

Open Call for Consulting Services

Subject:	Youth Policy Lab on Green Agenda in Kosovo*
Title:	Development of Comprehensive Analysis of Kosovo's Policies and Legal Frameworks to Enhance Youth Engagement in Environmental Decision-Making
RCC Department:	Western Balkans Youth Lab 2
Eligible:	Consulting companies/Individual expert or consortium of experts
Reporting to:	RCC's WBYL2 Team Leader
Duration:	January 2025 – May 2025
Reference Number:	067-024

The Western Balkans Youth Lab 2 Project (WBYL project) through its Technical Assistance support aims to strengthen policy and administrative capacities in different stages and processes related to youth policy development and participation of Western Balkans youth in decision-making. Based on the recommendations co-created by youth and policy-makers at Kick-Off Conference on Youth Policy Lab on Green Agenda, Working Group from Kosovo* created a set of activities to for develop Comprehensive Analysis of Policies and Legal Frameworks to Foster Youth Engagement in Environmental Decision-Making. The analysis aims to lay the foundation for policy development in the field of the Green Agenda and to enhance youth engagement in this area.

Young Kosovars face challenges in contributing to environmental decision-making due to fragmented policies and gaps in legal frameworks. This limits their ability to support sustainable development and address pressing environmental concerns. The analysis aims to address these issues by reviewing and improving policies to enhance youth participation in environmental decision-making

Aligned with strategic priorities, such as the *National Strategy for Sustainable Development, Climate Action Plan, and State Strategy on Youth 2024–2030*, the planned activities also support Sustainable Development Goals (SDG 13 and SDG 16). Mapped and analysed policies at local and national levels should identify gaps, and recommend alignment with international standards like the Green Agenda.

*This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ opinion on Kosovo Declaration of Independence

II. DESCRIPTION OF RESPONSIBILITIES

Objective of the assignment

The objective of this assignment aims to address the gaps in Kosovar environmental policies and governance with the aim to foster and enhance youth participation. Detailed analysis should assess the effectiveness of current policies in engaging youth in decision-making processes, ensuring their active role in shaping sustainable environmental practices. Additionally, the assignment should propose recommendations for strengthening youth involvement in decision making in green agenda, fostering a more inclusive and forward-thinking approach to sustainability in Kosovo*.

Comprehensive analysis should commence with a comprehensive review of environmental laws and frameworks, and their inclusivity and effectiveness in engaging youth should be evaluated. This should be followed by consultations with a diverse group of stakeholders, including government representatives, youth organizations, NGOs, and international partners such as the EU, UNDP, GIZ, and USAID, to ensure the findings are validated and varied perspectives on youth involvement in environmental governance are gathered. A gap analysis should be conducted to identify existing weaknesses and challenges, from which actionable recommendations are to be developed to enhance youth participation mechanisms.

The findings and recommendations should be compiled into a detailed report that summarizes the gaps and proposed solutions, while also offering a strategic roadmap for strengthening youth engagement in environmental policy. Analysis should be shared with stakeholders and international partners to inform future interventions and policymaking efforts. Report should include a proposed action plan outlining concrete steps for stakeholders and partners to effectively integrate youth in environmental policies and actions, while enhancing the capacity of youth organizations to advocate for necessary policy reforms. Through these initiatives, an environment should be created where youth are actively involved in shaping and advancing sustainable environmental practices at economy level.

III. SCOPE OF WORK

Specific Tasks

The consultants are expected to carry out the following detailed tasks:

- 1. Comprehensive Policy and Framework Analysis:** A comprehensive analysis of the existing legal and strategic frameworks governing environmental management in Kosovo*, with a focus on identifying key gaps, challenges, and opportunities for enhanced youth engagement in environmental Decision-Making. This report will also examine the alignment of current policies with international environmental standards and highlight areas where youth can play a pivotal role in driving sustainable change.
- 2. Policy Review and Optimization:** Conduct an in-depth review of existing environmental policies to identify existing policies and identify gaps, challenges, and areas for optimization, ensuring they are adaptable to current challenges and conducive to greater

youth participation and influence, while also fostering an environment where young people can actively shape and advocate for sustainable solutions. With focus on youth engagement.

3. **Data Collection and Evidence-Based Analysis:** Support the collection of data related to youth engagement in environmental governance, providing evidence-based insights that can inform policy recommendations and highlight areas where youth involvement is currently lacking.
4. **Develop Practical and Impactful Policy Recommendations:** Practical recommendations for policymakers to enhance the inclusivity and effectiveness of environmental policies, with a focus on creating greater opportunities for youth participation. These recommendations will also provide guidance for youth organizations to more effectively advocate for environmental reforms and engage actively in the policy-making process, ensuring their voices are integrated into decision-making at local, national, and international levels..
5. **Ensure Precision and Strategic Alignment:** Cross-check and validate the accuracy of the information presented in the dictionary, ensuring that all legal and institutional references are up to date and reflect the most current legislative framework. Ensure that the summaries reflect EU Chapter 27 compliance and other key EU environmental regulations that influence the region, including the Green Deal.
6. **Stakeholder Presentations and Briefings:** Develop and deliver targeted presentations or briefings to key stakeholders, ensuring the effective dissemination of project outcomes. This task will focus on clearly communicating the findings, recommendations, and proposed action plans to relevant audiences, including government officials, youth organizations, and international partners, while fostering engagement and ensuring the uptake of project results.
7. **Stakeholder Collaboration:** Enhanced collaboration between youth organizations, government institutions, and international partners, promoting a multi-stakeholder approach to sustainable development. This strengthened partnership will facilitate the sharing of knowledge, resources, and best practices, ensuring more inclusive and impactful environmental policies and initiatives that address the needs and aspirations of young people in Kosovo*.
8. **Alignment with International Standards:** Improved alignment of Kosovo*'s environmental policies with global and regional frameworks, including the Green Agenda for the Western Balkans and SDG 13 (Climate Action). This enhanced compliance will ensure that Kosovo*'s environmental strategies contribute to broader regional and international sustainability goals, fostering a more resilient and climate-conscious future.
9. **Capacity-Building Guidance:** Provide strategic advice on how to effectively engage youth in discussions about the Green Agenda, emphasizing the significance of these documents in promoting sustainability and environmental protection.

