



## **TRIPLE P TOURISM PROJECT**

### **Open Call for Consultancy Services**

#### **Culture and Adventure Tourism Development and Promotion**

<b>TERMS OF REFERENCE:</b>	<b>Development of regional cultural tourism routes in Western Balkans Six and their successful promotion in international markets through both regional and international promotional and marketing efforts</b>
<b>Title:</b>	<b>Lot 1: Strategic development for <u>Western Balkans Crossroads of Civilisations</u> regional cultural tourism identity/route</b> <b>Lot 2: Marketing strategy for <u>Western Balkans Crossroads of Civilisations</u> regional cultural tourism identity/route</b>
<b>RCC Department:</b>	Programme Department Project: Triple P Tourism in SEE: Promotion, Policy and Pilots
<b>Eligible:</b>	Individual consultant/ respective consulting companies or individual consultants within bidding consortia
<b>Reporting to:</b>	RCC Secretariat
<b>Duration:</b>	Lot 1: 29 April – 29 November 2019 Lot 2: 29 April – 1 July 2019 Expected level of effort (LOE) is indicated in the text below, along with deliverables for each of the lots
<b>Deadline for Application:</b>	<b>22 April 2019, at 15.00 CET</b>
<b>Reference number:</b>	019-019

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## **I. BACKGROUND**

### **Purpose**

The purpose of this assignment is to provide assistance to the RCC Triple P Tourism in SEE project team and the tourism industry of the Western Balkans Six in the development of a regional cultural route and shared regional cultural tourism identity of Western Balkans Crossroads of Civilisations

(WBCoC). The newly developed identity and corresponding travel itineraries will serve to position the Western Balkans as a cultural tourism travel destination.

The expected output of this assignment is to have full rounded strategic planning and management structures for WBCoC defined and foundations put in place (Lot 1) and to have the WBCoC marketing strategy outlined for a period of 5 years with defined marketing action plan for a period of up to 2 years.

The development of the strategic planning and management structures will include analysis of different models and best practices, based on which a recommendation will be put forward for the founding structures to be established, including tasks and obligations of such structures and the related financial resources and funding mechanisms. This will also include the development of the WBCoC label.

The marketing strategy and the immediate (2-year plan) will provide analysis of key markets, proposed market outreach channels (traditional and web based, including social media) and concrete promotional activities (i.e. thematic promotional events and other), key trade events and core budgetary needs related to the proposed outreach. The development of WBCoC brand, visual identity and key guidelines and processes for tourism industry service providers and locations to seek WBCoC labelling will also be included.

### **Background information**

Tourism is one of the priority sectors of the SEE 2020 Strategy, with its significant potential for regional cooperation as direct and indirect contributor to the employment, export and GDP growth. However, due to many challenges, such as sector fragmentation, underdeveloped infrastructure, burdensome administrative procedures, lack of diversified market offer, etc., the SEE economies have agreed to prioritise tourism and address those challenges through joint, regional action.

RCC's Triple P Tourism Project, a three-year initiative funded by the EU, focuses on the 6 IPA II beneficiaries in the Western Balkans. The project aims to improve the quality of the tourism offer by: creating joint offer/product(s) to foster regional integration in the tourism sector and its joint global promotion; diversifying tourism offer of the region; alleviating policy barriers to development of tourism industry and easing of administrative procedures; improving the level of services related to tourism; and supporting small-scale infrastructure projects to support the development of regional tourism offer/product.

The Project team implements the action under the supervision of the RCC Secretariat's Programme Department (Competitiveness). The coordination that guides the activities, verifies and endorses the results is achieved through the RCC Tourism Expert Group (TEG), comprised of relevant national stakeholders from the six governments, the private sector and the civil society active in tourism development and promotion. The national TEG Coordinators are also responsible for coordination of relevant stakeholders from tourism or other relevant fields within their own economies.

