assessing climate-related risks and vulnerabilities specific to the Western Balkans, including extreme weather events, sea-level rise, water scarcity, and ecosystem changes.
- 4. Prioritisation of Actions:** Establishing criteria for prioritising adaptation actions based on urgency, feasibility, and potential impact. Identifying key sectors and communities most vulnerable to climate change.

* 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

5. **Cross-Border/Boundary Collaboration:** Proposals on encouraging collaboration and coordination among Western Balkan economies to address shared climate challenges and capitalise on synergies in adaptation efforts.
6. **Integration with Existing Policies and Strategies:** Ensuring alignment with national and regional policies, such as environmental strategies, disaster risk reduction plans, and sustainable development agendas.
7. **Identification of Financing Mechanisms:** Exploring funding sources and mechanisms to support the implementation of adaptation measures, including international grants, public-private partnerships, and innovative financing instruments.
8. **Monitoring and Evaluation Framework:** Developing a framework for monitoring and evaluating the implementation of adaptation actions, including indicators, targets, and reporting mechanisms.
9. **Indicators:** In addition to the indicators proposed by the consultant, reflect and consider regulations on GHG emissions and removals, particularly from land use, land-use change, and forestry (LULUCF), which are regional priorities for the next decade. Provide reflections on enhancements in GHG inventories, integration of carbon storage products, optimising land use planning and practices, alongside green business models.

The consultant is expected to be in close contact with the RWG on GAWB and the RCC Secretariat, but also with relevant donors active in the field.

Methodology

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

1. Desk review/research and data collection, processing, validation, visualisation, and interpretation;
2. Communication/interviews/consultations with the representatives of regional organisations, WB administrations and other relevant stakeholders in the respective areas to collect qualitative inputs;
3. Any other method applicable.

This assignment will be developed in close consultation with the RCC Secretariat in several stages.

II. LOGISTICS AND TIMING

Timeline

The engagement is expected to start in April 2024 and end in August 2024.

Lines of Communication

- The task will be implemented in close consultation with the RCC Secretariat.
- The consultant will submit all reports and timesheets to the RCC Secretariat for review and approval of deliverables.
- The RCC will provide guidelines for efficient finalisation of the assignment.
- The Team Leader will be responsible for the coordination of the team, 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.
- As appropriate, meetings with RCC will be organised to agree on expectations and deliverables.

III. 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. Development of the Western Balkans Climate Adaptation Roadmap	
1.	First draft of the methodology for development of WB Climate Adaptation Roadmap	End of April
2.	Research and preparation phase	May- June
3.	Rounds of consultations with WB economies, EC+ IOs+ work on development of the Roadmap	April- June
4.	First draft submitted to the RCC	End of June
5.	Consultation process with RWG GAWB	June- Mid July
6.	Incorporation of comments/feedback, finalisation of the text	August

IV. REQUIREMENTS

The consultants should possess and demonstrate ample knowledge and experience in the field of climate policy, and its legal and policy framework development. Additionally, experience and knowledge of the circular economy, energy, and transboundary environmental issues is an asset. It is indispensable that the consultants possess experience in the WB region in the climate adaptation area, familiarity with the most recent developments in the EU, particularly those related to the EU Climate Adaptation Strategy, 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:

Education:	<ul style="list-style-type: none"> ▪ Advanced university degree (Master's Degree or equivalent) in economy, political sciences, ecology, environmental sciences, climate change, energy, or other relevant fields necessary to understand the main trends, challenges, and the situation in the WB in the area of climate adaptation and climate security policies; ▪ Knowledge of decarbonisation, circular economy, air, water and soil pollution, biodiversity, energy policies, financing, policy development and legal framework is considered as an asset; ▪ PhD is an advantage.
Experience and qualifications:	<ul style="list-style-type: none"> ▪ Extensive theoretical knowledge in the relevant fields and a minimum of fifteen (15) and ten (10) years of practical work and/or research experience in the relevant areas for a team leader and team members respectively; ▪ At least three similar (in scope and complexity) projects completed in the last five years, particularly in the WB; ▪ Profound experience in data collection and processing, modelling, developing scenarios and developing scientific papers and reports; ▪ Ample and proven understanding of the existing strategic and policy frameworks and the situation in the climate policy area in the EU and the WB region; ▪ Analytical skills and ability to conceptualise and write concisely and clearly in English language; ▪ Experience in performing analytical studies, working with indicators, and drafting recommendations for policymakers; • Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, international

	organisations' representatives, business community, civil society institutions, donors and other stakeholders.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in English, as the official working language of the RCC; ▪ Knowledge of local languages in WB will be considered an asset.
Other:	<ul style="list-style-type: none"> ▪ Full ICT literacy and familiarity with MS Office (or alternative business applications) as a tool necessary for the implementation of the assignment; ▪ Ability to be flexible and respond to changes as part of the review and feedback process.

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 consultant 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 consultant 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 consultant, 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:

The technical offer needs to contain the following:

For the companies and consortia of individual consultants or individual professionals:

- 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/Institution's Registration Certificate;
- 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 authorised power of attorney must be attached to the bid;
- 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;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);
- A concept note of up to 5 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 finalisation 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 years demonstrating relevant experience in the subject matter;

- Signed Statements of Availability (Annex I).

Financial Offer (Annex II)

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:

- Maximum budget should not exceed EUR 25,000. The offers above the threshold will not be considered.
- Use a free format for the budget providing the global price for the work to be provided.
- Fee rates should be broadly consistent with the regional framework rates for these types of professional services.

Applications need to be submitted by 15 April 2024.

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 with 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 Section IV Requirements, 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, 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: STATEMENT OF AVAILABILITY

REF: 021-024

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:

[illegible]