- 10. Gap Analysis and Needs Assessment:** Conduct a thorough analysis of the existing youth participation mechanisms within Kosovo*'s environmental governance structures, identifying key barriers and providing actionable insights for improving youth access to decision-making processes.
- 11. Organization of the meetings:** The consultants responsibility is to organize and ensure the coordination of any potential meetings with the working group and relevant stakeholders throughout the duration of the assignment. The budget fee will cover these meetings.
- 12. Presentation of the results:** Deliver presentations or briefings to key stakeholders to ensure effective dissemination and uptake of project outcomes.
- 13. Preparation of Comprehensive Final Report:** Create a detailed final report that synthesizes the key findings, identifies gaps in the current environmental governance frameworks, and outlines actionable recommendations for enhancing youth participation. The report will also include proposed next steps to guide future interventions and policymaking efforts. It will serve as a strategic document for stakeholders and international partners, providing a clear roadmap for integrating youth engagement into environmental governance in Kosovo*.

Methodology

The selected consultants are 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 Working Group on Green Agenda from Kosovo* and other relevant stakeholders in the respective areas to collect qualitative inputs.
3. Detailed analysis of the strategic documents.
4. 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 January 2025 and end in May 2025.

Lines of Communication

- The task will be implemented in close consultation with the Western Balkan Youth Lab 2 and Working Group on Green Agenda from Kosovo*.

- The contracted bidder will report to Working Group from Kosovo* and WBYL Team Leader.
- As appropriate, meetings with WBYL2 team 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:

	Deliverables	Due date
1.	Multi-stakeholder consultations, (including, if needed, workshops and focus group discussions) with government representatives, youth organizations, NGOs, and international partners.	January 2025
2.	Comprehensive Policy Analysis Report and Policy Optimization Review Document – first draft	March 2025
3.	Youth-Centric Policy Recommendations Report and Gap Analysis and Needs Assessment Report – final draft for comments	April 2025
4.	Presentation of all final deliverables accepted by the Working Group on Green Agenda and WBYL2 staff	May 2025

III. REQUIREMENTS

Potential bidders are encouraged to propose additional team members or support staff as necessary to meet the project requirements.

Individual expert or consortium, of at least two experts, should fulfil the following qualification requirements;

Education:	<ul style="list-style-type: none"> ▪ Advanced degree in Social Sciences, Public Policy, Environmental Governance, Sustainable Development, or a related field. ▪ Specialized knowledge in environmental law, youth policy, or governance frameworks is highly desirable; ▪ Educational background should include a strong foundation in policy analysis, legal frameworks, sustainable development, and environmental management, specifically as they relate to governance, youth participation, and climate action,
------------	--

Experience and qualifications:	<ul style="list-style-type: none"> ▪ At least 5 years of proven experience in policy analysis, legal framework mapping, or governance projects, with a focus on environmental policies. ▪ Demonstrated expertise in Kosovo*'s policy and strategic documents related to Green Agenda. ▪ Demonstrated expertise in youth engagement and participation, particularly in the context of environmental governance and policy. ▪ Extensive experience in developing and delivering actionable policy recommendations, with a strong understanding of legal and institutional frameworks in environmental governance. ▪ Proven ability to design and implement stakeholder consultations, including engaging with government officials, youth organizations, and international partners. ▪ Familiarity with socio-political and legal landscape in the region and EU, especially in the areas of environmental governance and youth policy. ▪ Experience in facilitating multi-stakeholder workshops, public consultations, and collaborative processes with diverse groups.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in English (written and spoken) is required. ▪ Knowledge of local language is required.
Other:	<ul style="list-style-type: none"> ▪ Ability to be flexible and respond to changes as part of the review and feedback process.

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(s) 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;

- 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 in case of company applying for the Call - 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 4 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;
- Statement of Availability, Annex I

For individual consultants:

- CV of consultants (max **5 pages**), outlining relevant knowledge and experience as described in the Terms of Reference, along with contact details of referees;
- A concept note of up to 4 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.

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 10,000.
- Experts should provide design of the dictionary and organise meetings needed.
- The fee rates should be broadly consistent with those applicable in the region.

Submission of applications:

- Applications need to be submitted by 5 January 2025.
- 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:

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 size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	35

A.2. Quality and professional capacity of the consultant(s): CV(s) satisfy the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
A.3 Quality of the concept note: 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. Financial Offer/ 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, 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 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:**STATEMENT OF AVAILABILITY**

REF: 067-024

Development of Comprehensive Analysis of Kosovo's Policies and Legal Frameworks to Enhance Youth Engagement in Environmental Decision-Making

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