### **Product Development**

During 2018 RCC Triple P Tourism project completed stage one of the product development that included identification and selection of the themes for the regional routes, development of key framework approach for each route/product and initial concept development for the two new themes. Through the consultative process executed with Tourism Expert Group (TEG) the following regional offers have been selected for project support:

- **(Culture) The Archaeological Heritage of Roman period:** being pursued through integration of archaeological localities as a sub-route Illyricum Trail of the existing Roman heritage CoE certified European cultural route - the Roman Emperors and Danube Wine Route\*;
- **(Culture) The Western Balkans Crossroads of Civilisations:** developed as a shared, overarching regional identity, the concept seeks to integrate and showcase the rich heritage that effectively communicates the diversity of legacies (i.e. fortifications that with ease communicate layers of Byzantine, Ottoman, Venetian, and/or Austro-Hungarian heritage) as are present across the region;
- **(Culture) Balkan Monumental Trail** – a new joint regional route, a niche product that focuses on the attractiveness of the art and design, architectural value and in particular in situ design of the WWII monuments and buildings as a unique heritage of this specific period;
- **(Adventure) Via Dinarica and spin off programmes;** Via Dinarica, as the regional mega trail, already enjoys recognition in international adventure travel market, and serves as a growth generator in remote areas of the region. Trans Dinarica, a mountain bike option complementary to the Via Dinarica hiking programmes, has been recognised as the next product that is in expansion. Further, similar sub-programmes are expected to be identified and development launched during the implementation period.

## II. DESCRIPTION OF RESPONSIBILITIES

### Objectives and scope of the assignment

During 2018 under the Triple P Tourism project's guidance the Concept for the Western Balkans Crossroads of Civilisations was developed that identified core points of historic overlap that can justify the claim and developed basic guidelines for selection of sites that communicate the heritage of the WBCoC. Further, the tentative list of sites and locations throughout WB6 has been established.

The upcoming assignment for WBCoC provides for full development of the common regional umbrella identity of the WB6 economies under the Triple P project that will integrate the WB6 under shared, overarching regional identity and thus provide a comprehensive framework for the development and marketing of regional cultural tourism products and itineraries.

The aim of creating umbrella identity is to spearhead the repositioning of the WB6 region in international travel market and to contribute to better visibility of WB6 economies in the European and worldwide tourism markets, at the same time supporting the environment conducive to development of high quality services and products and essential tourism infrastructure at tourist destinations. By developing unique cultural tourism products, the WBCoC aims to attract tourists to the region and through improved cooperation among the key stakeholders from culture, tourism and related industries contribute to the increased spending at locations and extended stay of travellers and visitors in the region itself, thus positively contributing to economic development, growth and jobs creation in the region.

As noted above, the basic concept for the WBCoC and the list of candidate locations have been developed and endorsed by all economies of the WB6. The upcoming period requests for the business model including regional governance to be developed, as well as full brand development including definition and establishment of brand management structure. Furthermore the upcoming period seeks to define the market targets for WBCoC and develop a 5-year marketing strategy that will contribute to high recognition and sales of WBCoC products at regional and international markets, including a defined 2-year marketing action plan.

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**Lot 1 - Strategic planning and business development of Western Balkans Crossroads of Civilisations Regional Umbrella Identity (April – November 2019)**

For the efficient development of umbrella identity, the next step is to **develop a business model with effective and viable regional governance and management structure** that will facilitate the establishment of cultural tourism network involving key stakeholders from the public and private sector, and NGOs, and promote strategic alliance to generate joint synergies between culture, tourism and local communities and national authorities in the WB6 economies. Such alliance is the precondition to successful development and sustainable existence and operation of the WBCoC umbrella identity and later cultural tourism products and itineraries to develop under it. As such, the WBCoC can also be identified as a platform that will maintain its flexibility over time in order to be able to accommodate and absorb different tourism development initiatives based on mobilisation of cultural heritage (tangible and intangible).

The guiding elements that need to be addressed under the strategic planning and development for WBCoC are:

Identification of similar initiatives worldwide	What other similar initiatives exist; how are they registered, organised; how are they funded – information collected.
Comparative analysis of operational and funding models	What are the similarities and differences between different initiatives; what seem to be the solutions that outperform others; what are key requirements for identified solutions.
Recommendations for establishment of WBCoC management structure that would identify and recommend core organisational needs and functions in order for the WBCoC to be able to maintain its role over time	What organisational model would work for WBCoC and why, what are the key functions that WBCoC must have in order to meet its role.
Analysis of needed resources to maintain the proposed organisational structure, including proposals for possible funding models	What are the resource needs - human, financial, operational. Based on the needs what would be the possible funding models and why.
Consultations with WB6 on the proposed model, including TEG buy in and support	What are the key stakeholders in WB6 to support the proposed WBCoC model. How to explain the benefits and secure buy in in order to commit needed resources.

