



Open Call for Consultancy Services

Reference Number: 030/017

TERMS OF REFERENCE: Expert on Climate Change Mitigation and Adaptation

Title: **Expert on Climate Change Mitigation and Adaptation**

RCC Department: Programme Department

Starting Date: 11th September 2017

Reporting to: RCC Secretariat and the Regional Working Group on Environment (RWG Env)

Duration: 11th September 2017 – 31st October 2017

Eligible: Individual Consultant

I BACKGROUND AND PURPOSE

Purpose

The purpose of the consultancy is to perform a regional analysis for WB economies (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia) and develop a study supporting ministries responsible for environment and climate change in planning, programming and monitoring of the implementation of measures in the framework of SEE 2020 Strategy.

Background information

The Regional Cooperation Council established a Regional Working Group of high-level representatives of South East Europe (SEE) ministries responsible for environment, water resources, land, energy and climate change (hereinafter referred to as “Regional Working Group on Environment” or “RWG Env”) to guide the implementation of Environment Dimension of the SEE 2020 Strategy. The RWG Env operates under the auspices of the Regional Cooperation Council (RCC) Secretariat with the main responsibility for programming, overseeing and monitoring the activities within the Environment Dimension.

* 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

In April 2016 the RWG Env met in Podgorica at ministerial level to discuss priorities of future regional development and possible response to upcoming challenges by decreasing the impact and adapting to climate change. Ministers adopted the so-called Podgorica Declaration committing themselves, among other things, to "**Increase efforts to address the environmental concerns and effects of climate change through mitigation and adaptation measures** in SEE in the context of integrated, smart and sustainable growth so as to improve the prosperity of all citizens."

Besides this, the WB economies (with the exception of Kosovo*) are among 195 signatories (including the USA) of the Paris Climate Agreement and submitted their commitments under the UNFCCC containing National Determined Contributions for CO₂ emissions savings by 2030. On 4th November 2016 the historic legally binding agreement on keeping the global temperature rise well below 2°C entered into force. Parties of the United Nations Framework Convention on Climate Change (UNFCCC) agreed on enhancing the implementation of the Convention, including its objective, and strengthening the global response to the threat of climate change, in the context of sustainable development and efforts to eradicate poverty.

Furthermore, the EU response to climate and energy concerns is elaborated in the 2030 climate and energy framework adopted in October 2014 which sets three key targets for the year 2030: at least 40% cuts in GHG emissions, at least 27% share for renewable energy, and at least 27% improvement in energy efficiency. The first two of them are binding and the entire framework should help to achieve progress towards a low-carbon economy in the EU.

Considering the observed evidence on changing environmental conditions and their impact on economic development in different sectors, Western Balkans is a region highly endangered by direct and indirect climate change. Future scenarios of climate change and environmental response show continuation or even exacerbation of the existing trends. Thus, the entire Western Balkans needs immediate attention and swift development of strategies to reduce risks, mitigate climate change, and improve adaptive capacities for the future inevitable changes that will occur.

The research should investigate the situation in WB, perform analysis of observed changes in the climate system and develop scenarios of future trends. Based on the developed scenarios the Study should analyse the impact of future climate conditions on the main economic sectors (for example, agriculture, energy, etc.), environment and human health, and provide recommendations for WB economies (policy makers) on how to adapt their strategies, define development priorities, and adapt to the expected circumstances and climate conditions, identifying potential for regional cooperation and response to the upcoming challenges.

The Study should take into account the existing EU strategies in the field of environment and climate change, outcomes of ECRAN project, other relevant documents, and obligations of WB economies stemming from international treaties, national strategies and the EU accession process.

II DESCRIPTION OF RESPONSIBILITIES

Objectives and Scope of the Assignment

The overall objective of this assignment is to support the RCC in the implementation of SEE 2020 Strategy and to facilitate coordination of activities in the Environment Dimension providing sound information basis for the work of the Regional Working Group on Environment.

This assignment will include examination of the existing situation in the WB economies having regard to the most recent strategic and policy framework in the EU, the development of a Study on observed and projected climate changes, as well as to the impacts of climate change on the main economic sectors, environment and human health. The Study should identify main indicators, describe the impact of climate change on various economic sectors, and propose adaptation measures and actions in order to mitigate the negative impact of climate change on economic development. Also, the Study should identify the needs and priorities and recommend development of more specific analyses, studies and actions to be performed in the future.

At the end of the assignment a dissemination event is foreseen where the engaged Consultant will present his/her findings, developed scenarios and recommendations to a broader audience, composed of policy makers, authorities in charge of environment and climate change, international organisations and other stakeholders. Also, promotional material with the main facts/summary for policymakers shall be prepared.

Specific Tasks

The scope of services under this assignment includes the following main activities:

Task 1:

Analysis of adaptation to the related EU policies as well as goals and commitments under various international and other initiatives and protocols related to climate change, National Communications and other relevant documents.

Task 2:

Analysis of present and future climate trends, defining various scenarios and identifying main indicators. Analysis of effects of climate change on main sectors of WB economies, environment and human health, based on developed scenarios, their probability and severity.

Task 3:

Preparing recommendations for policy makers on how to incorporate EU policy recommendations and integrate the findings of the study into strategic documents in the future. The recommendations should take into account the most recent national commitments and strategic targets and scenarios that include energy efficiency and renewable energy strategies, Paris climate obligations and others.

Task 4:

Dissemination of information and presentation of results/scenarios to policy makers and a broader public in an event organised in the future by the RCC within the activities related to the implementation of the Environment Dimension of the SEE 2020 Strategy.

