

**Open Call for Consultancy Services**  
**Technical Assistance on regional economic and business integration in WB6**  
**Reference Number 001-018**

<b>TERMS OF REFERENCE:</b>	<b>Support to RCC Secretariat in regional economic and business integration</b>
<b>Title:</b>	<b>Technical assistance on regional economic and business integration in WB6</b>
<b>RCC Department:</b>	Programme Department
<b>Number of Consultants:</b>	One
<b>Starting Date:</b>	15 February 2018
<b>Reporting to:</b>	Head of Programme Department
<b>Duration:</b>	15 February – 31 December 2018
<b>Application Deadline:</b>	10 February 2018

## **I BACKGROUND**

### **Purpose**

The purpose of the assignment is to support the Regional Cooperation Council (RCC) in implementing a regional agenda for enhanced economic and business integration, with particular focus on Multi Annual Action Plan on Regional Economic Area (MAP REA). Moreover, the assignment includes support in (i) producing final edited drafts of: SEE2020 Annual Report on Implementation for 2017 and Balkan Barometer 2018, (ii) drafting the methodology on monitoring and reporting of MAP REA, (iii) final editing of the Stocktaking and Progress Reports on MAP implementation.

The main objective of the assignment is to:

1. Support the process for the monitoring and reporting of the SEE 2020. To meet this objective it is required support to: (i) Analyze and interpret data and findings based on SEE2020 monitoring inputs (national data, Regional Dimension Coordinators' activity reports, Balkan Barometer findings, insights from Economic and Reform Programs), (ii) edit the monitoring outputs and reports so as to elaborate edited **final drafts of the ARI 2018 and Balkan Barometer 2018;**
2. Support the process for the monitoring and reporting of the MAP REA. To meet this objective it is required to: (i) Edit the MAP REA Stock-taking and Needs Assessment report (ii) Identify a set of indicators from the existing SEE 2020 headline targets and develop new indicators, as needed, to monitor the MAP REA implementation for the three components (i.e. Investment, Mobility and Digital Integration) and provide the **inputs on the MAP REA Monitoring and reporting methodology, (iii) revise the draft Annual Progress Report and Abridged Progress Report on MAP REA implementation,** and edit, when necessary, the monitoring outputs and reports to elaborate the final edited reports.
3. Provide support, if necessary until 31 December 2018, in the implementation of the MAP REA

## Background information

## II DESCRIPTION OF RESPONSIBILITIES

### Objectives and scope of the assignment

Regional Cooperation Council (RCC) Secretariat, working upon the request of the Southeast Europe Cooperation Process (SEEC) participants and the European Commission (EC), coordinated the development of a regional growth strategy titled “SEE 2020 – Jobs and Prosperity in European Perspective”. The main goal of the Strategy is to help boost competitiveness, job creation as well as to underscore the European perspective of the region’s future. The success of the SEE 2020 depends on achieving high and sustained economic growth. In this respect, by 2020 the region plans on achieving 11 ambitious headline targets in the five main growth pillars of the Strategy – integrated, smart, sustainable and inclusive growth, underpinned by good governance.

The tracking of the implementation of the Strategy and achievement of the above stated goals is done through the SEE 2020 monitoring process. The monitoring process is overseen by the SEE 2020 Monitoring Committee and is carried out in three main phases during each year of

implementation – preparatory phase, data collection and information gathering, and analysis and report-writing.

In the **analysis and report-writing phase**, using the inputs gathered during the data and information collection phase, RCC develops the first draft of the SEE 2020 Annual Report on Implementation and seeks feedback on the report from the Monitoring Committee and the RDCs. Following the endorsement of the ARI, the report is forwarded to the SEE 2020 Governing Board for adoption, thus completing the annual monitoring cycle. In addition to this, RCC is conducting an annual Survey to measure the perception in the SEE through the Balkan Barometer Survey. The Balkan Barometer report is an integral part of the SEE 2020 monitoring system, along with the SEE 2020 Annual Implementation Reports and SEE 2020 Scoreboard (a collection of main targets and indicators). The Balkan Barometer surveys are conducted annually with a majority of “core” questions that remain unchanged, and a number of “topical” questions that vary from year to year.

