

Open Call for Consulting Services

Subject:	Common Regional Market Action Plan 2021 – 2024 / Regional Industrial and Innovation Area
Title:	Technical support for the development of regional creative industries/towards establishment of creative hubs
RCC Department:	Programme Department
Reporting to:	RCC Secretariat
Duration:	October - December 2022
Eligible:	Individual consultants, consulting companies, bidding consortia of individual experts
Deadline for application:	6 October 2022
Reference Number:	076-022

I. BACKGROUND

In November 2020, the leaders of Western Balkans (WB) – Albania, Bosnia and Herzegovina, Kosovo*¹, Montenegro, North Macedonia, Serbia - endorsed the Common Regional Market (CRM) Action Plan 2021 – 2024², at the Berlin Process Summit held in Sofia.

The CRM Action Plan consists of targeted measures along four key areas: the Regional Trade Area, the Regional Investments Area, the Regional Digital Area and the Regional Industrial and Innovation Area. For the first time, creative industry is recognised (in the CRM Regional Industrial Area) as one of the key industries of the region and as a crucial driver of growth and competitiveness in the region. It aims to support the development of regional creative industry and enhance cooperation at the regional level by increasing links between all relevant actors.

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

² [Regional Cooperation Council | Common Regional Market \(rcc.int\)](https://www.rcc.int/)

II. DESCRIPTION OF RESPONSIBILITIES

Objective of the assignment

The objective of this assignment is to support the RCC secretariat in processes that contribute to further developing of creative industries in the region, with a particular focus on improving infrastructure through the establishment of creative hubs, as platforms for regional exchange in order to address challenges of limited networking and enhance advocacy, policy, exchange good practices and opportunities between each other, pooling resources etc., aiming to further implement actions under the CRM Regional Industrial Area/creative industry.

Specific Tasks

The following tasks are expected during the consultancy period:

Task 1: Support the RCC in processes that contribute to the development of cultural sites and creative hubs around the Western Balkan (WB) region, including but not limited to:

- Identify old and unused industrial sites with potential for the development of creative hubs, by preserving industrial heritage and incentivizing creative industry actors. In doing so, the consultant should *collaborate closely with the Working Group on Industrial Development (WGID)*.
- Explore and identify opportunities from neglected sites and heritage in the region with potential for development of regional cooperation and turning the region into a creative hub;

Task 2: Develop a proposal (for policymakers) for establishing viable mechanisms for funding and supporting regional creative hubs as a method to support the growth and development of creative industries, while also taking into consideration the findings from task 1;

Task 3: Develop a proposal on how to develop models and instruments for cultural diplomacy (*including some short-term objectives and concrete steps for 2023, with the aim to strengthen the competitiveness of creative industries in the region and further enhance dialogue and cooperation within the region and between different institutions, cities and economies*);

Task 4: Provide expert advice and support through participation in the meetings of the WGID, in consultation and agreement with the RCC.

Note: outputs from all tasks to be included in the final report.

Methodology

The expert is expected to come up with the best methodology/approaches for undertaking this task. However, the following guiding principles should be taken into consideration:

1. Desk review;
2. Communication/interviews/consultations/focus groups with the representatives of national administrations in the respective areas, if needed;
3. Any other method applicable.

III. LOGISTICS AND TIMING

Timeline

The engagement is expected to start in October 2022 and end in December 2022.

Lines of Communication

- The expert(s) will report to the RCC Secretariat. Upon completion of activities as defined in the timeframe and in accordance with the Terms of Reference, a detailed report will be prepared and sent to the RCC Secretariat for review and approval.
- Meeting with the RCC experts will be organised to elaborate further on the 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:

- Inception report, which will specify the methodology and resources;
- Final report containing proposals for tasks 1, 2 and 3 (including reflection of comments by the RCC), to be accompanied by PowerPoint Presentations for the key outputs from all tasks.