Lines of Communication

The Consultant shall submit all reports and timesheets to the RCC Secretariat for review and approval of deliverables. The Consultant will work closely with RCC which will provide guidelines for efficient finalisation of the assignment.

Timeframe

The Consultant is expected to use up to 30 days for this assignment, between 11th September and 31st October 2017.

Deliverable	Due date
Full concept of the Study – it will include full structure and a short introduction for each chapter of the study, methodology and data (with their sources) which will be used.	3 weeks
First draft of the Study – full study developed, with scenarios, indicators and recommendations.	6 weeks
Final draft of the Study – It will include incorporating comments and recommendations received from the RCC and the members of the RWG Env (which the Consultant deems appropriate or will provide justification for rejection of suggestions). The Consultant is obliged to deliver the final draft as a proofread document in English.	7 weeks
Participation in the final dissemination event - to be organised by the RCC within three months after finalisation of the assignment.	1 day (the next RWG Meeting)

Reporting

The Consultant will work under the direct guidance of the RCC Expert on Connectivity and will report directly to him.

III PROFILE AND COMPETENCIES

The Consultant should have ample knowledge and experience in the fields of climate change and good skills to make an assessment of effects of climate change on other economic sectors. He/she should have experience in data collection and modelling climate conditions, statistical analyses and drafting high quality reports.

Qualifications:

Education:	<ul style="list-style-type: none"> ▪ University or advanced degree in environment, meteorology or other relevant field for climate change and the Environment Dimension.
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Experience:	<p>Qualifications and Skills Required</p> <ul style="list-style-type: none"> ▪ Theoretical knowledge and minimum 7 years of practical experience in climate change, climate patterns, including management of different climate models and other relevant data in geo-referenced format; ▪ Solid knowledge of the EU integration process in the areas of environment and climate change; ▪ Solid understanding of existing strategic and policy framework in the area of environment and climate change, both in the EU and WB; ▪ Analytical skills and ability to conceptualise and write concisely and clearly; ▪ Experience in working with indicators and statistical data, preparing reporting tables and charts in the area of climate change.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in English, as the official language of the RCC.
Other:	<ul style="list-style-type: none"> ▪ Full ICT literacy and familiarity with MS Office tools necessary for realisation of the assignment. ▪ Ability to be flexible and respond to change, as part of the review and feedback process.

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 good 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 partnership with regional and national partners and stakeholders.

IV QUALITY CONTROL

Internal Quality Control by the Consultant

The Consultant should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should secure that draft reports comply with the above requirements and meet adequate quality standards before sending them to the RCC for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also safeguard that the 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 Consultant and will not necessarily reflect those of the RCC. 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 Consultant, he/she should clearly explain the reasons for his/her final decision in a comments table.

Documents without consistency and coherence and those where quality control did not ensure adequate quality standards will not be accepted by the RCC.

Quality Control by the Regional Cooperation Council

The Consultant outputs shall undergo external reviews by relevant stakeholders, including the representatives of the RWG Env and the Regional Cooperation Council.

V APPLICATION RULES

- Qualified candidates are invited to send an application via e-mail to ProcurementforRCC@rcc.int no later than 4th September 2017 by 17:00 Central European Time. Applications received after the closing date will be rejected;
- Only shortlisted candidates will be contacted;
- The selection process will be based on technical and financial evaluation (in line with Chapter VI of this call) and on the competency-based interview.

The application needs to contain the following:

- Letter of interest;
- CV(s) outlining relevant knowledge and experience of the Consultant;
- A short concept of the study and methodology to be used for modelling (maximum 5 pages) indicating how the assignment will be carried out, description of activities and main issues, tools to be employed by the Consultant, and the scope of the assignment proposed by the applicant. The concept note should also include roles and responsibilities of each member of the team;
- List of references for relevant activities implemented over the past five years;

- Financial offer;
- Application Submission Form (Annex I).

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

- The proposed budget should include the number of proposed working days and daily fee rate for consulting services; the fee rates should be broadly consistent with the EU framework rates for these types of professional services;
- It is expected that the Consultant would spend most of the assignment working from home, but in case of need to meet representatives of the RCC or the RWG Env members the RCC will organise consultation meeting(s) and bear incurred costs;
- Include any other costs to be incurred, as per the methodology and concept note the expert will propose. The RCC will not be responsible for costs which are not foreseen in the application.

The contract will be awarded to the highest qualified applicant based on the skills and expertise as demonstrated in the resume and interview, the quality of the concept note and the cost effectiveness of the financial offer.

VI EVALUATION AND SELECTION

The application is evaluated on the basis of the profile and competencies of the candidate and the responsiveness to the Terms of Reference.

- Profile and Competencies
- Brief Concept Note
- Financial evaluation based on Annex II

The best value for money is established by weighing technical quality against price on an 80/20 basis.

Technical Evaluation

Evaluation grid	Maximum scores
Education	30
Qualifications and skills requested	30
Brief Concept Note	40
TOTAL SCORE	100

In addition to the results of the application, a competency based interview will be held with the selected candidates.

Financial Evaluation

Financial proposal	Maximum score
Cheapest price has maximum score	100



**ANNEX I:****APPLICATION SUBMISSION FORM**

REF: 030-017 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 023/017.

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	

ANNEX II: BUDGET BREAKDOWN

REF: 030-017

No	Cost categories	Number of units	Unit Cost	Total Cost
1.	Daily fee			
2.	TOTAL COSTS			
3.	Taxes (if applicable)			
GRAND TOTAL (2+3):				

NOTE:

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

- Include the number of proposed working days and daily fee rate for consulting services, the fee rates should be broadly consistent with the EU framework rates for these types of professional services.
- Travel costs are not subject of the financial offer and shall be treated separately.