**Duties**

The services under this assignment include the following key duties:

1. Conduct comprehensive desk research to gather information on existing regional routes, their organisational and funding structures;
2. Conduct an in-depth comparative analysis of existing business models of regional tourism promotional initiatives identifying key benefits and shortcomings and requirements for each model;
3. Develop recommendations for organisational and funding model for the WBCoC management structure that would include, but not be limited to brand labelling system and brand management proposal;
4. Facilitate participatory consultations with key WB6 stakeholders;

5. Facilitate development of management structures including the brand management capacity.

In all their stages, the deliverables will be developed in close consultation with the RCC Triple P Tourism in SEE project team.

In the first stage when a detailed outline and methodology of work are to be developed in cooperation with the RCC Triple P Tourism Project Secretariat, and in coordination with the Lot 2 consultant(s), a preparatory meeting of the consultant(s) will be held in Sarajevo.

### **Deliverables**

The following deliverables will be produced and transferred to the RCC Triple P Tourism project during the course of the assignment, in the following timeline:

<b>Deliverable</b>	<b>Deadline</b>	<b>Expected Level of Effort (LOE)</b>
Attendance at the preparatory meeting in Sarajevo	Late April 2019 (dates to be confirmed upon contract signing)	Up to 15 days
Business model recommendation developed with clear indications as to the needed resources for sustainability	20 May 2019	
Regional governance with management structure proposed, including the financing models	31 July 2019	
Brand management proposal (to be developed in close coordination with the marketing assignment - Lot 2)	17 June 2019	Up to 20 days
Commitment from WB6 economies towards selected business model secured through at least two rounds of participatory focus groups and verification missions to all WB6 economies	15 November 2019	
Final report on the organisational and management structure for the regional WBCoC, with funding projections and overview of key capacity needs for the organisation	29 November 2019	

*Reference document:*

- Summary of the Concept on Western Balkans Crossroads of Civilisations

**Lot 2 - Marketing and brand development of Western Balkans Crossroads of Civilisations Regional Umbrella Identity (April – June 2019)**

A marketing strategy should be developed for the promotion of the WBCoC at the regional and international markets, with an action plan of priority immediate actions to be implemented in the period of next two years. It must be developed in convergence with the overall business model so that it is a component of it. The brand and brand labelling system will be developed as an integral part of the marketing strategy, while the long-term brand management needs to be looked at as the permanent feature of the overall management structures and as such needs to be developed in close cooperation with the business model development effort (Lot 1).

The consultant will be expected to pay particular attention to storytelling potential for the regional identity. The storytelling needs to contain as many different historical angles as possible, created by different cultures over the widest period of time, establishing an environment that will allow the future routes and itineraries to express the richness of the cultural layers and the route's stations to rely on different civilisational/cultural landmarks. The storytelling needs to be built so that a future visitor will be able to comprehend and experience the unique heritage of the WB region. The ability to use the stories in the future will enable higher diversity for future routes/itineraries as they can be then either comprised of monuments from different periods, following the chronological order or a story telling of the history of the Balkan region, or it could focus on the nuances of the cultural interaction of the same period but in more than one location reflecting the finesse of the localities and specific heritage and traditions.

The guiding elements that need to be addressed under the marketing strategy and immediate marketing plan for WBCoC are:

Identification and collection of relevant stories that communicate the rich heritage of the region	Key stories that communicate the WBCoC as the core input for marketing actions and product packaging.
Marketing strategy for period of 5 years	What position is WBCoC to hold in the market in 5 years' time – at regional level and internationally; what are the major marketing goals; what will be the key channels to be utilised.
Immediate marketing actions plan for period of 2 years	What are marketing actions? i.e. trade events, promotional campaigns and actions, media outreach, what are the markets and through what outreach will they be tapped into.
WBCoC brand fully developed including labelling system and brand guidelines and manual.	What are key brand values and messages, how are they to be achieved, communicated, maintained.

**Duties**

The services under this assignment include the following key duties:

1. Conduct in-depth research of relevant stories, legends and traditions that communicate the WBCoC heritage, and in particular related to key WBCoC locations;
2. Conduct market research and market segmentation in order to identify key markets and most effective market outreach strategies;
3. Develop marketing plan for selected key markets identifying major promotional and marketing campaigns and events;
4. Develop WBCoC brand including brand values, and messages;
5. Develop WBCoC brand labelling system and key guidelines and requirements, as well as full brand manual;

6. Facilitate full participatory consultations with key WB6 stakeholders for development of the marketing strategy and plan, and brand development;
7. Identify core management requirements for long-term WBCoC brand management in marketing delivery and ensure close coordination with Lot 1 consultant(s).

