

## Open Call for Consulting Services ESAP 2

<b>Terms of Reference:</b>	Regional Employment Report on the Western Balkans
<b>Title:</b>	Expert on Employment and Labour Markets
<b>Contracting Authority:</b>	Regional Cooperation Council (RCC) Secretariat
<b>Reporting to:</b>	RCC Secretariat
<b>Duration:</b>	August 2020 – 30 November 2020
<b>Application Deadline:</b>	20 August 2020
<b>Eligible:</b>	Individual consultant
<b>Reference Number:</b>	071-020

### I BACKGROUND

#### Purpose

The purpose of this assignment is to enhance the understanding of recent and current labour market trends and key underlying factors in the Western Balkans. This resulting Regional Employment Report will provide a comparative analysis of employment and labour market trends in the six Western Balkan economies in 2019 and the first half of 2020.

#### Background Information

The *Employment and Social Affairs Platform 2* (ESAP 2) was launched in 2019 and lasts for 3 years. The project is funded by the European Commission and jointly implemented by RCC and ILO in Albania, Bosnia and Herzegovina, Kosovo\* , Montenegro, Republic of North Macedonia and Serbia. The project aims to strengthen regional cooperation and institutional capacities of national administrations, employers' and workers' organisations, enabling them to develop and effectively implement labour market and social policy reforms in their EU enlargement process.

One of the specific activities of the project is to produce regular annual reports on labour market situation and trends in the Western Balkans. The reports will particularly focus on the

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<sup>1</sup>This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

analysis of the situation of population groups with worse labour market outcomes, such as women, youth and other vulnerable groups.

## **II DESCRIPTION OF RESPONSIBILITIES**

### **Objectives and Scope of the Assignment**

The overall objective of the consultancy is to produce a Regional Employment Report, which will provide a comprehensive assessment of the situation and main trends in employment and labour market development in the six Western Balkan economies as well as develop a regional comparative overview.

The scope of services under this assignment includes the following tasks:

1. *Analyse trends and underlying factors in each of the 6 Western Balkan economies' labour markets during 2019.* This analysis should consider both long-term and short-term factors affecting labour markets and their outcomes. It should look at labour market flows, structure and characteristics of labour force, situation of employment and unemployment in general and in particular that of target groups, including young, older, low-skilled workers, and women. Additionally, factors related to economic and sectoral development that affect job creation, both temporary and permanent, as well as short-term and long-term unemployment need to be considered.
2. *Analyse trends and underlying factors in each of the 6 Western Balkan economies' labour markets during the first half of 2020.* This analysis should specifically consider the short-term factors such as the COVID-19 pandemic and the related measures undertaken by the government and how they have affected labour market outcomes. The analysis should look at short-term labour market flows, structure and characteristics of labour force, situation of employment and unemployment in general and in particular that of target groups, including young, older, low-skilled workers, and women. Additionally, factors related to economic and sectoral development that have produced job losses and current opportunities for job creation should be considered.
3. *A regional comparative overview of employment and labour market trends in 2019 and the first half of 2020.*

### **Methodology**

In order to carry out the above tasks, the tender is open to individual consultants with relevant expertise and experience.

The consultant is expected to come up with the best approach for undertaking this research. However, the following guiding principles should be taken into consideration:

- i. Desk review of primary and secondary data;
- ii. Interviews with relevant government ministries and other stakeholders;
- iii. Statistical/econometric methods as applicable;
- iv. Any other method applicable.

Any meetings/interviews with relevant stakeholders in the region required by the consultant within the duration of the assignment should be organised by the consultant. ESAP

project and RCC staff may facilitate and/or attend such meetings, if deemed necessary by both parties.

### Lines of Communication

The consultant will submit all deliverables to the ESAP Project Team Leader and RCC for review and approval. The consultant will work closely with the ESAP Project Team from which s/he will seek guidance to efficiently conduct the work. The final outputs will be shared with the national stakeholders and will be presented and discussed in regional meeting of the ESAP working groups. Upon invitation, the consultant will be required to participate and present the report in a regional meeting. These costs will be treated separately and should not be included in the budget proposal under Annex II.

### Timeframe

The engagement is expected to start end of August 2020 and end on 30 November 2020.

<b>Deliverables</b>	<b>Due date (from mobilisation)</b>
<ul style="list-style-type: none"> <li>Detailed Methodology and Work Plan</li> </ul>	2 weeks
<ul style="list-style-type: none"> <li>First draft of the Report</li> </ul>	10 weeks
<ul style="list-style-type: none"> <li>Final version of the Report to be submitted to RCC</li> </ul>	14 weeks

## III PROFILE AND COMPETENCIES OF THE CONSULTANT

The consultant for this assignment needs to have at least 10 years of relevant experience and a proven track record in employment and labour market studies and research covering the Western Balkans.

### Qualifications:

<b>Education:</b>	<ul style="list-style-type: none"> <li>Post-graduate degree in Social Sciences, Business, Economics, Statistics or related field.</li> </ul>
<b>Experience:</b>	<p>Qualifications and Skills Required</p> <ul style="list-style-type: none"> <li>Technical expertise in analysing issues of employment, labour market demand and supply, and social development in the Western Balkans, and the ability to draw strong and valid conclusions</li> <li>Excellent communication and report writing skills</li> <li>Analytical skills and ability to conceptualise and write concisely and clearly</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Able to interact with professionals of and representatives from the national administrations in the SEE region</li> </ul>
<b>Language requirements:</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English, as the official language of the RCC</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**

- 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 QUALITY CONTROL**

The Consultant should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the report. In this regard, the consultant 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.

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

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

**V APPLICATION RULES**

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

**Technical offer:**

- CV outlining relevant knowledge and experience;
- Application Submission Form (Annex I);
- A concept note, up to 2 pages, elaborating proposed methodology, information, data sources, and tools to be employed to the work to be undertaken;
- List of references for relevant activities implemented;

**Financial Offer:**

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

Expert fees should be consistent with those applicable in the region.

Note: Please use free format of the Budget

**Application need to be submitted by 20 August 2020 to the following address:**  
[ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)

**EVALUATION AND SELECTION**

The assignment 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 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>	<b>35</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>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:</b> 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.	<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: [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](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**

**REF: 071-020**

**Title:** Expert on Employment and Labour Markets

**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 071-020.

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 of the Consultant	
Signature	
Date	