	Deliverables	Due date
1.	Inception Report	20 October 2022
2.	Final Report (including proposals for task 1, 2 and 3), including reflection of comments by the RCC.	20 December 2022

V. REQUIREMENTS

Expert qualifications:

Education:	<ul style="list-style-type: none"> • An advanced university degree (Master’s Degree or equivalent) in economics, industrial policy or other fields of relevance for the position;
Experience:	<ul style="list-style-type: none"> ▪ Minimum of 7 years of relevant experience in policy advice, research, analysis and project implementation in the area of industrial development, cultural and creative industries development, project development or other related policies; ▪ Proven professional record in working with international and/or regional organisations; ▪ Proven analytical skills and ability to conceptualise and write concisely and clearly, preferably evidenced by a list of published reports/articles in English; ▪ 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; ▪ 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 asset.

Qualifications for Key Expert (if relevant):

Education:	<ul style="list-style-type: none"> ▪ Master’s Degree (preferably also PhD) in Economics, Industrial Policy or other equivalent qualifications relevant to the position.
Experience:	<ul style="list-style-type: none"> ▪ Minimum of 7 years of relevant experience in policy advice, research, analysis and project implementation in the area of industrial development, cultural and creative industries development, project development or other related policies; ▪ Experience in working with government institutions in developing strategic frameworks, strategies, programmes, and dedicated policies to incentivize industrial development - creative industry, in particular; ▪ Proven professional record in working with international and/or regional organisations; ▪ Proven analytical skills and ability to conceptualise and write concisely and clearly, evidenced by a list of published reports/articles in English; ▪ 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, businesses, civil society institutions, donors and other stakeholders.
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 asset.

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;
- Teamwork: 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 implementation 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 the 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 upon by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

VI. QUALITY CONTROL

The expert should ensure an internal quality control during the implementation 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 the 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 upon by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

VII. APPLICATION RULES

Technical Offer:

The technical offer needs to contain the following:

For individual consultants:

- Letter of interest;
- CV, outlining relevant knowledge and experience as described in Section IV - Competences of the Terms of References;
- List of reports, papers, and other documents the expert has drafted;
- A concept note of up to 2 pages, elaborating on 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).

For the companies and consortia of individual consultants:

- Company/institution profile including a brief description (up to 2 pages) of the company. In the case of a bidding consortium, the team leader should submit the profile of the consortium;

- Copy of the Company's/Institution's Registration Certificate. In the case of a bidding consortium, a corresponding written authorisation, power of attorney, is accordingly treated;
- Financial records – the company's/institution's balance sheet and profit-and-loss statement for the past 2 years (only in case of 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 on 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.

The maximum size of the email should not exceed 15MB. WeTransfer alternative is recommended. Please avoid RAR files.

Applications including technical and financial offers need to be submitted via e-mail to ProcurementforRcc@rcc.int by 6 October 2022.

VIII. EVALUATION AND SELECTION

The assignments will be awarded to the highest qualified applicant based on the skills, expertise, and 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 the price on an 80/20 basis.

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 nature comparable to that of the Call; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity of the consultants: CVs satisfy the criteria set forth in the ToR, education and experience demonstrate the professional capacity and experience required.	35
A.3. Quality of the concept note and Action Plan: Relevance and applicability within the WB6 regional framework; methodologically sound concept/plan, achievable within the defined time frame	30
B. Financial Proposal/lowest price has a maximum score	100

The 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 the 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.

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

The candidates and bidders wishing to receive 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: 076-022

Technical support for the development of regional creative industries/towards establishment of creative hubs

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 Consultant] _____ hereby declares that he/she/it has examined and accepted without reserve or restriction the entire contents of the Open Call, Grounds for Exclusions and Conflict of Interest as such.

Grounds for exclusion

Candidates or bidders will be excluded from participation in the 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 to 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 those who 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 interest which could arise during the 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 its staff members, including its management, are not placed in a situation which could give rise to a 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 the 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	

ANNEX II: Financial Offer

Technical support for the development of regional creative industries/towards establishment of creative hubs

REF: 076-022

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 13,400. Bids indicating a price above this threshold shall not be considered.
- The expert fees should be consistent with those applicable in the region.

