

## Open Call for Consultancy Services

**Reference Number 099-020**

<b>Title:</b>	<b>Development of a study</b>
<b>Subject:</b>	<b>Perspectives for Decarbonisation in the Western Balkans</b>
<b>RCC Department:</b>	Programme Department
<b>Eligible:</b>	Respective consulting companies or individual consultants within bidding consortia
<b>Reporting to:</b>	RCC Secretariat
<b>Duration:</b>	Until 31 <sup>st</sup> December 2020
<b>Deadline for application:</b>	2 December 2020
<b>Reference Number:</b>	<b>099-020</b>

### TERMS OF REFERENCE

#### Development of a study:

Perspectives for Decarbonisation in the Western Balkans is a study which should analyse the state of play and options to go beyond the business as usual scenario in the main carbon intensive sectors which contribute the most to the climate change. This should include the level of achievement of existing 2020 targets and potentials for decarbonisation of the WB economies in line with the European Green Deal (EGD) and the Green Agenda for the Western Balkans (GAWB) in the medium term (2030) and by 2050. The study should analyse the baseline, identify main challenges and propose solutions as to how the WB should step up efforts towards achieving carbon neutrality by mid-century.

### I PURPOSE AND BACKGROUND

#### Purpose

The purpose of this assignment is to perform an analysis of the situation in the Western Balkan (WB) economies (Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro,

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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

Republic of North Macedonia and Serbia) and develop a study investigating the state of play, main developments and achievements so far, as well as objectives and perspectives for WB to become climate-neutral by 2050.

The study should identify and analyse the main drivers of climate change in the WB, main developments in the EU, key political commitments, obligations under international agreements and strategic objectives in WB and analyse how the WB can ensure transformation towards net-zero emissions in an economically acceptable way, leaving no one behind.

The main purpose of envisioned document is to analyse briefly how the WB has progressed so far (in terms of renewable energy, energy efficiency targets, climate protection, taking into account all ongoing processes), what are the future potentials, identify main challenges but also opportunities and come up with a set of recommendations on how the WB can seize the opportunities decarbonisation brings. It should also identify and propose mechanisms to support the transformation that will not undermine economic development and is conducted without additional risks and burden for labour market and social wellbeing.

The study should also address potential risks that can appear and impact WB in case of delays in pursuing new climate policy objectives. It is also expected from the paper to identify and elaborate potential consequences (environmental, social, economic, etc.) in case the WB region will not be able to ensure full enforcement of legislation, and provide preconditions for a timely transformation of all economic sectors.

Following the most recent developments and global pandemic of Coronavirus, the purpose of this document is also to address its effects and take into account changes but also opportunities it brings for building region's resilience to climate change.

## **Background information**

### **General overview**

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 framework and creating preconditions for reaching net-zero emissions by 2050 as a flagship goal.

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 the main drivers of pollution, CO<sub>2</sub> emissions and depletion of resources: energy and transport sector, industrial development and linear production and consumption model (take-make-use-dispose), agriculture sector and irresponsible behaviour towards nature and its ecosystems. The EGD than proposes reforms of these sectors which should contribute to decreasing emissions and achieving the objective of the Paris Agreement on climate change. However, it turned out that ambitions expressed in the form of National Determined Contribution of 40% of emissions reduction, as previous European Union's (EU) goal for 2030, will not be enough for achieving climate neutrality envisaged by the EGD. Namely,

analyses showed that this, rather modest target, will lead the EU towards reductions of emissions for approximately 60%, only. Therefore, the EC announced reconsidering its 2030 goal, increasing climate ambitions with the aim to adopt a new target of at least 50% to 55% emissions reduction compared to the 1990 level.

For the purpose of assessing potential for emissions reduction, in September 2020 the EC published a comprehensive impact assessment. In addition, the EC proposed amending the initial proposal on the European Climate Law and including a revised EU emission reduction target of at least 55% by 2030. This new target is grounded in mentioned impact assessment which demonstrated that an emissions reduction (compared to 1990 levels) of 55% by 2030 is both economically feasible and beneficial for Europe, and that only such a higher target can pave the way for climate neutrality by mid-century. However, it will require proper policies in place and ensuring their full enforcement through a concerted action to include not only the EU but also other parts of the world. This transformation will also require a significant financial investments and support in order to provide a balanced transformation of the regions which differ in the level of economic development.

The proposal on revised EU target has already got support from the European Parliament which voted on 6<sup>th</sup> October, backing even higher target of 60% reduction in greenhouse gas emissions by the end of this decade.

