

Open Call for Consulting Services

Subject:	Independent evaluation of the work of Integrative Internal Security Governance (IISG) under its revised Terms of Reference, including recommendations for the future
RCC Department:	Political Department
Reporting to:	IISG Secretariat
Duration:	28 February 2023 – 27 May 2023
Eligible:	Relevant companies/ consortia of individual consultants /individual consultants
Reference Number:	007-023
Application Deadline:	20 February 2023

TERMS OF REFERENCE:

I. Background and Justification

The IISG is a coordination platform bringing together Western Balkans (WB) partners, EU actors and EU Member States in the areas of countering terrorism, serious and organised crime, and enhancing border security, in line with the EU perspective of the region.

The Description of the Action (DoA) of the IPA-funded project ([Supporting the Integrative Internal Security Governance \(IISG\) in the Western Balkans](#)) foresees that the IISG Secretariat will conduct an independent evaluation in order to assess the progress of the action (i.e. the project) and the overall IISG.

Considering that the Action itself was a subject of an EU ROM mission and report, the focus of this evaluation will be on the overall IISG under the new ToRs, adopted in 2019.

II. Scope of the assignment

The scope of the assignment is to 1) evaluate whether the revised Terms of Reference of the IISG (adopted in November 2019) have enabled the IISG to fulfil its objective to improve collective efficiency by mapping the needs and coordinating responses concerning security threats in the Western Balkans region and in particular its three expected results to identify security needs and responses in the WB, to increase coordination of IISG Members and to ensure high visibility of achievements among stakeholders and the wider public; and 2) suggest amendment(s) to the Terms of Reference with the aim of improving the results/outcomes.

The methodology of this independent evaluation should take into account the outcomes and recommendations of the previous evaluation of the IISG as well as relevant content and conclusions of reports of the IISG submitted to the European Commission.

The evaluation aims to cover the IISG for the time period from May 2020 to December 2022 and follow the guidelines of OECD evaluations of projects and programmes. The methodology should follow the following principles: Design, Relevance, Effectiveness, Efficiency, Impact and Sustainability, Partnerships and Cooperation¹.

The evaluation should be based on the proposed key evaluation questions²

<p><i>Design and Relevance</i></p> <p><i>The questions in this section are focusing on measuring the IISG process with its different governance structure, including the IISG Board, the IISG support group, etc.</i></p> <p><i>Relevance is the extent to which the process is suited to the priorities and policies of the IISG partners/members.</i></p>
1. To what extent is the current IISG structure fit for purpose to reach the expected results and achievements?
2. To what extent were different stakeholders involved in the IISG?
4. To what extent is the IISG relevant to the beneficiaries' needs?
5. To what extent is the process of increasing the IISG membership effective?
<p><i>Effectiveness and Efficiency</i></p> <p><i>The questions in this section focus on measuring effectiveness and efficiency of the decision-making process, the process of increasing the IISG membership, the timeline of the meetings including the timeline of the IISG Board meeting as a decision-making body, etc.</i></p>
6. To what extent were the planned short-term results achieved within the IISG? What were the contributing factors for achievement or non-achievement?
7. To what extent were the IISG methodologies appropriate to achieve efficient implementation of the EU action? How is the decision-making process effective and efficient? Is the timeline of the IISG Board meetings relevant?
<p><i>Sustainability</i></p> <p><i>Sustainability is concerned with measuring whether the benefits of the IISG process are likely to continue after donor funding has been withdrawn.</i></p>
8. To what extent is the current design and methodology of the IISG sustainable in the long-term, taking into account the ownership of recipients? How can this be improved in the future?
9. To what extent is the IISG aligned with the policies and strategies of the Western Balkans Partners? To what extent is the IISG integrated into national level mechanisms?

¹ Please refer to the OECD Guidelines for Project and Programme Evaluations.

² The evaluation questions will be reviewed and further refined by the Evaluation Team in the Inception Report.

Partnerships and cooperation

The evaluation assesses partnerships and cooperation established throughout the IISG process as well as their functioning and value, including related processes for cooperation.

10. Does IISG contribute to providing support to policy coordination of the beneficiaries and partners?

11. Is there a process for cooperation and partnership under the IISG that is in place and relevant and appropriate?

12. To which extent is the IISG process known to other partners in the security area?

13. Which is the most appropriate modality of cooperation with Justice and Home Affairs agencies?

Lessons learned and best practices

Lessons learned concern the learning experiences and insights that were gained throughout the project/ programme.

14. What lessons can be learned from the new IISG platform for the future development of the IISG at large?

15. What best practices could be identified from the implementation and setup for the future proposals of the IISG?

The scope of the assignment includes the following tasks:

- Task 1: Meetings with the IISG Secretariat during the Inception phase. The structure of the final report will be provided;
- Task 2: Preliminary desk review of all relevant IISG documentation, as provided by the IISG team and as further requested by the evaluation team, as well as relevant external documents (e.g. EU local and regional strategies in the Western Balkans; UN strategies; other relevant strategies and approaches in the region; reports, programme documents, thematic programmes/strategies, internal review reports, programme files, evaluation reports (if available), and any other documents);
- Task 3: Preparation and submission of an Inception Report (containing preliminary findings/hypotheses of the desk review, draft evaluation questions, data collection instruments, sampling strategy, limitations to the evaluation, and timetable) to IISG Secretariat for review and clearance before any field mission takes place;
- Task 4: Initial meetings and interviews with the EU DG NEAR, IISG Governance structure representatives, the RCC Political Department staff and other relevant stakeholders and beneficiaries during the field mission;
- Task 5: Analysis of all available information;
- Task 6: Preparation of the draft evaluation report. The evaluation team submits the draft report to the IISG Secretariat for review. Subsequently, the IISG Secretariat provides the comments to the evaluation team to prepare a final draft report.
- Task 7: Preparation and presentation of the final evaluation report and an Evaluation Brief. The evaluation team incorporates the necessary and requested changes and finalises the evaluation report in accordance with the feedback received. It further

includes a PowerPoint presentation on final evaluation findings and recommendations.

