

Western Balkans Youth Policy Lab (WBYPL) Project of the Regional Cooperation Council (RCC) Secretariat

Open Call for Consulting Services

Terms of Reference:	Development of Youth Policy Lab (Online) Methodology
Contracting Authority:	RCC Secretariat
Eligible:	Individual consultants/respective consulting companies or individual consultants within bidding consortia
Reporting to:	RCC Secretariat
Duration:	August 2020 – October 2020
Deadline for application:	24 August 2020
Reference Number:	073-020

I. BACKGROUND

Purpose

The Regional Cooperation Council's Western Balkans Youth Lab (WBYL) project seeks to organise Youth Policy Labs, which would provide a safe space for youth to participate on equal basis with policymakers and engage meaningfully in policy development, policy evaluation or policy revisions based on the principles of co-management and co-production. As the WBYL operates in six Western Balkan economies, the Youth Policy Labs should incorporate both regional cooperation and national perspective.

The purpose of this assignment is to develop a methodology for Youth Policy Labs which would introduce a new and innovative technique to have young men and women and policymakers from the Western Balkans Six jointly co-design policies to address issues that are important for youth. The Youth Policy Lab should bring together these two groups, youth

and policymakers, in a regular policy dialogue at regional as well as national levels to develop policies and implement them. Youth Policy Labs should be a safe space for young men and women where they engage as equal partners with policymakers in defining issues, developing policies, and implementing them. Youth Policy Labs should incorporate the principles of co-management and co-production, where young people and policymakers would share power in managing and implementing the space where policies are developed as well as in undertaking tasks to achieve the commonly defined goals.

The WBYL project operates in six Western Balkan economies including Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia. The Youth Policy Labs methodology should define regional events, including kick-off, mid-term review, and final event, as well as national policy labs and activities. These events and activities should take place in a lifespan of two and a half years. The two regional kick-off Youth Policy Labs, which will host youth and policymakers from all Western Balkan six economies, should serve as a basis and foundation for co-creation of initial policy recommendations and accompanying potential solutions for an issue important for youth (e.g. unemployment, environment, education, entrepreneurship, or brain drain). The national youth policy labs and activities should provide the opportunity to adjust the recommendations and policies to circumstances at the national level as well as enable their implementation.

The methodology should take into account specifics of national level for each economy as well as regional cooperation of the six Western Balkan economies. The specifics include youth participation, formal and informal mechanisms working on youth issues, policymaking process and involvement of youth in co-designing policies, etc. Inclusion of parliaments should also be reflected in the activities.

The methodology should be universal and easy for youth and administrations to adapt and employ for any issue they would like to address. The WBYL project seeks to use it to address two issues in parallel. After consultations with a wide range of stakeholders in the Western Balkan six economies, the focus of the first regional Youth Policy Lab will be related to youth unemployment. With regard to the second issue, the WBYL project will conduct another series of consultations in the later stage of the Project.

The assignment should also produce materials and toolkits that are necessary to implement Youth Policy Labs at regional and national level. Part of this assignment will be training of youth and policymakers in each of the six Western Balkan economies in implementing developed methodology and creation of a pool of experts in conducting Youth Policy Labs. The assignment also involves facilitation at the kick-off regional Youth Policy Lab event. Due to Covid-19, the methodology should be one that allows for activities to be carried out online.

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

Background information

The issues which Western Balkans youth is facing have been under increased attention over the last couple of years, both at the level of each economy and as a part of high-level dialogue taking place between the WB and the EU.

Similar to the European institutions and organisations which have continuously emphasised the importance of consulting and involving young people in relevant decision making processes the Western Balkans Six economies, with 3.6 million young people or 21.27% of total population, have recognised the importance and the potential of youth and necessity to address the issues they face. Respectively, Western Balkan economies established legal and strategic frameworks by developing and adopting consequent laws, National Youth Strategies and accompanying action plans aimed at addressing the challenges of the youth. In addition to this, in some of the economies relevant National Youth Councils have been established, while in others these are still non-existing or in the process of establishment.

