

**Reference Number 020-026**

**Type and period of engagement: Service Contract until 31 December 2026**

**Location: Sarajevo, Bosnia and Herzegovina**

**Terms of Reference for Expert on Monitoring and Reporting at the Regional Cooperation Council (RCC) Secretariat**

**Background**

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework. It works under the political guidance of the South-East European Cooperation Process (SEECP) to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE). RCC's activities are guided by its triannual Strategy and Work Programme (SWP) and the South East Europe 2030 (SEE 2030) Strategy.

Following the implementation of the Common Regional Market (CRM) Action Plan (AP) 2021-2024, prepared and coordinated by RCC, at the Berlin Process Summit in November 2024 the WB6 leaders endorsed the second iteration of the CRM Action Plan 2025-2028 (hereinafter CRM2), also prepared and coordinated by RCC. By drawing on EU rules and standards within the framework of the EU's Growth Plan for the Western Balkans (WB) and building on the EU's four freedoms approach, the CRM targets key areas: i) free movement of goods, ii) free movement of services, iii) horizontal trade measures, iv) human capital development, v) business enabling environment and competitiveness, and vi) digital transformation. The CRM2 agenda will remain the main socio-economic transformative tool for the region in the upcoming four years and an important pillar of the EU's Growth Plan for the WB.

The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department. The organisation maintains close working relations with all relevant stakeholders, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

**Outline of the position**

Expert on Monitoring and Reporting will be part of the Programme Department and work under the guidance of the Head of Programme Department. The role of the Expert is to help ensure successful operation of the RCC by supporting horizontal processes related to the Common

Regional Market (CRM2) and Green Agenda for the Western Balkans (GAWB) in line with the Strategy and Work Programme (SWP) 2026-2028.

### **Duties and Responsibilities**

Expert on Monitoring and Reporting works in close co-operation with the experts of the Programme Department,

Duties and tasks that fall within the realm of responsibilities of Expert on Monitoring and Reporting are as follows:

- Assist in fulfilment of horizontal processes of implementation, monitoring, reporting, and evaluation related to CRM and GAWB;
- Coordinate and execute monitoring and reporting requirements regarding different stakeholders (e.g. Annual Report of the Secretary General, CRM report on implementation, Annual Report on GAWB Implementation, interim and final narrative reports of RCC Action Grant as well as CRM Monitoring Tool);
- Prepare analytical briefs and memos regarding the overall developments in South East Europe, in particular on the matters related to the EU enlargement and regional cooperation in SEE, with advice and/or recommendations, where appropriate, for possible action by the RCC Secretariat;
- Coordinate data collection process (both quantitative and qualitative) within the framework of reporting on the progress of implementation of RCC Action Grant(s);
- Support and coordinate data collection, data analysis, and development of methodological and editing of analytical report for the annual products of Balkan Barometer;
- Undertake research from public sources, prepare analytical briefs, concept notes and summaries on key developments in SEE relevant to the areas covered by CRM and GAWB;
- Conduct background research on key data that support RCC daily work across different agendas, including CRM and GAWB, and flash out well-structured draft statements and analytics reflecting the voice and vision of RCC;
- Prepare analytical assessments under the guidance of the Head of Programme Department to support key RCC statements and positions in a given regional and international context, such as high-level events and meetings on a number of RCC policy areas;
- Summarise and analyse cross-department inputs within RCC and liaise with key WB6 and international stakeholders, key domestic political and civil actors, civil society organisations, UN partners and donors in the region;
- Support organisation of events and workshops for targeted groups of stakeholders of relevance for CRM and GAWB;
- Assist in formulation of policy advice and recommendations in RCC areas of cooperation related to CRM and GAWB;
- Assist in development and implementation of regional economic integration framework beyond CRM within RCC and with external stakeholders (regional partners, civil society organisations, local authorities, etc.);

- Handle other related tasks as directed by the Head of Programme Department.

## **Reporting**

- Expert on Monitoring and Reporting directly reports to the Head of Programme Department and works under the overall guidance of the Secretary General.

## **Key requirements**

- Master's degree (or equivalent) in political science, international relations, European studies, security, business, economics or other subject of relevance for the position.
- In-depth knowledge of SEE, regional cooperation overall, EU enlargement, as well as relevant thematic areas, such as CRM and GAWB.
- A minimum of 5 years of professional experience in an international environment and with knowledge of and experience in SEE region.
- Experience in comparative analysis and complex surveys. Knowledge and work with public opinion polls is an asset.
- Experience in programming and management of EU funds in domestic, regional or international context;
- Experience in budgeting programme activities and familiarity with the overall programming project cycle.
- Advanced writing and analytical skills, demonstrated through previous work.
- Able to work both independently and as part of a team in a multicultural environment.
- Excellent communication and writing skills in English language.

## **Location**

The holder of the position will be based in the RCC Secretariat in Sarajevo. She/he could expect that substantial time would be spent on business-related travel.

Candidate will receive an initial service contract with trial period until 31 December, 2026 with possibility of extension after annual performance review.

## **Application Rules**

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references until **24 March 2026**. Only shortlisted candidates will be contacted. Selection process is based on a written test and a competency-based interview.

The applications should be submitted through the website link [Apply now](#).

*Disclaimer: We are dedicated to ensuring a working environment that guarantees freedom, cooperation, inclusion, acceptance of diversity, and equal opportunities for others. We select partners we cooperate with solely on the basis of competence and integrity of the candidate, making a decision based on relevant*

*documentation and an interview. We ensure the performance of work tasks and advancement on the principles of equality by prohibiting any form of discrimination based on race, religion, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin. We operate with zero tolerance towards mobbing, harassment and sexual harassment in the workplace and demand the same of all employees and business partners. We strongly encourage women, minorities, and vulnerable groups to apply.*