



Open Call for Consulting Services

Title:	Technical support to the RCC for Content Development of GAWB Observatory Platform
RCC Department:	Programme Department
Eligible:	Consulting companies/ consortia of individual consultants
Reporting to:	RCC Secretariat
Duration:	September 2025 - December 2026
Reference Number:	066-025

TERMS OF REFERENCE

I. BACKGROUND

In accordance with the Sofia Declaration mandate, the Regional Cooperation Council (RCC) supervises monitoring of the GAWB Action Plan (AP) implementation by compiling the Annual Report on the Implementation of the GAWB Action Plan (referred to as GARI).

To provide visual presentation of the Sofia Declaration implementation progress, as envisaged by the GAWB AP, RCC will develop a GAWB Observatory - a user-friendly web platform with all indicators grouped per policy areas, per WB6 or the region as a whole, with timelines, web accessories for different parameters, and databases to be filled in through annual data collection cycles.

In the framework of this platform, all available documents and information related to the implementation of the GAWB and associated EU processes will be systematically collected and made accessible on the website, either through direct upload or external links. The goal is to establish the platform as a comprehensive and authoritative repository of all relevant materials concerning the GAWB Action Plan.

The platform will ensure that diverse user groups—including policymakers, researchers, regional organisations, donors, citizens, and others—have quick and user-friendly access to reliable information that supports clearer understanding of the GAWB's implementation and progress. Additionally, the platform will function as a regional hub, showcasing and promoting activities across all seven pillars of the Action Plan. It will feature regularly updated news, events, and content, while also continuing to facilitate the exchange of experiences, good practices, data, and insights among the WB6.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The purpose of this assignment is to collect, prepare, and upload content to the Green Agenda for the Western Balkans (GAWB) Observatory Platform—an online tool designed to visually present the progress of Sofia Declaration’s implementation.

The Observatory Platform will consist of several sections that require structured content and regular monthly updates. It will feature both a public and a private layer, with the Service Provider responsible exclusively for the public layer.

Upon agreement and confirmation of content by the RCC, the Service Provider may directly upload and organise materials in the public layer. Content management in the private layer will remain under the sole responsibility of the RCC. As required, the Service Provider will also provide content support for supplementary tasks.

Specific Tasks

The tasks specified herewith are:

1. Information Collection and Compilation

- Collect and compile relevant developments and activities across all pillars of the Green Agenda for the Western Balkans (GAWB), per economy.
- Regularly update the website’s news section with concise summaries and links to key documents.
- Identify and curate additional relevant sources beyond RCC’s official documents.
- Draft short overview texts and info notes for the website.

2. EU and Regional Process Mapping

- Map all relevant EU-level processes and frameworks related to the Green Agenda, accompanied by concise summaries and official links.
- Engage with relevant stakeholders (e.g. EnCS, TCPC, SWG RRD, IUCN) to collect and validate information.
- Highlight and summarise regional developments that complement EU-level processes.

3. Visibility and Communication Tools

- Support development of a regularly updated news section to highlight key regional and EU developments.
- Support set-up and regular updating of a calendar by researching and adding relevant events.
- Provide timely short updates and communication pieces to strengthen visibility of GAWB-related activities.

4. Donor and Project Mapping

- Support creation and maintenance of a donor database, providing an overview of regional and bilateral projects and donors active in the WB6 and related to GAWB AP.

- Build on the RCC donor mapping analysis, EU4Green, and other relevant sources by adding new data to the existing database.
 - Ensure regular updating and consistency of donor-related information to support coordination and transparency.
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Methodology

The expert is expected to propose the best methodological approach for undertaking this task. However, the following guiding principles should be taken into consideration:

1. Desk review/research and data collection, processing, validation, visualisation, and interpretation;
2. Communication/interviews/consultations with the representatives of regional organisations, administrations and other relevant stakeholders in the respective areas to collect qualitative inputs;
3. Any other method applicable.

This assignment will be developed in close consultations with the RCC Secretariat in several stages. RCC is responsible to provide all contacts necessary to fulfil the tasks provided in this Terms of Reference.

Collecting, checking and structuring information

1.1 Undertake comprehensive desk research to identify, collect, and review all relevant information and documents pertinent to the website's content. This includes sourcing materials from a variety of credible and up-to-date resources to ensure accuracy and relevance.