In addition to this, youth issues were discussed and Western Balkan youth representatives took part at important events organised as part of high-level political processes related to the Western Balkans. The 2018 Commission Communication on Credible Enlargement Perspective for and Enhanced EU Engagement with the Western Balkans announced increased cooperation and further support for youth sector. At the occasion of Sofia EU-Western Balkan Summit the EU and WB Leaders confirmed that special emphasis should be placed on creating further opportunities for the youth, while ensuring that this contributes to the socio-economic development of the Western Balkans and called for the establishment of Western Balkans Youth Lab, in order to provide space for innovative policy-making, to address the needs of young people and to tackle brain drain.

In January 2020, Regional Cooperation Council (RCC) started implementation of the regional EU-funded Western Balkans Youth Lab Project, which seeks to provide opportunities for youth to participate in decision making. The main components of the project include: (i) mapping of youth policies and identification of existing support gaps in financing of youth actions in the Western Balkans, (ii) Western Balkans Youth Policy Labs, (iii) strengthening national youth councils in the Western Balkans; and (iv) participation of the Western Balkans youth in regional and international events. The project strives to create a longer-term structured regional dialogue between youth organisations and governments focused on jointly devising policies which will increase youth participation in decision-making, to improve the overall socio-economic environment for and mobility of youth in the Western Balkan economies through different types of activities.

During the first-half of 2020, the WBYL project held in-person and later online consultations with a large number of actors in the region. This consultation process involved national youth councils, umbrella youth organisations, officials and other points of contact in charge of youth portfolio in administrations, youth organisations, and others. The consultation process confirmed that there is wide consensus among youth and administrations to engage jointly in addressing the issue of unemployment by co-designing policy alternatives. Hence, this assignment will develop a methodology that will enable youth and policymakers to jointly work in an inclusive process to develop policies and implement them in order to address

important issues. One of the two main topics that will employ this methodology will be youth unemployment, while the other topic/issue will be defined in the meantime.

Due to circumstances, all activities shall take place online.

II. DESCRIPTION OF RESPONSIBILITIES

Objective and scope of the assignment

The objective of the assignment is to:

- 1) Develop a methodology and materials to conduct Youth Policy Lab in line with the specifics of the WBYL project which covers Western Balkan Six economies,
- 2) Train youth and policymakers in each Western Balkan Six economy in order to create a pool of experts to conduct Youth Policy Labs, and
- 3) Facilitate the first regional Youth Policy Lab kick-off event.

Due to circumstance with the pandemic, the methodology should be designed in such a way to allow all activities to take place online.

ACTIVITY 1: The Methodology on Youth Policy Lab should include three regional Youth Policy Lab events, including a kick-off event, activities at national level including national policy labs which should take place in between the regional events and final event. The activities should take place over a period of two and a half years. The Youth Policy Labs should primarily be a safe space for youth and enable young men and women to work jointly and as equals with policymakers to develop, adapt, and implement policies related to important issues that will be defined in the course of this project. The methodology should be accompanied by policymaking toolkits, materials, and elements that would make it feasible for anyone to employ it easily. While the methodology should be easily adaptable to be used for any policy issue/topic, the WBYL project will use it for two issues/topics. The first one will be unemployment, while the second one will be defined in the upcoming phases of the project.

1) Kick-off Regional Western Balkans Youth Policy Lab Event: this event should gather around 60 young men and women and policymakers from the Western Balkans Six economies, including youth representatives, Roma community representatives, policymakers involved in youth issues as well as specific issues being discussed (e.g. economy, environment, brain drain, etc.). The kick-off event should introduce an innovative method where youth and policymakers will engage in co-creation of initial policy recommendations and accompanying potential solutions for the issue identified as important. This will be one of the most important activities as it will define how the stakeholders will address the issue from a regional perspective and will serve as a foundation for the activities and engagement of youth and policymakers over the next two and a half years at the national level.

The kick-off event should not last longer than two days. The methodology should design activities that will prepare and build understanding among those who will participate and others in order to lead to successful accomplishment of the kick-off event. This means that through participatory approach the event will produce policy recommendations developed at regional level which will be easily adaptable into policies and actions at national level in each of the six Western Balkan economies.