Recognising the need for big financial investments and need to support expected processes of economic transformation which will not be without social consequences and risks, the EGD also identifies and proposes some mechanism to ease the whole process. Taking into account the ever-growing need for energy as one of the main obstacles for achieving climate-neutrality, and bearing in mind that the energy sector is still heavily dependent on coal, the EC has adopted (in January 2020) a proposal for a regulation to create the Just Transition Fund (JTF) as part of the European Green Deal. The JTF is designed to support the EU regions most affected by the transition to a low carbon economy. The JTF will be the main instrument to support EU in coal phasing-out, and leaving no one behind in this transition.

Recognising the risks that can negatively impact the EU economy and competitiveness, in case other regions do not follow decarbonisation pace of the EU, and whose economy will remain carbon-intensive, the EC proposed introducing a Carbon Border Adjustment Mechanism (CBAM). This carbon tax should protect EU products and services from competitors which may undermine market by placing their product that will be based on carbon and dirty, still cheap technologies, and which may invalidate EU efforts at the global level. This mechanism will be designed to prevent carbon leakages and transfer of production facilities from the EU into the regions with lower and unsatisfying environmental ambitions and standards.

Another important element to support the full implementation of the EGD will be energy diplomacy and dedication of the EU to offer a helping hand to its partners and neighbours, because, as explained by the EC President von der Leyen, the goal of carbon-neutral economy cannot be achieved if the EU acts alone and if other regions do not set similar objectives and act accordingly. This is particularly important for the WB region as the EU's direct neighbour and which geographically belongs to the same continent. It is all the more valid given the European perspective of all WB economies. Taking this into account, the EGD envisaged the development of the GAWB as one of its 47 priority measures. The

GAWB is supposed to be a main development strategy and a driver for necessary transformation of the WB region.

In early October the EC adopted a comprehensive Economic and Investment Plan for the Western Balkans, and pledged to invest € 9 billion for funding projects in the area of energy, transport, green and digital transition and to support generation of new jobs 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 and where the Commission will provide support in order to quickly bring the WB region on the same carbon-neutrality path as the EU.

### **WB context**

A landmark agreement to combat climate change and pave the way for a sustainable low carbon future – the Paris Agreement on climate change was signed five years ago by almost all WB economies (with the exception of Kosovo\* not being part of the UNFCCC). It brought a new vision for strengthening the global response to the threat of climate change and called signatories to undertake ambitious measures, expressed through national determined contributions, towards keeping a global temperature rise well below 2°C during this century, and to pursue efforts to limit it even further to 1.5°C.

Western Balkans is particularly vulnerable to climate change. The study commissioned by the Regional Cooperation Council and published in 2018 showed that the mean annual temperature has already raised by 1.2°C compared to the pre-industrial level, and that the growth will continue. If the Western Balkan economies do not react swiftly and resolutely, the region can face alarming 4°C to 5°C of temperature growth in the last two decades of this century, following business as usual scenario. As a consequence which can clearly be attributed to climate change, the region is already facing the increased frequency and magnitude of extreme weather events and natural disasters. Therefore, a concerted action on resilience building, prevention and preparedness to adapt to climate change is needed more than ever before. Otherwise, the region will continue to be heavily affected by increased risk of floods or droughts, potential forest fires, soil erosion, and land degradation, which could result in significant human, economic and environmental costs.

As the main contributors to climate change in the region (responsible for 70% - 80% of emissions) the energy and mobility sectors should be among the first to be adequately addressed and transformed following the principles of green and sustainable development.

The energy sector in the Western Balkans is still heavily dependent on coal (accounting for around 70% of electricity produced) which is also heavily subsidised in certain cases. Obsolete and often dirty and low-efficiency technologies are still broadly used. Energy efficiency potential is underexploited particularly in the public sector, which should play an exemplary role. Improving energy efficiency as a prerequisite for achieving decarbonisation at the lowest possible cost should be maximised. Even the region's 2020 objectives for the use of renewable energy sources are significantly higher than in the EU, a huge potential is still untapped, while solar and wind energy could have a greater contribution. In the Western Balkans biomass continues to play an important role in heat generation while it is often used in low-efficiency stoves. The exploitation of small hydro potentials has to be conducted following the highest environmental protection standards and following the requirements of

horizontal environmental legislation. Unfortunately, in the previous period, the development in an uncontrolled way caused many environmental, social, economic problems, endangered biodiversity in certain water streams and induced opposition of many environmental activists, NGO sector and those who are directly and negatively affected. Developing a market for viable alternatives to fossil fuels and improving energy infrastructure could facilitate much-needed energy transformation. While during the previous couple of years significant progress is recorded in energy infrastructure development, chiefly supported through the Connectivity Agenda, a regional approach to infrastructure management and planning could reduce costs and facilitate the development of the region. The preparation and implementation of National Energy and Climate Plans, recognised by the EU Governance Regulation, should support the energy transition of the region and climate-neutrality aspirations through strategic planning and reporting obligations.