In all their stages, the deliverables will be developed in close consultation with the RCC Triple P Tourism in SEE project team.

In the first stage when a detailed outline and methodology of work are to be developed in cooperation with the RCC Triple P Tourism Project Secretariat, and in coordination with the Lot 1 consultant(s), a preparatory meeting of the consultant(s) will be held in Sarajevo.

### **Deliverables**

The following deliverables will be produced and transferred to the RCC Triple P Tourism project during the course of the assignment, in the following timeline:

<b>Deliverable</b>	<b>Deadline</b>	<b>Expected Level of Effort (LOE)</b>
Attendance at the preparatory meeting in Sarajevo	Late April 2019 (dates to be confirmed upon contract signing)	Up to 10 days
Key stories and legends linked to key sites and the theme of crossroads of civilisations (i.e. stories depicting the intertwining points, stories including legends and myths as well as contemporary, scientific views on them, stories depicting multilayers of cultural heritage and multitude of views)	20 May 2019	
Draft marketing strategy for a period of up to 5 years	31 May 2019	
Marketing strategy for period of up to 5 years	20 June 2019	Up to 10 days
Immediate marketing action plan for 2-year period and identified needed resources	31 May 2019	
WBCoC brand fully developed including guidelines for use (brand manual) and draft labelling system and implementation model	31 May 2019	
WBCoC brand labelling system with implementation model and needed resources identified	20 June 2019	
Final report	1 July 2019	

## Methodology

The consultancy is expected to propose the best methodological approach for undertaking this task. However, the following guiding principles should be taken into consideration:

- i. Desk review of primary and secondary information;
- ii. Communication/interviews/consultations/focus groups with the representatives of the Western Balkans Six economies (national coordination mechanisms on government level, but also the private sector, academia, CSOs, etc.) and relevant regional and international organisations;
- iii. Any other methods applicable.

## Lines of Communication

The consultant/s will work in close coordination and under guidance of the RCC Triple P Tourism in SEE project Cultural Tourism Expert and the Project Leader, and RCC Secretariat. Each deliverable will be sent within the set deadlines. RCC Triple P Tourism in SEE project will conduct a quality assessment and approval of each deliverable.

## Timeframe

The engagement is expected to start:

Lot 1 on 29 April 2019 and end on 29 November 2019; and

Lot 2 on 29 April 2019 and end on 1 July 2019.

## III. COMPETENCES

Where available and appropriate, one consultant, either individual or institutional, might be selected under both of the above Lots within the thematic area (i.e. 1 consultant to undertake both business development and marketing strategy development for Crossroads of Civilisations). It will indeed be considered an asset if an applicant can clearly demonstrate s/he has the necessary knowledge and skills to undertake both Lots within one thematic area. However, given the diversity of skills requested, applications to individual Lots will be taken into consideration.

The selected experts will work as part of a team to allow for knowledge exchange and complementary product development in line with specific requirements and needs of each specific site and attraction. The expert team will be coordinated by the Triple P Tourism team and in particular by the Expert on Cultural Tourism and the Project Leader, and guided by the decisions endorsed by the RCC TEG.

## Education and Experience

Educational requirements must be relevant to the specific assignment (i.e. Lot), but as a general rule, advanced university degrees (Master, PhD) will be considered an asset, and in particular in the fields of tourism, economics, business, or other subjects of relevance for the consultancy Lot.

Requirements concerning work experience and skills must be relevant to the specific assignment, but as a general rule, candidates with the following experience (as a minimum) are encouraged to apply:

<b>Education:</b>	<ul style="list-style-type: none"><li>• Advanced degree in tourism management or a related field, i.e. economics, business, community development or other areas directly related to the subject of work.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 7 years of demonstrable work experience in tourism development or a related field (corresponding to the selected area);</li> <li>• Theoretical and practical experience in designing, implementing, and/or monitoring and evaluating interventions with specific focus on the above mentioned areas, including experience in community support building and consensus building;</li> <li>• Proven analytical skills;</li> <li>• Excellent and demonstrable drafting and formulation skills, with a track record of producing and publishing reports or papers/studies in specified areas;</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> <li>• Fluency in spoken and written English is a must; knowledge of other SEE languages is an asset;</li> <li>• Knowledge of the SEE region and experience in working in the region is considered an advantage.</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 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

- Possesses strategic vision, understanding of fundamental concepts and principles of a professional discipline or technical specialty;
- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Strong analytical capabilities and writing skills;
- 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 and with a multitude of diverse stakeholders; flexibility to change and openness to receiving/integrating feedback;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

#### **IV. QUALITY CONTROL**

The expert should ensure 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 expert 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.

