



## Open Call for Consulting Services

<b>Subject:</b>	Green Agenda for the Western Balkans Action Plan
<b>Title:</b>	<b>Development of the Western Balkans 6 Climate Adaptation Roadmap</b>
<b>RCC Department:</b>	Programme Department
<b>Eligible:</b>	Consulting companies/bidding consortia of individual consultants or individual professionals
<b>Reporting to:</b>	RCC Secretariat
<b>Duration:</b>	<b>November 2024 – January 2025</b>
<b>Reference Number:</b>	061-024

The Western Balkans Six (WB6) have committed to achieving carbon neutrality by 2050, in alignment with the European Green Deal. This commitment was first endorsed at the Sofia Summit in 2020 through the adoption of the Green Agenda for the Western Balkans (GAWB) and further reinforced at the Brdo Summit in October 2021 with the approval of the GAWB Action Plan.

A key component of the Action Plan is development of a Regional Adaptation Strategy by 2026, which will provide a roadmap to enhance the region's climate resilience by 2030. The long-term objective is to achieve a fully climate-adapted WB6 by 2050. This Strategy will address the unavoidable impacts of climate change, ensuring alignment with the EU Adaptation Strategy, National Adaptation Plans, and other relevant frameworks. It will also prioritise nature-based solutions as a means to bolster climate resilience throughout the region.

As an initial step, WB6 have committed to creating a detailed WB6 Climate Adaptation Roadmap. The Roadmap will offer key recommendations for aligning regional targets with EU policies (including the EU Adaptation Strategy), global best practices, and the climate pillar of GAWB Action Plan. The roadmap is recognised as a crucial prerequisite for developing the Regional Adaptation Strategy. The Hamburg Declaration on the GAWB, endorsed at the first GAWB Ministerial Meeting on 8 October, calls for the swift finalisation of WB6 Climate Adaptation Roadmap and urges Regional Cooperation Council (RCC) to coordinate this effort in collaboration with the Regional Working Group on GAWB.

The Roadmap is expected to play a significant role in the 2024 revision of the GAWB Action Plan, offering a timely opportunity to introduce new measures to strengthen the WB6's climate resilience.

## **II. DESCRIPTION OF RESPONSIBILITIES**

### **Objective of the assignment**

The objective of this technical assistance is to develop a Climate Adaptation Roadmap for the Western Balkans Six, grounded in a comprehensive assessment of climate adaptation efforts across the region. This will involve a thorough review of existing legislative, policy, and administrative frameworks on climate adaptation, identifying key challenges, cross-sectoral interconnections, and assessing their alignment with the EU Adaptation Strategy, particularly in areas such as insurance and fiscal policies.

Based on these findings, the Roadmap will provide recommendations for harmonising WB6 efforts with the EU targets and GAWB Action Plan. The WB6 Climate Adaptation Roadmap will serve as the foundation for strategic, region-wide adaptation measures, ensuring that future actions align with the region's resilience goals.

## **III. SCOPE OF WORK**

### **Specific Tasks**

The consultant is expected to carry out the following detailed tasks:

#### **Comprehensive Review of Legislative, Policy, and Administrative Frameworks:**

The consultant will conduct an in-depth review of the existing legislative, policy, and administrative frameworks related to climate adaptation across the WB6. In addition, the consultant will identify sectoral and cross-sectoral interlinkages that impact climate resilience. The review should also highlight gaps, inconsistencies, or areas of misalignment with EU adaptation frameworks, and provide recommendations to tackle these challenges.

#### **Analysis of Key Reports and Studies:**

The consultant will analyse recent reports and studies produced by major international organisations, such as the UN, OSCE, World Bank, European Environment Agency, Energy Community and others, which are relevant to climate adaptation in the WB6. The goal is to extract insights, findings and lessons learned, which can be adapted to the specific context of the WB6.

#### **Evaluation of EU Initiatives and Alignment Recommendations:**

A core part of the consultant's work will be to evaluate EU initiatives, particularly recent developments under the European Green Deal, including the EU Climate Adaptation Strategy and

other relevant documents. The consultant will use this analysis to develop recommendations for the ways in which WB6 can align with the EU Adaptation Strategy across all sectors.

Special attention should be given to fiscal and insurance policies that support climate resilience. The recommendations must provide practical steps for harmonising WB6 efforts with the EU targets and GAWB Action Plan, ensuring that regional strategies are aligned with both EU and GAWB objectives. In addition, the consultant will identify opportunities to integrate and mainstream nature-based solutions that enhance climate resilience within the WB6. This includes exploring how nature-based approaches can be effectively incorporated to support climate-adaptive practices. The consultant will assess how these solutions can be scaled to address key regional vulnerabilities.

### **Stakeholder Engagement and Information Gathering:**

The consultant will engage directly with the Regional Working Group on the Green Agenda for the Western Balkans (RWG GAWB), ministries responsible for Environment and Climate Change, and other relevant institutions to gather the necessary information. This engagement is essential for ensuring that the recommendations are grounded in regional realities and that key stakeholders are involved in shaping the adaptation strategies.

### **Development of Tailored, Evidence-Based Recommendations:**

Based on the findings of the framework review, stakeholder engagement, and analysis of EU initiatives and global reports, the consultant will develop specific recommendations that address the unique challenges faced by WB6 in adapting to climate change. Additionally, the consultant will propose ways to strengthen collaboration and coordination amongst WB6 to address shared climate challenges and leverage synergies in adaptation efforts.

By undertaking these tasks, the consultant will contribute to the development of a strategic roadmap that not only aligns the WB6 with EU adaptation frameworks but also enhances the region's overall resilience to climate change.