Due to Covid-19, the methodology should include only online activities which could be carried out through platforms like Google Classrooms or similar.

2) National Policy Lab and National Activities: national Youth Policy Labs will be events that should take place in each economy and serve as a venue to adapt the recommendations developed at regional Youth Policy Lab to the specifics and circumstances of the given economy. They should also provide possibility to widen the group of participants in each economy. In addition, these events should also serve to develop action plans to implement the policies. The national activities should lead to the start of policy implementation and provide opportunity to prepare for the mid-term regional review process, including identification of possible regional initiatives.

3) Western Balkans Youth Policy Lab Mid-term Review: this event will serve to review the initial policy recommendations as well as have the participants from different economies learn from each other through a peer-review process. In addition, these events will enable participants to identify opportunities for regional actions.

4) National Policy Labs and National Activities: these events will serve to revise national policies and actions plans if needed based on the conclusions of the Western Balkans Youth Policy Lab Mid-Term Review as well as continue with implementation of the policies. In addition, the Policy Labs and Activities at national level may serve as an opportunity to address regional initiatives if they are feasible.

5) Final Regional Western Balkans Youth Lab Event: this will be an event to evaluate policy implementation and regional initiatives that derived from the process.

ACTIVITY 2: Training on the Methodology: in addition to development of the Methodology on Youth Policy Labs, training should be provided for youth representatives and policymakers in each Western Balkan Six economy in order to make them familiar with and also develop an understanding on the methodology, Youth Policy Labs, and co-creation and co-production of policies. The training should create a pool of people who would be able to implement Youth Policy Labs event after the lifespan of the Project. The activity will be conducted online.

ACTIVITY 3: Facilitation of the Kick-Off Western Balkan Youth Policy Lab on Unemployment: facilitation of the first kick-off on Western Balkans Youth Policy Lab will be ensured as part of this consultancy. Based on the wide consultations held with the stakeholders in the region, the policy issue/topic will focus on youth unemployment. The activity should take place online.

Duties

The services under this assignment include the following key duties:

1. Gain a good understanding of the WBYL project, specifics of the Western Balkan Six economies with focus on policymaking and youth, national youth councils, youth umbrella organisations, administrations (Activity 1);
2. Develop Youth Policy Lab Methodology through (Activity 1):
 - Conducting desk research on the policymaking processes in each economy and youth participation in co-designing policies as well as regional initiatives related to policymaking;
 - Conducting consultations with administrations (those covering youth issues and those covering labour market/economy), national youth councils and umbrella youth organisations, youth organisations, and other relevant stakeholders in order to identify elements that would make the Methodology feasible and user-friendly;
 - Reviewing the existing EU practices relevant for youth policymaking processes;
 - Developing methodology which provides for all activities to take place online;
3. Provide training on the Methodology for stakeholders in each of the Western Balkans Six economies (Activity 2):
 - Develop the concept and agenda, and provide materials needed for the training organisation;
 - In coordination with the WBYL team draft the list of participants in each economy;
 - Deliver training (online);
 - Assist the WBYL team to design a training evaluation form;
 - Coordinate and cooperate with an unemployment expert whom the WBYL may involve in the process.
4. Facilitate the Kick-off Western Balkans Youth Policy Lab event on Youth Unemployment (Activity 3):
 - Provide materials required to carry out the Kick-off Western Balkans Youth Policy Lab event;
 - Provide staff members required to assist in carrying out the activities, including staff members required to assist in other tasks;
 - Facilitate the event in line with the developed Methodology;
 - Assist the WBYL team to design an evaluation form for the event;
 - Coordinate and cooperate with an unemployment expert whom the WBYL may involve in the process.

The Key Expert should be involved in all activities, while other additional staff may be involved based on the needs. In all its stages, the deliverables will be developed in close consultation with the Western Balkans Youth Lab Project Team Leader.

Outline and methodology of work will be discussed and agreed upon with the RCC Secretariat during the initial preparatory online meeting to be organised at the beginning of the assignment.