The mobility sector in the region is predominantly based on road transport, significantly depends on fossil fuels and therefore urgently needs transformation and modernisation, including a 90% cut in emissions by 2050. The overall transport strategies aimed at promoting a greener and more sustainable transport networks and vehicles should be revised in the Western Balkans. Revitalisation of the rail networks and development of a Regional Rail Strategy with its action plan could support sustainable alternatives to road transport. Deployment of Intelligent Transport Systems could improve the efficiency of transport operations and reduce emissions. Promotion of multimodality in transport activities and improvement of transport logistics can also help in reducing costs and emissions while improving overall efficiency and competitiveness of goods and services in the region. Biofuels and other alternatives to fossil fuels in transport are still at a very low level. The sustainability criteria for biofuels have not been introduced yet. WB economies failed to achieve the mandatory 10% share of renewables in transport by 2020. Therefore cleaner fuels and developing alternative fuels infrastructure could be another avenue for greening the transport sector which could be combined with digital and innovative solutions. Smart mobility in urban areas could also be one of the main directions for the transformation of transport operations in the Western Balkans. Congestion in urban areas, noise, pollution, can be considerably reduced through adequate strategies, innovative solutions and deployment of alternative fuels and modern yet available and affordable technologies.

Having in mind all above mentioned as a brief overview of the situation in the most carbon intensive sectors, and being aware of the need and requirements expressed in the EGD and GAWB, the RCC coordinated the process of drafting of a Leaders' Declaration on the Green Agenda for the Western Balkans. This Declaration is prepared in close consultations with all WB Governments and represents a key regional document which should ensure that the WB sets the same targets and follow decarbonisation pace set by the EU. The Declaration contains a list of concrete measures and commitments to drive decarbonisation of the region and ensure healthier environment and well-being for all citizens in the WB economies. These measures are divided in 5 key areas, whereas decarbonisation represents the most complex and most important one. At the Berlin Process Summit held on 10<sup>th</sup> November 2020 in Sofia, under the joint presidency of Bulgaria and North Macedonia, the Declaration was adopted by the WB Leaders.

## **II DESCRIPTION OF RESPONSIBILITIES**

## **Objectives and Scope of the Assignment**

The objective of this assignment is to conduct a desk research and by using all available methods analyse relevant documents, obtain necessary statistical and other data and analyse the main developments in the WB in the key sectors mentioned above. It should include analyses of fulfilment of 2020 energy and climate targets, untapped potential if exists, future looking ambitions, main developments in the EU, political commitments, international agreements, policy frameworks as well as other obligations and strategic objectives in WB. The circumstances in the region should be studied against the EU objectives, potential risks identified and elaborated and the paper should identify opportunities and make proposals on how WB can ensure climate-neutrality by 2050 without undermining economic development plans and without jeopardising employment and social wellbeing. The policy choices made in post-pandemic recovery and climate change response mechanisms will have long-lasting effects. When governments ramp up their public investment and other fiscal measures to foster the recovery, they should make a decisive push to make economies more inclusive and resilient, and to curb global warming through green measures that also boost growth and employment.

The research should provide answers on what has been done so far (related to energy efficiency, renewables and climate protection action including the mobility sector), what is the existing untapped potential and what needs to be done in this regard. Based on this, the research should focus on putting this potential in the context of the EGD and GAWB requirements, and try to identify opportunities and risks for decarbonisation of the region.

The study should take into account the differences in starting points and availability of various mechanisms in the EU and WB as well as a range of innovative instruments for the coordination of climate-related and economic objectives in the post-pandemic development context that are being proposed for transitional and middle-income economies by various financial institutions and international organisations. The study shall analyse and describe the plausible benefits and costs (as well as opportunities and risks) associated with the potential deployment of these mechanisms in the WB and elaborate a policy paper clearly presenting the opportunities, challenges and potential risks for decarbonisation of WB. In this context, the study should take into account that WB will not have a financial mechanism to support coal phasing out as it is the case with the JTF in the EU. Another important element is previously mentioned CBAM which may represent additional impediment for economic development of our region and reduce its competitiveness in case of delays of the region on its decarbonisation path. In addition, this paper should take into account the EU Climate Pact and public participation in the EU analysing opportunities for WB to join or introduce a similar mechanism. Having in mind that these mechanisms will be established in the EU, while the WB will not have financial support provided through the JTF, the paper should propose alternatives and models on how to ensure socially acceptable and economically feasible decarbonisation.

