

Open Call for Technical Services

Subject:	Open Call for Engagement of experts for Organisational Management Trainings for Kosovar Youth Council, Youth Council of Obiliq and Activism Roots
RCC Department:	WB Youth Lab
Number of Consultants:	Consortium of an Expert and Trainer(s)
Reporting to:	WB Youth Lab and Kosovar Youth Council, Youth Council of Obiliq and Activist Roots
Duration:	June 2022 - August 2022

I. BACKGROUND

The Western Balkans Youth Lab Project (WBYL project) through its Capacity Building instrument seeks to support Kosovar Youth Council, Youth Council of Obiliq and Activist Roots in strengthening their capacities in fields of internal document regulation, activity management, PR and social media management, and project/proposal writing. Strengthening their capacities in these fields will further enhance their capacities needed for advocating for Youth Guarantee and other youth policies. Youth Policy Lab Working Group on Youth Unemployment from Kosovo*¹ has mapped this as a necessity in order to help advance youth organisation's role in contributing towards development of youth policies.

II. OBJECTIVES

The objective of this assignment is to support the mentioned Youth Organisations from Kosovo* by providing them an expert who will tailor make internal document regulation for each organisation and trainer(s) who will train representatives of organisations in fields of activity management, PR and social media management, and project/proposal writing.

Trainings are envisioned in a way that trainer(s) would implement each training separately, focusing on one module per training session. The culmination of this activity is planned to be a three-day Retreat gathering all three Youth Organisations together in order to utilise and

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

discuss the knowledge gained throughout trainings and to improve and strengthen mutual cooperation among these three organisations. During the three-day retreat, the focus on advocating for prioritisation of Youth Employment throughout additional schemes will be discussed as well. During the retreat, all participants will be presented with the NEET Report commissioned and supported by WB Youth Lab through Technical Capacity. Additionally, the expert will present the tailor-made internal document regulation developed for each organisation.

IV. SCOPE OF WORK

Specific Tasks

WB Youth Lab intends to engage a Consortium of an Expert and Trainer(s) gathering:

- Expert for development of internal document regulating NGOs – Team Leader of Consortium;
- Trainer(s) on Management of Activities, trainer on PR and Social Media Management, trainer on Project Writing, and trainer on Organisational Development.

Throughout this activity the expert should:

- Develop tailor-made internal regulation document for each organisation and coordinate work of trainer(s).

The selected trainer(s) are expected to create, design and implement trainings on the following topics:

- Management of Activities;
- PR and Social Media Management;
- Project Writing;
- Organisational Development;
- Create and design tailor-made internal regulation document for each of the three organisations separately.

VI. LOGISTICS AND TIMING

Timeline

The trainers and experts are expected to start their engagement in June 2022.

Lines of Communication

- The expert and trainers will report to the WB Youth Lab Team Leader and Youth organisations from Kosovo* (Kosovar Youth Council, Youth Council of Obiliq and Activist Roots)

The assignment is set at a maximum of 2,600 Euros and Contract is to be signed with Team Leader of Consortium.

VII. REQUIRED OUTPUTS/REPORTING

- Development of tailor-made internal regulation document for each organisation;
- Delivered trainings in fields of internal document regulation, activity management, PR and social media management, and project/proposal writing;
- Training(s) should also focus on practical form of advocating for Youth Employment;
- Organisation of retreat;
- Coordination of trainers and trainings;
- Active weekly-based communication with NGOs regarding their regulation;
- Regular meetings with WB Youth Lab Team and three Youth Organisations from Kosovo* on further expectations and deliverables;
- Upon completion of activities as defined in the timeframe and in accordance with the Terms of Reference, a detailed report is to be prepared and sent to the WB Youth Lab for review and approval.

IX. REQUIREMENTS

Qualifications:

Education:	Degree in business management, economics, marketing, business, or other areas directly related to the subject of work. Master's Degree or PhD is an advantage.
Experience:	<ul style="list-style-type: none"> ▪ At least 3 years of experience in creating NGO regulation documents; ▪ At least 3 years of experience with NGOs in Kosovo*; ▪ Excellent communication skills with NGOs; ▪ Proved experience with NGO regulations. <p>For trainers:</p> <ul style="list-style-type: none"> ▪ Minimum 3 years of relevant experience in similar consultancies and trainings; ▪ In-depth knowledge of the field; ▪ Proved experience in some of these fields (activity management, PR and social media management, and project/proposal writing); ▪ Demonstrable experience as trainer.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in written and spoken English, as the official language of the RCC;

	<ul style="list-style-type: none"> ▪ Fluency in written and spoken Albanian, as the local language for this activity.
Other:	<ul style="list-style-type: none"> ▪ N.A.

Core Values

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

The expert and trainers 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, it should clearly explain the reasons for his/her final decision in a comments table.

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: Team Leader and PR Expert 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 and including Experts from the National Youth Council Member Organisations which are to be involved in the organisation of the workshops on local level;
- 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;

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.

Applications need to be submitted by 6 June 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. We transfer 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
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)
Trainer- PR:	(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
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ANNEX I:

APPLICATION SUBMISSION FORM

Open Call for Consultancy Services:

REF: 058-022

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	

ANNEX III: STATEMENT OF AVAILABILITY

REF: 058-022

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 in the event that 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