1.2 Conduct independent research and proactively engage and maintain ongoing communication with relevant partners, stakeholders, and subject matter experts.

1.3 Compile and organise the collected information systematically, including critically assessing it to ensure clarity, coherence, and alignment with the website's objectives.

1.4 Provide well-founded recommendations on how to effectively structure and present the content within the website's framework to optimise user experience and accessibility.

1.5 Develop comprehensive overviews upon request that synthesize complex information into clear, accessible formats. This also includes preparation of concise and engaging explanatory texts for individual sections, helping users understand the context, significance, and key messages of the content presented.

1.6 Carefully review all content and information gathered for upload to ensure full compliance with the RCC's language and style guidelines.

Lines of Communication

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

Timeframe

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

III. REQUIRED OUTPUTS/REPORTING

	Deliverables¹	Due date
1.	Kick-off meeting	Within 1 week of contract start date
2.	Collection of relevant documents and arrangement according to the website structure	6 weeks
3.	Produce and upload overviews/articles/documents with information relevant for the website	10 weeks
4.	Regular information updates	1 year, includes monthly updates

IV. COMPETENCES

Expert Qualifications:

Criteria related to the experts delivering the service²

Education:	<p>A Master's degree in environmental sciences, engineering, economy, law, statistics, or other areas related to the subject of this assignment.</p> <p>A relevant PhD degree is an advantage.</p>
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¹ The timeline for the deliverables is subject to change, and can be extended for item 3. to March/April

² These criteria apply to the main expert(s) and not for administrative or logistical team members

Experience:	<ul style="list-style-type: none"> ▪ Minimum 4 years of experience in consultancy on topics relevant to the Green Agenda for the Western Balkans; ▪ Minimum 2 years of experience in communications and with website content and publications; ▪ Experience in working with governments, statistical offices, regional organisations, and/or EU institutions on developing monitoring and reporting mechanisms in areas relevant to the Green Agenda for the Western Balkans is considered an advantage; ▪ At least two similar (in scope and complexity) projects completed in the last three years; ▪ Proven analytical skills, data collection, processing, verification and visualisation abilities; ▪ Demonstrable experience in writing and reporting on complex multi-sector or multi-country programme implementation; ▪ Proven communication skills and ability to work in an environment requiring liaison and collaboration with multiple stakeholders including government representatives, businesses, civil society institutions, international and regional organisations and other stakeholders to collect and verify data, and consult on each deliverable.
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 desirable.
Other:	<ul style="list-style-type: none"> ▪ N.A.

Core Values

- Demonstrates integrity and fairness by modelling values and ethical standards;
- 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.

V. QUALITY CONTROL

The expert should ensure internal quality control during the implementation 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 reports 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 upon the expert, they should clearly explain the reasons for their final decision in a comments table.

VI. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For companies and consortia of individual consultants:

- Company 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 Company's Registration Certificate (in case of consulting companies);
- In case of bidding consortia of individual consultants participating in this Call, they must indicate the members and show how the work is divided between them. Specifically, all members must name the team leader and authorise this member to represent the consortium and receive payments on behalf of the other members. A corresponding written authorised power of attorney must be attached to the bid;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);
- CVs of experts, outlining relevant knowledge and experience as described in the Terms of References, along with contact details of referees;
- An outline work programme of a maximum of 5 pages describing the main issues, sources of information to be used, timeline and methodology;
- List of references for relevant activities implemented over the past years demonstrating relevant experience in the subject matter;
- Signed Statement of Availability (Annex I).

Financial Offer (Free format)

The financial offer should reflect the following:

- All figures should be expressed in EUR;

When preparing the financial offer, the applicant should take into account the following:

- Maximum budget should not exceed EUR 25,000. The offers above the threshold will not be considered.
- Use a free format for the budget providing the global price for the work to be provided.

NOTE:

When preparing the financial offer, the applicant should take into account that the fee rates should be broadly consistent with the EU framework rates for these types of professional services for international consultants.

Submission of applications:

Applications need to be submitted by 17 September 2025 through the website link [Apply now](#).

VII. 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 Call; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity of the consultant(s): CV(s) satisfy the outlined Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
A.3 Quality of the concept note: An outline of the work programme describing the main issues, information, data sources, research and analytical tools to be employed by consultant, as well as the timeline.	30
B. Financial Offer/ lowest price has a 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 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 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: STATEMENT OF AVAILABILITY

REF: 066-025

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 if 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