Finally, the study should identify and elaborate the risks which decarbonisation brings and provide a set of recommendations for the Western Balkan governments on how to take the decarbonisation path as smoothly as possible. This should include a reflection on the impacts of the COVID-19 crisis and explain the interrelations between the post-pandemic economic context and the decarbonisation process and opportunities for the future.

## **Specific Tasks**

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

### **Task 1:**

Coordinate the preparation of the study, including the needed consultations, perform desk research, and analyse the European Green Deal, the Green Agenda for the WB, other EU policy and legal documents, relevant international agreements and relevant strategic and legal framework in the region as well as all other material of relevance for the completion of the assignment (including the IMF<sup>†</sup> advisory materials on climate policy options in the WB).

Analyse the work and outputs of other relevant organisations (such as EU Delegations, IFIs, Energy Community, Transport Community, IMF, OECD, WHO, etc.) related to key climate policy instruments and policy options that should be considered in the current economic and development context in the WB region. When needed or necessary get in contact with relevant organisation(s) through RCC.

Map the prevailing policy-making concerns (perceived costs and benefits, risks and opportunities) surrounding the potential future deployment of various climate policy mechanisms amongst the senior policy-makers in the WB economies.

### **Task 2:**

Develop a draft paper which will put in context the two elements of Task 1 (EGD and GAWB versus the situation and potentials in WB), and elaborate on the objectives as explained in the first chapter of Section II (Objectives and Scope of the Assignment).

### **Task 3:**

Based on the feedback received from RCC, integrate all comments or provide justification in case of disagreement, and prepare a final report (the Study).

### **Task 4:**

Participate in an information dissemination events (next RWG Env meeting organised by RCC as a regular annual meeting) and present findings, developed scenarios, plans for actions and recommendations to policy makers and other relevant stakeholders.

## **Lines of Communication**

The team of experts will submit all reports and timesheets to the RCC Secretariat for review and approval of deliverables. The team of experts will work closely with RCC which will provide guidelines for efficient finalisation of the assignment. The Team Leader will be responsible for coordination of the team and communication with RCC staff. It is desirable that the Team Leader keeps frequent communication with RCC, in order to discuss all open issues and guide the assignment towards its successful completion.

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<sup>†</sup> E.g. [https://blogs.imf.org/2020/10/07/finding-the-right-policy-mix-to-safeguard-our-climate/?utm\\_medium=email&utm\\_source=govdelivery](https://blogs.imf.org/2020/10/07/finding-the-right-policy-mix-to-safeguard-our-climate/?utm_medium=email&utm_source=govdelivery)

## Timeframe

The team of experts is expected to work on this assignment until 31<sup>st</sup> December and to develop the Study as elaborated in Task 3 above.

Deliverable	Due date
<b>TASK 1</b> – It will include coordination activities, consultations and desk research as explained above.	2 weeks
<b>TASK 2</b> – It will include developing draft paper which will address the objectives listed above.	3 weeks
<b>TASK 3</b> – It will include the preparation of a final report – Study.	1 weeks
<b>TASK 4</b> – It will include participation in an event (which will be organised by RCC) and presentation of findings, scenarios and recommendations (the transportation and accommodation costs will be covered by RCC in case the physical presence is required, otherwise the meeting will be online).	One day (beginning of 2021)
<b>NOTE:</b> The team of experts is obliged to deliver the final draft as a proofread document in UK English. Each deliverable is subject to approval by RCC, and RCC reserves the right not to accept the document in case of a low scientific value, academic quality and/or plagiarism.	

## Reporting

The team of experts will work under the direct guidance of the RCC Expert on Connectivity and will report directly to him. Reporting and communication with RCC is the responsibility of the Team Leader.