The RCC is hence looking for consultancy services in editing and finalizing the draft of the Annual Report on Implementation and Balkan Barometer.

Furthermore, the Leaders of WB6 endorsed in Trieste, on 12 July 2017 the MAP REA to put forward a structured agenda for regional economic integration, with a view to promoting further trade integration, introducing a dynamic regional investment space, facilitating regional mobility, and creating a digital integration agenda. The MAP REA implementation aims ensure free movement of goods, services and capital, free flow of skilled workforce, a common digital approach and a dynamic investment space.

The Guidelines on Governance, Monitoring and Reporting, endorsed by the MAP National Coordinators following their first meeting held on 31 October 2017, defines the preparation of the Methodology on Monitoring and reporting early 2018. In addition, compliant with the Guidelines two reports will be prepared namely the Annual Progress Report and the Abridged Progress Report on MAP implementation.

In this respect, RCC is looking for consultancy services in developing the methodology on monitoring and reporting of MAP REA, and provide support, as needed, in editing of the Stocktaking and needs assessment and Progress Reports on MAP implementation.

**Tasks:**

1. Final edit of the Stocktaking and needs assessment report on MAP REA implementation;
2. Support for the preparation of **ARI 2018** and **Balkan Barometer 2018**:
  - Edit, review and assist with additional research of the draft ARI with a view of making the report more coherent and enhancing the quality of the document;
  - Edit and review the Balkan Barometer Public and Business Opinion with a view of making the reports coherent and enhancing the quality of the documents;
  - Proofread the ARI and Balkan Barometer and adjust the writing style, as needed, for various targeted audiences i.e. SEE beneficiaries and the wider public;
  - Submit the final edited version of the Edited Balkan Barometer 2018 and ARI to the RCC Secretariat no later than 25 May 2018 and May 30th, 2018, respectively.
3. Support for the preparation of the **SEE 2020 monitoring cycle 2018 report**.
4. Support for the **Methodology** on monitoring and reporting of the MAP REA:
  - Provide inputs on the draft Methodology on Monitoring and Reporting of MAP REA and submit its final edited version;
  - Provide inputs on the set of indicators selected from the existing headline targets and develop a new set of indicators to monitor MAP REA in each three components.
5. Support for the preparation of the **Annual Progress Report** and **Abridged Progress Report** on MAP REA implementation:
  - Edit, review and assist with additional research of the draft Annual Progress Report and Abridged Progress Report on MAP REA implementation, to make the report more coherent and enhance the quality of the document;
  - Proofread the Annual Progress Report and Abridged Progress Report on MAP REA implementation and adjust the writing style, as needed, for various targeted audiences i.e. WB6 National Authorities, and the wider public;
  - Prepare and submit the final edited versions of the Annual Progress Report and Abridged Progress Report on MAP REA implementation not later than May 30th, 2018 and November 30, 2018, respectively.
6. Other tasks:
  - Provide recommendations for improving presentation of information, including coordination with RCC PR unit for promotional purposes (e.g. infographics, videos, etc.);
  - Engage in communication with RCC experts on the different sections of the documents to be prepared, if and when needed;
  - Execute the assignment in a collaborative manner, working closely with the RCC Programme Department throughout the duration of the assignment.

### Deliverables

The following deliverables will be produced and transferred to the RCC during the course of the assignment:

- Edited MAP REA Stocktaking and Needs Assessment report;
- Methodology on Monitoring and Reporting for MAP REA;
- Edited Balkan Barometer 2018;
- Edited Annual Progress Report on MAP REA;
- Edited SEE2020 Annual Report on Implementation 2018;
- SEE 2020 Monitoring cycle 2018 report; and
- Edited Abridged Progress Report on MAP REA implementation.