Deliverables

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

Deliverable	Deadline
Attendance at the preparatory meeting (Activity 1)	August 2020
Draft Methodology on Youth Policy Lab (Activity 1)	September 2020
Methodology on Youth Policy Lab and Toolkits and Materials (Activity 1)	September 2020
Trainings in each Western Balkans Six economy (Activity 2)	September 2020
Facilitation of the Kick-Off Western Balkans Youth Lab on Unemployment (Activity 3)	September/October 2020

Lines of Communication

The consultant/s will report to the RCC Secretariat. Each deliverable will be sent to the RCC Secretariat within the set deadlines. RCC Secretariat will conduct a quality assessment and approval of each deliverable.

Timeframe

The engagement is expected to start in August 2020 and end by October 2020. It is to be implemented by a team led by team leader and including team members as adequate to finalise the methodology on Youth Policy Lab and produce all required materials (Activity 1), deliver training in each Western Balkan Six economy (Activity 2), and facilitate the Kick-Off Western Balkans Youth Policy Lab on Unemployment (Activity 3).

III COMPETENCIES

Qualifications

Key expert qualifications

Education	<ul style="list-style-type: none">• Advanced degree in social sciences: public policy, economics, business, political sciences, education, law; or other areas directly related to the subject of work
Experience	<ul style="list-style-type: none">• Minimum of 7 years of relevant experience in public policy and/or youth policy in the Western Balkans and the European Union;• Experience in policymaking processes, youth policy, youth programme or action is mandatory;• Experience in a civil society organisation or youth organisation will be considered an advantage;• Experience in training and facilitation is an advantage;• Proven analytical skills and ability to conceptualise and write concisely and clearly evidenced by a list of published reports and policymaking or policy related toolkits in English;• 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.
Language requirements	<ul style="list-style-type: none">• Fluency in English, as the official language of the RCC;• Knowledge of other RCC languages is an advantage.
Other	<ul style="list-style-type: none">• Familiar with MS Office applications.

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 team;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

IV APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For individual consultants:

- Letter of interest;
- CV, outlining relevant knowledge and experience as described in Section III Competencies of the Terms of References;
- List of reports, papers, and other documents the expert has drafted;
- Brief concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as the approach to the work to be undertaken;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);
- Financial offer, as per budget breakdown, free format.

For companies and consortia of individual consultants:

- 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 stating the key expert and experts;
- 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);
- CVs of experts (stating the key expert and experts), outlining relevant knowledge and experience as described in Section III Competencies of the Terms of References, along with contact details of referees;
- Brief concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as the approach to the work to be undertaken, as described in the Terms of Reference;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);
- Signed Statements of Availability (Annex II).

Financial Offer

The financial offer should reflect the following:

- All figures should be expressed in EUR

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

Cost Category	Sum
Activity 1: Methodology, Toolkit, Materials (Lump Sum)	
Activity 2: Training (Lump Sum)	
Activity 3: Facilitation of Kick-Off (Lump Sum)	
TOTAL COSTS	
VAT (If Applicable)	
GRAND TOTAL	

NOTE:

When preparing the financial offer, the applicant should take into account that the fee rates should be broadly consistent with those applicable in the region.

Applications need to be submitted by 24 August 2020, by 17:30 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.

V EVALUATION RULES

The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment.

The applications are evaluated following these criteria:

Evaluation Grid	Maximum Score
A. Technical offer (A.1+A.2+A.3)	100

A.1. Work experience, references list: Relevant work experience; evidence of other contracts of the nature comparable to that of the Call; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity of the consultant: CV satisfies the criteria set forth in the Terms of Reference, education and experience demonstrates professional capacity and experience required.	35
A.3 Quality of the concept note: Concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as approach to the work to be undertaken.	30
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, competency-based interview will 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

Bosnia and Herzegovina

ANNEX I: SUBMISSION FORM

Open Call for Consultancy Services: Development of Youth Policy Lab Methodology

REF: 073-020

One signed scanned 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 representative of 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 its staff, including its management, is 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	
Address	
Telephone	

ANNEX II: STATEMENT OF AVAILABILITY

REF: 073-020

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