#### **V. APPLICATION RULES**

**The application needs to contain the following:**

**For individual consultants:**

- Letter of Interest specifying the Consultancy Lot(s) under which the application is made (max one A4 page);
- CV including relevant knowledge and experience;
- An action plan, up to 1 page, for each Lot, indicating the individual tasks to be undertaken against a timeframe;
- A concept note, up to 2 pages, elaborating proposed methodology for addressing and undertaking individual consultancy tasks (one concept note per consultancy Lot); an additional page can be included, where relevant, indicating key stakeholders to be included in the proposed approach;
- Reference list including contact details (e-mail addresses) of at least 3 referees;
- Application Submission Form, Annex I;
- A financial offer, Annex II.

**For companies and consortia:**

- Company profile including a brief description (up to 2 pages) of the company. In case of a bidding consortium, the team leader should submit the profile of the consortium;
- Copy of Company's Registration Certificate (in case of consulting companies). In case of a bidding consortium a corresponding written authorisation, power of attorney is accordingly treated;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of a bidding of consulting companies);

- CV of an expert, outlining relevant knowledge and experience as described in Annex I Terms of References, along with contact details of referees;
- An action plan, up to 1 page, for each Lot, indicating the individual tasks to be undertaken against a timeframe;
- A concept note, up to 2 pages, elaborating proposed methodology for addressing and undertaking individual consultancy tasks (one concept note per consultancy Lot); an additional page can be included, where relevant, indicating key stakeholders to be included in the proposed approach;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Service Tender Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II);
- Signed Statements of Exclusivity and Availability (Annex III).

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

- The proposed budget should be stated as a lump sum and broken down by key tasks;
- Costs of travel within the WB6, if planned and proposed, should be budgeted and borne by the consultant;
- The fee rates should be broadly consistent with the EU framework rates for these types of professional services for international and national consultants.

**Applications need to be submitted via e-mail to [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) by 22 April 2019, 15.00 CET.**

When applying, please identify your submission as response to this call by naming the subject line of your message as:

RCC Triple P Tourism - (stating the number and title of the consultancy Lot you are applying for).

## **VI. EVALUATION AND SELECTION**

The assignments as per Lots will be awarded to the highest qualified applicant based on the skills, expertise, and the quality of the concept note(s) and the cost-effectiveness of the 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 to individual Lots of Consulting Services.

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

The applications are evaluated following these criteria:

<b>EVALUATION GRID</b>	<b>Maximum Score</b>

<b>A. Technical Offer (A.1+A.2+A.3)</b>	<b>100</b>
<b>A.1. Work experience, references list:</b> Relevant work experience; evidence of other contracts of the nature comparable to that of the Call; experience with clients comparable to the Contracting Authority.	<b>35</b>
<b>A.2. Quality and professional capacity of the consultants:</b> CVs satisfy the criteria set forth in the ToRs, education and experience demonstrates professional capacity and experience required.	<b>35</b>
<b>A.3 Quality of the concept note and Action Plan:</b> Relevance and applicability within the WB6 regional framework; Methodologically sound concept/ plan, achievable within the defined time frame	<b>30</b>
<b>B. Financial Proposal/ lowest price has maximum score</b>	<b>100</b>

**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, competency-based interview will be held with the selected bidder.**

Only shortlisted candidates will be contacted for the competency based interview.

**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](mailto: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](mailto: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

**ANNEX I:****APPLICATION SUBMISSION FORM****Open Call for Consultancy Services: Culture Tourism Development and Promotion for Western Balkans Crossroads of Civilisations regional identity****REF 019-019**

**One signed copy** of this Call for Consultancy Submission Form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of the Entity submitting this Application
Full Name of the Entity	

2 CONTACT PERSON

Name	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

[Name of the Authorized person representing the Entity] \_\_\_\_\_ 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.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**ANNEX II: BUDGET BREAKDOWN**

**REF: 019-019**

<b>No</b>	<b>Cost categories</b>	<b>Unit</b>	<b>Total Cost</b>
<b>2</b>	<b>TOTAL COSTS</b>		

