

Open Call for Consulting Services

Subject:	Youth Policy Lab on Mental Health
Title:	Technical Support for Development of Administrative Instructions on Amendment to Mental Health, Research on Psychological Well-being of Young People in Kosovo* and Creation of a Standardised Test for School Psychologists
RCC Department:	WB Youth Lab Project
Eligibility:	Respective consulting companies Bidding consortia of individual experts
Duration:	February – April 2023
Reference Number:	009-023

TERMS OF REFERENCE:

I. BACKGROUND

The Western Balkans Youth Lab Project (WBYL project) through its Technical Assistance support aims to strengthen policy and administrative capacities in different stages and processes related to youth policy development and participation of Western Balkans youth in decision-making. Based on the recommendations co-created by youth and policy-makers at Kick-Off Conference on Youth Policy Lab on Mental Health, Working Group in Kosovo* created a plan to target specific problems in the field of mental health and to tackle them through different activity interventions.

Inadequate laws and bylaws, lack of youth mental health data and Kosovar Youth Council and Ministry of Culture, Youth and Sports detected shortages of modern ways of addressing youth mental health in schools as the main problem. Setting the base date would contribute to further development and focused address of the problems and providing legal arguments for the amendment of Administrative Instruction on mental health.

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

II. DESCRIPTION OF RESPONSIBILITIES

Objective of the assignment

The objective of this assignment is to support Kosovar Youth Council and Ministry of Culture, Youth and Sports in (i) conducting research on youth well-being in Kosovo*, (ii) creation of Standardised Tests for school psychologists, and (iii) development of laws and amendments on mental health. The overarching goal of the activities is development of youth mental health policies in Kosovo* and expanding the diversity of mental health support services.

Specific Tasks

This assignment should focus on the following specific tasks:

(i) Conduct research on youth well-being in Kosovo*

- Create and distribute a comprehensive research questionnaire on youth mental health to 2000+ young people age 15-29 from Kosovo*, ensuring a valuable sample of young people from different municipalities and ethnicities, social and economic groups, and marginalised groups;
- Analyse a set of data collected and create a report explaining in detail mental health well-being of youngsters in Kosovo*;
- Suggest recommendations for the new policies/strategies of improving mental health well-being of youngsters, based on the final results of the report.

(ii) Create Standardised Tests for school psychologists

- Create a standardised school questionnaire to be used by school psychologists using internationally known procedures, approaches and good practices;
- Develop arguments on why standardised questionnaire is to benefit youth mental health and the overall development of mental health services in Kosovo*;
- Define a plan for the implementation of Standardised Test in preschool, primary and secondary school.

(iii) Develop laws and amendments on mental health

- Conduct a detailed research on relevant international mental health laws and administrative instructions and good practices that could be applied in mental health law structure in Kosovo*;

- Develop amendments to the Administrative Instruction for selection of employees for the provision of professional services in pre-university educational institutions and provide legal arguments for the amendments in Kosovo*, based on the research.

Methodology

At a minimum, the methodology should include the following guiding principles:

1. Desk research on current psychological tests used in preschool, primary and secondary schools by school psychologists;
2. At least fifteen (15) meetings/consultations with representatives of institutions and stakeholders regarding the amendments to mental health law structure in Kosovo*;
3. Set of meetings with Ministry of Education and Ministry of Health in Kosovo* in order to define and advocate for the application of Standardised Tests for School Psychologists.

A clear methodological overview should be an integral part of the concept note.

III. LOGISTICS AND TIMING

Timeline

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

Lines of Communication

- The task will be implemented in close consultation with the RCC Secretariat.
- The contracted bidder will report to the WB Youth Lab Team Leader and Co-chairs of the Working Group on Mental Health in Kosovo*.
- As appropriate, meetings with RCC experts will be organised to agree on expectations and deliverables.

IV. REQUIRED OUTPUTS / REPORTING

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

	Deliverables	Due date
1.	<i>Detailed Work Plan agreed with the RCC</i>	10 th February 2023

2.	<i>Research on youth well-being in Kosovo* conducted</i>	25 th March 2023
3.	<i>Standardised tests for school psychologists developed</i>	5 th April 2023
4.	<i>Laws and amendments regarding mental health developed</i>	30 th April 2023

V. REQUIREMENTS

The experts should be qualified to cover the following areas of work and expertise:

- Conducting research on Kosovars youth well-being;
- Psychologist for creation of Standardized tests of School Psychologists;
- Expertise on Law and Amendment Creation.

Education:	<p>Expert 1.</p> <ul style="list-style-type: none"> • An advanced university degree (Master’s Degree or equivalent) in psychology or other field of relevance for the assignment is needed for one of the experts. <p>Expert 2</p> <ul style="list-style-type: none"> • An advanced university degree (Master’s Degree or equivalent) in law or other field of relevance for the assignment is needed for one of the experts. • PhD is an advantage.
Experience:	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience in developing research papers; • Minimum 4 years of relevant experience in the field of law; • Proven academic expertise in the field of psychology (in work with youngsters); • Experience in questionnaire creation and analysis; • Proven analytical skills and ability to conceptualise and write concisely and clearly, preferably proven experience with similar assignments; • 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; • Experience with the law and amendment procedures in Kosovo*; • Advanced computer skills (MS Office and internet software).

Language requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken English, as the official language of the RCC; • Knowledge of other RCC languages is an advantage.
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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 expert should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports and deliverables comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the reports. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

V. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For companies, 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.
- Copy of Company's Registration Certificate (in case of consulting companies);
- In case of bidding consortia of individual experts participating in this Call, they must indicate the members and show how the work is divided between them;
- 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 3 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 8,000 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.

Submission of applications:

Applications need to be submitted by 5th 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. Maximum size of the email should not exceed 15MB. WeTransfer alternative is recommended. Please avoid RAR files.

VI. EVALUATION RULES:

- The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment;
- The applications are evaluated following these criteria:

EVALUATION GRID	Maximum score
A. Technical Offer (A.1+A.2+A.3)	100
A.1. Work experience, references list: Relevant work experience; evidence of other contracts of the size comparable to that of the tender; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity of the consultant(s): CV(s) satisfy the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
A.3 Quality of the work program: An outline of work programme describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	30
B. Financial Offer/ lowest price has maximum score	100

Score for offer X =

A: [Total quality score (out of 100) of offer X / 100] * 80

B: [Lowest price / price of offer X] * 20

In addition to the results of the technical and financial evaluation, a competency-based interview will be held with the selected bidder.

Information on selection of the most favourable bidder

The RCC Secretariat shall inform candidates and bidders of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation to unsuccessful bidders shall be sent within 15 days after the contract is signed with the awarded bidder.

The candidates and bidders wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

Appeals procedure

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

ANNEX I:

APPLICATION SUBMISSION FORM

REF: 009-023 Open Call for Consultancy Services

Subject: Technical Support for Development of Administrative Instructions on Amendment to Mental Health, Research on Psychological Well-being of Young People in Kosovo* and Creation of a Standardised Test for School Psychologists

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

1 SUBMITTED by:

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

2 CONTACT PERSON (for this Call)

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 **DECLARATION**

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

And we are not in one of the following situations:

- (a) Bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

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

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

Name and Surname	
Signature	
Date	