The consultant is expected to be in close contact with the RWG GAWB and the RCC Secretariat.

### **Methodology**

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

1. Desk review/research and data collection, processing, validation, visualisation, and interpretation (mix of online and onsite activities)
2. Communication/interviews/consultations with the representatives of regional organisations, WB administrations and other relevant stakeholders in the respective areas to collect qualitative inputs

3. Any other method applicable

**Note that a clear methodological overview should be an integral part of the concept note.**

## **I. LOGISTICS AND TIMING**

### **Timeline**

The engagement is expected to start in November 2024 and end in January 2025.

### **Lines of Communication**

- The task will be implemented in close consultation with the RCC Secretariat.
- The contracted bidder will report to **the Senior Expert on Green Agenda for the Western Balkans**.
- As appropriate, meetings with RCC will be organised to agree on expectations and deliverables.

## **II. REQUIRED OUTPUTS / REPORTING**

The following deliverables will be produced and transferred to the RCC Secretariat during the course of the assignment, as per the timeframe specified below:

	<b>Deliverables</b>	<b>Due date</b>
1.	Detailed Methodology and Work Plan submitted and agreed with the RCC	November 2024
2.	Rounds of consultations with WB6, EC+ IOs	November - December 2024
3.	Draft report compiled with findings from desk research and meetings	December 2024
4.	Final report with detailed findings and recommendations delivered, incorporating feedback from RCC and other stakeholders	January 2025

## **III. REQUIREMENTS**

The consultants should possess and demonstrate extensive knowledge and experience in climate policy, including development of legal and policy frameworks. Expertise in climate modelling is

considered an asset. It is essential that the consultants have experience in the Western Balkans region, specifically in the area of climate adaptation, and are familiar with the latest developments in the EU, particularly those related to the EU Climate Adaptation Strategy. Strong analytical skills, experience in data collection and processing, as well as a proven ability to draft high-quality reports and policy recommendations, are also required. Potential bidders are encouraged to propose additional team members and support staff as they deem necessary to fulfil the task requirements.

The team of relevant experts should fulfil the following qualification requirements:

**Qualifications:**

Education:	<ul style="list-style-type: none"> <li>▪ Advanced university degree (Master’s Degree or equivalent) in physics, meteorology, ecology, environmental sciences, climate change, or other relevant fields necessary to understand the main trends, challenges, and the situation in the WB in the area of climate adaptation and climate security policies;</li> <li>▪ PhD is an advantage.</li> </ul>
Experience and qualifications:	<ul style="list-style-type: none"> <li>▪ Extensive theoretical knowledge in the relevant fields and a minimum of ten (10) years of relevant experience in the climate policy area;</li> <li>▪ At least three similar (in scope and complexity) projects completed, particularly targeting the WB6;</li> <li>▪ Profound experience in data collection and processing, modelling, developing scenarios and developing scientific papers and reports;</li> <li>▪ Ample and proven understanding of the existing strategic and policy frameworks and the situation in the climate policy area in the EU and the WB region;</li> <li>▪ Proven analytical skills and ability to conceptualise and write concisely and clearly, preferably evidenced by a list of published reports/papers in English;</li> <li>▪ Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple stakeholders including government representatives, international organisations’ representatives, business community, civil society institutions, donors and other stakeholders;</li> <li>▪ Advanced computer skills (SDM, MS Office and internet software).</li> </ul>

Language requirements:	<ul style="list-style-type: none"> <li>▪ Fluency in written and spoken English, as the official working language of the RCC;</li> <li>▪ Knowledge of some of WB6 languages will be considered an asset.</li> </ul>
Other:	<ul style="list-style-type: none"> <li>▪ Ability to be flexible and respond to changes as part of the review and feedback process.</li> </ul>

### **Core Values**

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference;
- 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.

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 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 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, they should clearly explain the reasons for their final decision in a comments table.

## **V. APPLICATION RULES**

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

### **Technical Offer:**

**The technical offer needs to contain the following:**

#### **For the companies and consortia of individual consultants or individual professionals**

- 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/Institution's Registration Certificate;
- In case of bidding consortia of individual consultants participating in this Call, they must indicate the members and show how the work is divided between them. Specifically, all members must name the team leader and authorise this member to represent the consortium and receive payments on behalf of the other members. A corresponding written authorised power of attorney must be attached to the bid;
- CV of consultants (max **5 pages**), outlining relevant knowledge and experience as described in the Terms of Reference, along with contact details of referees;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);
- A concept note of up to 5 pages, concisely and clearly elaborating the proposed methodology for addressing and undertaking each activity, relevant documents to be taken into account and the concept for the successful finalisation of the assignment; 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 years demonstrating relevant experience in the subject matter;
- Signed Statements of Availability (Annex I).

### **Financial Offer**

The financial offer should reflect the following:

- All figures should be expressed in EUR;
- VAT amount, if applicable, should be presented.

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

- Use a free format for the budget providing the global price for the work to be provided
- Maximum budget should not exceed EUR 25,000
- The fee rates should be broadly consistent with those applicable in the region

**Submission of applications:**

**Applications need to be submitted by 14 November 2024.**

**The offers should be submitted through the website link [Apply now](#).**

**VI. 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:

<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 size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	35
<b>A.2. Quality and professional capacity of the consultant(s):</b> CV(s) satisfy the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
<b>A.3 Quality of the concept note:</b> An outline of work programme describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	30
<b>B. Financial Offer/ 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, a 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:****STATEMENT OF AVAILABILITY**

REF: 061-024

Development of the Western Balkans 6 Climate Adaptation Roadmap

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