

Open Call for Consulting Services

Subject:	Drafting of Amendments to the Law on Youth of the Federation of Bosnia and Herzegovina and Creation of a Report on the State of Youth Organising in Bosnia and Herzegovina
Eligibility:	Consortia of individual experts
RCC Department:	WB Youth Lab project
Duration:	October 2022 – December 2022
Deadline for application:	4 October 2022
Reporting to:	RCC's Western Balkans Youth Lab and Working Group on Youth Unemployment from Bosnia and Herzegovina
Reference Number:	080-022

I. BACKGROUND

The purpose of this assignment is to support Youth Council of Federation of Bosnia and Herzegovina (hereinafter: Youth Council) in **drafting the amendments to the Law on Youth of the Federation of Bosnia and Herzegovina** in order to be more oriented on youth involvement in policy making processes. Through the set of actions Youth Council plans to identify all of the mayor flaws of the current system, create a Report on the State of Youth Organising and develop a new proposal for the model of youth organising which is to benefit young people and youth organisations across Bosnia and Herzegovina by creating more youth-friendly legal framework.

These activities are part of the Working Group on Youth Unemployment Action Plan created jointly by policy makers and youth representatives in Bosnia and Herzegovina and is fully in line with WBYL objectives.

II. OBJECTIVES

The Western Balkans Youth Lab Project (WBYL project) through its capacity building instrument seeks to support the Youth Council of Federation of Bosnia and Herzegovina in implementing a set of actions with the aim to propose Law Amendments which are to benefit the work of Youth Councils in the future. The current work of Youth Councils in Bosnia and Herzegovina is based on the legal framework defined through the Law on Youth of the Federation of Bosnia and Herzegovina from 2010. Over time, the situation at the local level has changed and it became discriminatory toward smaller communities, as the current law defines minimum number of youth organisations needed in one place to create a youth council, which is unattainable in smaller communities.

This in return cuts off youth from those communities and their cantons from the whole youth council structure and they cannot be represented at the Federal/Cantonal level or even participate at the local level. Changing the legal framework will enable young people across Bosnia and Herzegovina to use their potential and participate in decision-making processes. It will facilitate young people organising themselves and being change makers in their local communities, which will greatly strengthen the formal and informal mechanisms of youth participation, which is the main goal of the WBYL project.

Creation of a better model of youth organising and providing young people with a platform will simplify the process of choosing youth representatives to National Youth Councils. Such a system will support competent youth representatives who will co-create relevant policies with government representatives and advocate for youth policy development. This activity will firstly identify all of the mayor flaws of the current system of youth organising, and together with young people coming from youth structure all across the Federation of Bosnia and Herzegovina, new models and approaches that will be supportive of youth participation in decision-making processes will be co-created.

One of the main focuses of the activities will be the drafting of Youth Law Amendments in the area of youth organising. With the help of experts, the current model will be analysed, and recommendations for improving the model, as well as amendments to the Youth Law of the Federation of Bosnia and Herzegovina will be developed through using online and in person events. As a further step, similar amendments and structures could be applied and advocated for in the Republika Srpska, which will make the system in Bosnia and Herzegovina unified.

IV. SCOPE OF WORK

Specific Tasks

- Organise focus groups, interviews and create surveys for representative of youth structures, youth NGOs, government institution representatives, youth officers in public services and other relevant stakeholders to collect views on the current youth organising and participation;

- Include at least 15 representatives of youth-led organisations/structures in the consultation process;
- Create and publish the Report on the state of youth organising in the Federation of Bosnia and Herzegovina;
- Propose a recommendation for improvement of youth organising in Bosnia and Herzegovina;
- Present the work done at the working meeting of representatives of youth structures and relevant stakeholders, and collect views of different stakeholders on the new model;
- Create a proposal for the model of youth organising for Federation of Bosnia and Herzegovina;
- Include European perspectives of youth organisations from Bosnia and Herzegovina;
- Draft amendments to the Youth Law of the Federation of Bosnia and Herzegovina.