## III PROFILE AND COMPETENCIES

The team of experts should have and prove ample knowledge and experience in the field of environmental protection, climate change and sustainable energy and transport. It is indispensable that the team of experts possess experience in the WB region in these areas, familiarity with the most recent EU policies and the situation in the WB region, good analytical skills, experience in data collection and processing, development of various scenarios, as well as in drafting high quality reports and policy recommendations. The team of experts should be consisted of one Team Leader and at least two more team members. Potential bidders are encouraged to propose additional team members and auxiliary staff, as

they deem appropriate. The three key team members should fulfil the following qualification requirements:

### **Qualifications: Team Leader**

<b>Education:</b>	Advanced university degree in environmental sciences, climate change, energy, economy, engineering or other relevant fields necessary to understand the main trends, challenges and situation in the WB in the areas of climate change and decarbonisation.
<b>Experience and qualifications:</b>	<p><b>Qualifications and Skills Required</b></p> <p>Extensive theoretical knowledge in the relevant fields and minimum ten (10) years of practical work and/or research experience in environmental protection and management, climate change, energy and decarbonisation;</p> <p>Experience in data collection and processing, modelling, developing scenarios and developing scientific papers and reports;</p> <p>Ample and proven understanding of the existing strategic and policy frameworks and the situation in the areas of environment, energy, climate and decarbonisation, both in the EU and WB;</p> <p>Experience with project implementation, planning and analysing, resource mobilisation and project management, including proven skills and experience to manage team of experts;</p> <p>Analytical skills and ability to conceptualise and write concisely and clearly;</p> <p>Experience in performing analytical studies, working with indicators, and drafting recommendations for policy makers.</p>
<b>Language requirements:</b>	<p>Fluency in English, as the official working language of RCC;</p> <p>Knowledge of local languages in WB will be considered an asset.</p>
<b>Other:</b>	<p>Full ICT literacy and familiarity with MS Office (or alternative business applications) as a tool necessary for implementation of the assignment;</p> <p>Ability to be flexible and respond to changes as part of the review and feedback process.</p>

**Qualifications: Team Members (at least two)**

<b>Education:</b>	Advanced university degree in environmental sciences, climate change, energy, economy, engineering or other relevant fields necessary to understand the main trends, challenges and situation in the WB in the areas of climate change and decarbonisation.
<b>Experience and qualifications:</b>	<p><b>Qualifications and Skills Required</b></p> <p>Extensive theoretical knowledge in the relevant fields and minimum seven (7) years of practical work and/or research experience in environmental protection and management, climate change, energy and decarbonisation;</p> <p>Experience in data collection and processing, modelling, developing scenarios and developing scientific papers and reports;</p> <p>Ample and proven understanding of the existing strategic and policy frameworks and the situation in the areas of environment, energy, climate and decarbonisation, both in the EU and WB;</p> <p>Experience with project implementation, planning and analysing;</p> <p>Analytical skills and ability to conceptualise and write concisely and clearly;</p> <p>Experience in performing analytical studies, working with indicators, and drafting recommendations for policy makers.</p>
<b>Language requirements:</b>	<p>Fluency in English, as the official working language of RCC;</p> <p>Knowledge of local languages in WB will be considered an asset.</p>
<b>Other:</b>	<p>Full ICT literacy and familiarity with MS Office (or alternative business applications) as a tool necessary for implementation of the assignment;</p> <p>Ability to be flexible and respond to changes as part of the review and feedback process.</p>

## IV. 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;
- Financial records - company's/institution's balance sheet and profit-and-loss statement for the past 2 years (only in case of a bidding of consulting companies);
- 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, elaborating the proposed methodology for addressing and undertaking individual tasks; 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 5 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 need to be submitted via e-mail to [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) by 2 December 2020 by 15.00 CET (Central European Times).**

## V. 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:

<b>EVALUATION GRID</b>	<b>Maximum Score</b>
<b>A. Technical Offer (A.1+A.2+A.3)</b>	<b>100</b>
<b>A.1. Work experience, references list:</b> 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>35</b>
<b>A.2. Quality and professional capacity of the consultants:</b> CVs satisfy the criteria set forth in the ToR, education and experience demonstrates professional capacity and experience required.	<b>35</b>
<b>A.3 Quality of the concept note:</b> Relevance and applicability within the WB6 regional framework; methodologically sound concept/ plan, achievable within the defined time frame	<b>30</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**

**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](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: 099-020**

**REF:**

**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 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 their staffs, including its management, are 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.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## **ANNEX II: Financial Offer**

**REF: 099-020**

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:

- Price ceiling: up to EUR 16,000. Bids indicating a price above this threshold shall not be considered.
- The expert fees should be consistent with those applicable in the region.

**ANNEX III: STATEMENT OF AVAILABILITY**

REF: 099-020

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