

Open Call for Consulting Services

Title:	Support to the RCC Secretariat for preparation of regional document to support WB6 transposition of the EU National Emission reduction Commitments Directive (NECD)
RCC Department:	Programme Department
Eligible:	Individual expert (operating within a company or independently)
Reporting to:	RCC Secretariat
Duration:	March – mid-May 2026
Reference Number:	022-026

TERMS OF REFERENCE:

I. BACKGROUND

The [Revised Action Plan for the Implementation of the Sofia Declaration on the Green Agenda for the Western Balkans \(GAWB\) 2025-2030](#) was endorsed by Western Balkans Six (WB6) Ministers of Environment and Climate in October 2025. The Action Plan provides five pillars mirroring the structure of the GAWB, including on depollution, which provides a series of activities aiming to combat pollution of air, water and soil in the region.

On depollution pillar of the revised Action Plan, Action 23 states that the WB6 will progress towards alignment with EU air quality standards, which includes as a concrete step to achieve transposition with the EU NECD by 2028. Important work has been done in this regard by [EU4Green project](#), and this assignment will collect all relevant inputs to produce a regional document that provides the intent for the WB6 to align with the EU NECD and address the negative health issues due to air pollution.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives of the assignment

The objective of this consultancy is to provide expert technical support to the RCC Secretariat for preparation of regional document to support WB6 transposition of the EU National Emission reduction Commitments Directive (NECD) with a focus on possible emission reduction commitments (ERCs) for cost effective measures to reach these ERCs.

More specifically this technical assistance will support RCC in:

- Producing analytical report providing targets and measures based on the NECD, Convention on Long Range Transboundary Air Pollution (CLRTAP or Air Convention), EU4Green technical reports, other relevant legislation;
- Preparing a regional document for endorsement in the Green Agenda Ministerial meeting

An individual consultant will be engaged for this consultancy, hereinafter referred to as “the consultant”.

This assignment targets all Western Balkans Six (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia).

III. SCOPE OF WORK

Specific Tasks

The Consultant will:

- 1. Identify at the Western Balkans Six regional level the targets, technical measures, costs, and other actions if relevant, for reaching a 50% reduction in premature deaths from PM2.5 exposure by the year 2030 relative to 2005, and other air pollutants as listed in the NECD, following a thorough assessment of the EU4Green Report on the development ERCs and all relevant documents, including but not limited to:**
 - 1.1. NECD, Convention on Long Range Transboundary Air Pollution (CLRTAP or Air Convention), EU4Green relevant technical reports, domestic-level projects, reports, other relevant legislation;
- 2. Preparing a regional document for endorsement in the Green Agenda Ministerial meeting**
 - 2.1. Develop a joint regional document in which the WB6 reaffirm their commitment to implement the NECD and provide the intent for reaching a 50% reduction in

* 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

premature deaths from PM2.5 exposure by the year 2030 relative to 2005 for the aggregate of the Western Balkans Six;

2.2. Integrate and collect suggestions/scenarios for technical measures to reach the targets with available data into the regional document;

2.3. Collect inputs from the consultation process with RWG GAWB members, Partner organisations, and all other relevant stakeholders;

2.4. Produce the final version of the document and incorporating all relevant inputs;

2.5. Support if needed RCC Secretariat in the consultation process with WB6 authorities and relevant stakeholders;

3. Coordination and Reporting

1.1. Maintain regular communication with RCC focal point;

1.2. Provide quarterly progress updates and brief reports to RCC , summarizing completed tasks, next steps, and any identified risks or challenges;

1.3. Ensure timely delivery of all agreed outputs in accordance with the ToR.

Methodology

The selected consultant 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, visualization, and interpretation;
2. Communication/interviews/consultations with the representatives of regional organisations, WB6 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.

II. LOGISTICS AND TIMING

Timeline

The engagement is expected to start in March 2026 and end in May 2026.

Lines of Communication

- The task will be implemented in close consultation with the RCC Secretariat.
- The consultant will submit all reports and timesheets to the RCC Secretariat for review and approval of deliverables.
- The RCC will provide guidelines for efficient finalisation of the assignment.
- The consultant will be responsible for the communication with RCC staff.
- The consultant should keep frequent communication with the RCC, in order to discuss all open issues and guide the assignment towards its successful completion.
- As appropriate, meetings with RCC will be organised to agree on expectations and deliverables.

III. 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:

	Deliverables	Due date
1.	Producing analytical report providing targets and measures based on the NECD, Convention on Long Range Transboundary Air Pollution (CLRTAP or Air Convention), EU4Green technical reports, other relevant legislation	Within 3 weeks of contract start date
2.	Preparing a regional document for endorsement in the Green Agenda Ministerial meeting	By mid-May

IV. REQUIREMENTS

The Consultant should meet the following requirements:

Qualifications:

Education:	<ul style="list-style-type: none"> ▪ Advanced university degree (Master's Degree or equivalent) in environmental sciences, engineering, law, economics or other areas related to the subject of work. ▪ PhD is an advantage;
Experience and qualifications:	<ul style="list-style-type: none"> ▪ Extensive theoretical knowledge in the relevant fields and a minimum of 7 years of practical work and/or research experience in similar consultancies in the area of water depollution, preferably at the regional level; ▪ At least three similar (in scope and complexity) projects completed in the last five years, particularly in the WB 6; ▪ Experience in working with governments, regional organisations, and/or EU institutions on related topics; ▪ At least two similar (in scope and complexity) projects completed in the last three years; ▪ Proven analytical skills and ability to conceptualise and write concisely and clearly, preferably evidenced by a list of published reports/papers in English; ▪ Demonstrable experience in conducting similar assessments and developing work plans; ▪ Proven communication skills and ability to work in an environment requiring liaison and collaboration with multiple actors; ▪ Solid understanding of regional structures related to GAWB Action Plan implementation; • Advanced computer skills (MS Office and internet software).
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in English, as the official working language of the RCC; ▪ Knowledge of local languages in WB 6 will be considered an asset.
Other:	<ul style="list-style-type: none"> ▪ Full ICT literacy and familiarity with MS Office (or alternative business applications) as a tool necessary for the implementation of the assignment;

	<ul style="list-style-type: none"> ▪ Ability to be flexible and respond to changes as part of the review and feedback process.
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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;
- 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 national partners and stakeholders.

QUALITY CONTROL

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

V. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer:

- CV of an expert, 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. The work programme should include the initial outline of the content of the assessment;
- List of references for relevant activities implemented over the past years demonstrating relevant experience in the subject matter;
- Company Registration Certificate Copy; if applicable
- Company balance sheet and profit-and-loss statement for the past two years (2023-2024); if applicable

Financial offer (Free format)

The financial offer should reflect the following:

- All figures should be expressed in EUR;
- VAT amount, if applicable, should be presented.

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

- Maximum budget should not exceed EUR 10,000.
- Use a free format for the budget providing the global price for the work to be provided.
- Fee rates should be broadly consistent with the regional framework rates for these types of professional services.

Submission of applications:

Applications need to be submitted by 11 March 2026 through the website link [Apply now](#).

Please make sure that the application is submitted in two separate folders one containing the Technical Offer and the other the Financial Offer. The documents should be submitted in form of copies of the originals.

VI. 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 with that of the tender; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity of the consultant(s): CV satisfy the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
A.3 Quality of the concept note: An outline of work programme describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	30
B. Financial Offer/ 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 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 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
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