In all its stages, the deliverables should be developed in close consultation with the Working Group on Youth Unemployment from Bosnia and Herzegovina and Western Balkans Youth Lab Project Team.

Lines of Communication

The consortium of experts will work closely with the Working Group on Youth Unemployment from Bosnia and Herzegovina, and report to the RCC WBYL Team Leader. A detailed assignment report (in local and English language) will be prepared after the engagement and sent to RCC WBYL for review and approval.

VI. LOGISTICS AND TIMING

Timeline

The process is expected to be finalised by the end of December 2022.

VII. REQUIREMENTS

This consultancy is to be carried out by a consortium of two (2) individual experts, consisted of:

1. Team Leader: Senior Expert on Youth Policies
2. Expert on Youth Policies in Bosnia and Herzegovina

PROFILE AND COMPETENCIES

Education:	<ul style="list-style-type: none"> • Bachelor’s degree required; advanced degree desirable
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<p>Experience:</p>	<p>Qualifications and Skills Required for Team Leader</p> <ul style="list-style-type: none"> • Minimum of five-year professional experience in working with youth and topics of youth participation and youth organising; • Experience in research and needs analysis of youth issues; • Experience in governing or working for/with umbrella youth structures at national and/or regional level; • Previously published reports related to youth engagement, youth policy and youth organising; • Previous professional experience in regional and European perspectives of youth policy and participation; • Experience in creating policies and strategic documents; • Knowledge of domestic regulations in the field of education, educational policies and plans (special focus on the degree of harmonisation with the European system); • Strong knowledge of the functioning of the youth sector in Bosnia and Herzegovina; • Strong analytical and strategic thinking skills; • Ability to work effectively in the group. <p>Qualifications and Skills Required for Expert</p> <ul style="list-style-type: none"> • Previously published reports related to youth engagement, youth policy and youth organising; • Previous professional experience in regional and European perspectives of youth policy and participation; • Knowledge of domestic regulations in the field of education, educational policies and plans (special focus on the degree of harmonisation with the European system); • Strong knowledge of the functioning of the youth sector in Bosnia and Herzegovina; • Strong analytical and strategic thinking skills; • Ability to work effectively in the group.
<p>Language requirements:</p>	<ul style="list-style-type: none"> • Fluency in local language(s) and English as the official language of the RCC
<p>Other</p>	<ul style="list-style-type: none"> • Familiar with MS Office applications

Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, ethnicity 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 local partners and stakeholders.

IV QUALITY CONTROL

Hired experts should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports 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 report. 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.

Quality Control by the Regional Cooperation Council

The experts' outputs shall undergo external reviews by relevant stakeholders, including the representatives of the WBYL Project Team and the Regional Cooperation Council.

V APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

- Profile of proposed consortium consisting of maximum 2 pages;
- CVs of the members of consortium outlining relevant knowledge and experience as described in the section Profile and Competencies of the experts;
- Concept note of up to 2 pages, indicating the individual tasks to be undertaken within the planned timeframe;
- Application Submission Form (Annex I);
- Statement of Availability (Annex II).

Financial Offer (Free format)

The consortium should send **one financial offer** that 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:

- Use a free format for the budget providing the global price for the work to be provided.
- The assignment is set at a maximum of 5,100€.

Applications need to be submitted by 4 October 2022 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 AND SELECTION

The assignments will be awarded to the highest qualified applicant based on the skills and expertise of the experts, and the quality of concept note(s) and cost-effectiveness of 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 the 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:

EVALUATION GRID	Maximum Score
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A. Technical Offer (A.1+A.2)	100
A.1. Quality and professional capacity of the consortia: CVs satisfy the criteria set forth in the ToR, education and experience (references) demonstrate professional capacity and experience required.	65 (35+30)
Expert – Team Leader:	(35)
Expert:	(30)
A.3 Quality of the concept note and Action Plan: Relevance and applicability, methodologically sound concept/ plan, achievable within the defined timeframe.	35
B. Financial Proposal/ 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 might 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

Open Call for Consultancy Services:

REF: 080-022

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 Consortia] _____ 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.

Name	
Signature	
Date	