Lines of Communication

Following the completion of activities as defined in the timeframe for the deliverables under these ToR, a detailed report will be prepared and sent to the IISG Secretariat for review and approval.

III. Timetable and deliverables

<i>Tasks</i>	<i>Time frame</i>	<i>Deliverables</i>
Task 1: Kick-off meeting with the IISG Secretariat	28 February	Report from the meeting
Task 2: Preliminary desk review	14 March 2023	Key findings of the preliminary desk review
Task 3: Preparation/Submission of the Inception report	21 March 2023	Draft inception report
Task 4: Initial meetings and interviews <ul style="list-style-type: none"> • Min. 20 semi-structured interviews • Min. 50 received responses to survey disseminated questionnaire 	21 April 2023	Reports from the meetings
Task 5: Analysis of all available information	05 May 2023	Draft analysis
Task 6: Preparation of the draft evaluation report	15 May 2023	1st draft of the evaluation report
Task 7: Preparation of the final evaluation report and an Evaluation Brief	23 May 2023	2nd (final) draft of the evaluation report
Task 7: Presentation of final evaluation	27 May 2023	Final document presented to IISG structures
Task 7: Incorporating the comments received from the WB partners on the report (if any) into the final report	TBD	

III COMPETENCIES

Expert Qualifications:

Criteria related to the experts delivering the service

Education:	<ul style="list-style-type: none"> ▪ Advanced degree in security and regional cooperation studies or other relevant area, PhD would be considered an asset;
Experience:	<ul style="list-style-type: none"> ▪ General experience with minimum 10 years in conducting external evaluations of projects, programmes and actions; ▪ In-depth knowledge of and/or demonstrated experience in designing and conducting similar evaluations in 5;

	<ul style="list-style-type: none"> ▪ In-depth knowledge in regional (institutional) coordination and implementation mechanisms; ▪ Strong analytical skills and ability to clearly synthesise and present findings; ▪ Demonstrable experience in writing and reporting on complex multi-sector or multi-country strategy development and implementation; ▪ 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.
Other:	<ul style="list-style-type: none"> ▪ N.A.

Composition of the evaluation team:

Role	Number of consultants/ evaluators (national/international)	Specific expertise required and role in the process
Team leader	National / international evaluation expert	Experience in developing evaluation methodology and assessing governance mechanisms. Responsible for the overall evaluation process ³ .
Team member(s)	National / international experts	Expertise in the areas related to countering terrorism, serious and organised crime; border security. Experience in the Western Balkans, evaluations in similar field.

Core Values

³ The CV of the expert should contain the specific technical expertise needed.

- Demonstrates integrity and fairness by modelling EU values and ethical standards;
- He/she is independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

IV QUALITY CONTROL

The companies, consortia or individual experts should ensure an internal quality control during the implementing and reporting phase of the assignment. 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 hiring entity.

V. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For companies, consortia of individual consultants or 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. In case of individual consultant, CV with latest engagement to be prepared;
- Copy of Company's Registration Certificate (in case of consulting companies);
- In case of bidding consortia of individual consultants participating in this Call, they must indicate the members and show how the work is divided between them. Specifically, all members must name the team leader and authorise this member to represent the consortium and receive payments on behalf of the other members. A corresponding written authorisation, power of attorney must be attached to the bid;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of a bidding of consulting companies);
- 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. The financial offer should be submitted separately. The Work Programme should include the initial outline of the content of the report;
- 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:

- The figures should be expressed in EUR;
- Use a free format for the budget providing the global price for the work to be provided.
- Maximum budget should not exceed 20,000 EUR

NOTE:

- When preparing the financial offer, the applicant should take into account that the fee rates should be broadly consistent with the regional framework rates for these types of professional services.
- For companies from Bosnia and Herzegovina, VAT should be presented.
According to the Indirect Taxation Authority Instruction and its status of an international organisation, the Regional Cooperation Council Secretariat is entitled to VAT refund and is exempted from customs duties in Bosnia and Herzegovina.

Submission of applications:

Applications need to be submitted by **20 February 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.

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.	25
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.	25
A.3 Quality of the work program:	50

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 short listed bidders.

Information on selection of the most favourable bidder

The host entity of the IISG Secretariat, 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.

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:

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: 007-023 Open Call for Consultancy Services

Subject: Independent evaluation of the work of Integrative Internal Security Governance (IISG) under its revised Terms of Reference, including recommendations for the future

One signed copy of this Application Submission Form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of the bidder submitting this tender
Full Company Name or Name of the legal entity/consortia of individual consultants	

2 CONTACT PERSON (for this Call)

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 **DECLARATION**

[Company Name or Name of the Consortia of Individual Consultants] _____
hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Consultancy 007-023.

And we are not in one of the following situations:

- (a) Bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) Have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) Have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;

- (d) Have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) Have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.
- (f) Are civil servants or other agents of the public administration of the RCC Participants, regardless of the administrative situation, excluding us from being recruited as experts in contracts financed by the RCC Secretariat.

We offer to provide the services requested in the open call for consultancy on the basis of supplied documentation subject of this call, which comprise our technical offer and our financial offer.

Name and Surname	
Signature	
Date	

ANNEX II: STATEMENT OF AVAILABILITY

REF: 007-023

Independent evaluation of the work of Integrative Internal Security Governance (IISG) under its revised Terms of Reference, including recommendations for the future

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