



## **Open Call for Consultancy Services**

**Reference Number: 025-017**

Terms of Reference:	Editing of reports related to employment and labour markets in the Western Balkans and development of advocacy briefs based on the regional report findings
Title:	Editor
Contracting Authority:	Regional Cooperation Council (RCC) Secretariat
Starting Date:	September 2017
Reporting to:	RCC Secretariat
Duration:	September – December 2017
Application Deadline:	28 August 2017

### **I. BACKGROUND**

The “Employment and Social Affairs Platform” (ESAP) is a regional project financed by the European Commission and jointly implemented by RCC and ILO in Albania, Bosnia and Herzegovina, Kosovo\*<sup>1</sup>, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia. The project, which began its implementation in 2016 and lasts for 3 years, aims to strengthen regional cooperation and institutional capacities of national administrations, employers’ and workers’ organisations, enabling them to develop and effectively implement labour market and social policy reforms in their EU enlargement process.

ESAP has recently produced several analytical pieces in the area of employment and labour markets on the Western Balkans. These include:

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<sup>1</sup> 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

- A comparative report on performance management in public employment offices in the Western Balkans
- A regional analysis of employment and social measures in the Western Balkans
- An analysis of employment and social data sources in the Western Balkan region
- Western Balkans labour market analysis, 2010 - 2016
- Forecasting employment patterns in the Western Balkans

## II. DESCRIPTION OF RESPONSIBILITIES

### Objectives and Scope of the Assignment

The objectives of this consultancy are to:

1. Edit and proofread the draft regional reports (approx. 250 pages and 80,000 words in total) and produce a final version ready to be formatted for publication.

- Edit and proof-read the draft regional report and produce a final version that will be ready for design and publication. The editing process will include a revision of the current text and might entail re-drafting and synthesizing of parts of the existing text in order to improve readability and strengthen messages for key audiences. Continuous consultations with ESAP project staff and the external authors of the studies will be important to ensure the coherence and validity of the final products.

2. Identify and extract from the regional reports key messages to be condensed into short advocacy briefs written in an accessible style, to be disseminated to wider audiences (approx. 2 pages per topic/report).

- Identify key messages to be extracted from the regional reports, ensuring their technical soundness based on the evidence presented in the report.

- Write the content of advocacy briefs communicating the findings of the study and key messages.

The target audience for these briefs is policy makers in the Western Balkans and international partners active in the region, including European Union officials.

## Lines of Communication

- The expert will report to the RCC, which is in charge of the review and approval of deliverables.
- This consultancy is home-based. The expert will work closely with the ESAP project team staff and external authors of the reports, from whom they will seek guidelines to efficiently conduct the work.

## Deliverables

Edited and proofread regional reports, by 30 November 2017.

Between 4 and 8 advocacy briefs drafted and edited (2 pages each), by 28 December 2017.

## III. PROFILE AND COMPETENCES OF THE CONSULTANT

### Qualifications:

- At least 10 years of experience in employment and labour market issues;
- Strong experience in drafting advocacy documents from research studies;
- Technical editing skills proven by experience with editing and proofreading documents of similar type;
- Familiarity with the Western Balkan economies as well as RCC and its work;
- Ability to produce a high volume of quality content and to synthesize complex documents into key messages;
- Excellent interpersonal skills and flexible attitude.

### Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- 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 environment;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

#### IV QUALITY CONTROL

The consultant 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 consultant outputs shall undergo external reviews by relevant stakeholders, including the representatives of the ESAP project team, and the Regional Cooperation Council.



## APPLICATION RULES

- Qualified candidates are invited to send an application via e-mail to [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int) no later than 28 August 2017;
- The consultancy will be awarded to the highest qualified applicant based on the skills, expertise and the cost-effectiveness of the financial offer;
- Only shortlisted candidates will be contacted for the competency based interview.

The application needs to contain the following:

- Letter of interest indicating your relevant experience;
- CV with reference list;
- Application Submission Form, Annex 1;
- Financial offer, which includes the estimated number of days to implement the terms of reference above and the daily fee. The consultancy fee will be paid as a lump sum amount after the acceptance of the deliverables.

**ANNEX I: APPLICATION SUBMISSION FORM**

**REF: 025-017 Open Call for Consultancy Services**

**One signed copy** of this Application Submission Form must be supplied.

1 SUBMITTED by:

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 **DECLARATION**

[Name ] \_\_\_\_\_ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Consultancy 025-017.

And we are not in one of the following situations:

- (a) 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) Have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) Have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- (d) 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 Authority or those of the country where the contract is to be performed;
- (e) 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.
- (f) Are civil servants or other agents of the public administration of the RCC Participants, regardless of the administrative situation, excluding us from being recruited as experts in contracts financed by the RCC Secretariat.

We offer to provide the services requested in the open call for consultancy on the basis of supplied documentation subject of this call, which comprise our technical offer and our financial offer.

Name and Surname	
Signature	
Date	