### Timeframe

The total duration of the engagement will be up to 110 days, starting in February and ending 31 December 2018.

<b>DELIVERABLE</b>	<b>DEADLINE<sup>1</sup></b>
Final edit of the Stocktaking and needs assessment report	25 February 2018
Methodology on Monitoring and Reporting for the MAP REA	25 February 2018
Edited Balkan Barometer 2018	25 May 2018
Edited Annual Progress Report on the MAP REA implementation	30 May 2018
Edited SEE2020 Annual Report on Implementation 2018	30 May 2018
SEE 2020 Monitoring cycle 2018 report	30 May 2018
Edited Abridged Progress Report on MAP REA implementation	30 November 2018
Final reporting	31 December 2018

### III COMPETENCIES

#### Qualifications

<sup>1</sup> Timings on SEE 2020-related deliverables are indicative and will depend on the SEECF calendar.

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Degree in social sciences, economics, business, law or other areas directly related to the subject of work</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 10 years of relevant experience, with familiarity of working in international and donor-funded projects;</li> <li>▪ Proven analytical skills and ability to conceptualise and write concisely and clearly;</li> <li>▪ In-depth knowledge of the economies covered by the assignment; and</li> <li>▪ Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, businesses, civil society institutions, donors and other stakeholders.</li> </ul>
<b>Language requirements:</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English, as the official language of the RCC;</li> <li>▪ Knowledge of other RCC languages is an advantage.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>▪ Familiar with MS Office applications.</li> </ul>

### Core competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results-orientation: Plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Team work: Ability to interact, establish and maintain effective working relations with a culturally diverse team; and

- Client orientation: Ability to establish and maintain productive partnerships with regional and national partners and stakeholders and pro-activeness in identifying the needs of beneficiaries and partners, as well as matching them to appropriate solutions.

#### **Core values**

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### **IV 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.

#### **Quality control by the Regional Cooperation Council**

The consultant outputs shall undergo two external reviews. The first draft shall be reviewed in parallel by all relevant stakeholders, including the representatives of the dimension coordinators and the Regional Cooperation Council.

The final (second) draft shall be reviewed by the Regional Cooperation Council taking account of the comments made by the different stakeholders and how the expert has handled these comments. The approved final report will be subject to a quality assessment by SEE 2020

Strategy Coordination Unit of the Regional Cooperation Council, upon whose endorsement the reports and deliverables would be distributed and made public.

## V APPLICATION RULES

- Qualified candidates are invited to send an application via e-mail to [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int) no later than 10 February 2018 17:00 Central European Time.
- **Only** short listed candidates will be contacted.
- Selection process will be based on the competency-based interview.

The application needs to contain the following:

- Letter of interest;
- CV outlining relevant knowledge and experience;
- A short methodology (maximum 2 pages) indicating how the assignment will be carried out, description of activities and the main issues, tools to be employed by the Consultant, and the scope of the assignment proposed by the applicant;
- List of references for relevant activities implemented over the past five years;
- Financial offer;
- Application Submission Form, Annex I;
- Financial offer, Annex II

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

- The proposed budget should include 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 (up to 80%) working from own premises.
- Possibility of up to 20 missions to capitols in the Western Balkans.
- Costs of the trips shall be treated separately based on actual costs of each trip i.e. accommodation, meals and transport. These costs are not subject to the price ceiling.

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.

**ANNEX I: SUBMISSION FORM****REF: 001-018**

**One signed copy** of this Call for Consultancy 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 Call for Consultancy 011-017.

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 call for experts 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: 001-018**

No Cost categories	Daily fee rate	Total Cost
2 TOTAL COSTS		
3 VAT (if applicable):		
GRAND TOTAL (2+3):		

Proposed daily fee rate for consulting services should be broadly consistent with the EU framework rates for these types of professional services.