

Open Call for Consulting Services

Subject:	Youth Policy Lab on Green Agenda in North Macedonia
Title:	Development of Eco Youth Dictionary
RCC Department:	Western Balkans Youth Lab 2
Eligible:	Consortium of experts
Reporting to:	RCC's WBYL2 Team Leader
Duration:	January – May 2025
Reference Number:	068-024

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 North Macedonia created a set of activities to target specific problems in the field of Green Agenda and to bring Green Agenda closer to the young people.

North Macedonia has commenced EU accession negotiations, including the screening phase for Chapter 27 on Environment and Climate Change, which is recognised as one of the most complex and costly chapters to negotiate. The requirements under this chapter, aligned with the Green Agenda for the Western Balkans, are expected to have a significant impact on citizens' daily lives and the economy, particularly in terms of environmental sustainability and climate resilience. However, despite their direct stake in future environmental policies and regulations, the active participation of young people should be further encouraged.

The importance of youth inclusion is underscored by the Youth Strategy 2023–2027, which prioritises a healthy environment for young people to live and create. The strategy emphasizes the need to raise youth awareness of environmental issues and enhance their involvement in decision-making and planning processes, ensuring that their voices are heard in shaping a sustainable future.

II. DESCRIPTION OF RESPONSIBILITIES

Objective of the assignment

The objective of this assignment is to develop the **Eco Youth Dictionary**, a comprehensive resource designed to enhance youth understanding and engagement with ecological issues, environmental policies, and the Green Agenda. The dictionary should simplify essential ecological terms into youth-friendly language, provide a clear summary of key laws and demonstrate possibilities of real life impact. Eco Dictionary should encourage young people to engage in the green transformation of the Western Balkans and provide better understanding of the Green Agenda policies in North Macedonia.

Youth should be equipped with the knowledge and skills needed to engage in ecological discussions and co-create policies, ensuring their role as contributors to green transformation in the Western Balkans. The dictionary is to be distributed to high schools and universities and promoted by institutions such as the Ministries of Education and Environment, as well as youth councils, to shape informed advocates for sustainable change.

III. SCOPE OF WORK

Specific Tasks

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

1. **Review and Identify Relevant Legislation:** Identify key economy-level and international environmental laws, strategies, and policy documents relevant to the Green Agenda and the ecological transition in North Macedonia. Provide guidance on the most important legislation that should be included in the Summary of Relevant Legislation pillar of the dictionary.
2. **Draft and Simplify Legislative Summaries:** Develop clear and concise summaries of relevant laws and policies, ensuring that these are understandable for youth audiences. Simplify complex legal language while retaining the core meaning of the legislative documents, making them accessible to young people without losing critical details.
3. **Ensure Accuracy and Relevance:** 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 Agenda.
4. **Explain Key Institutions and their Role:** Identify and describe the key institutions that drive the green agenda and environmental protection at both the economy and regional levels (e.g. ministries, EU bodies, etc.). Provide youth-friendly explanations of these institutions and their functions within the environmental and climate change sectors.

5. **Advise on the Real-life Impact of Legislation:** Provide a clear connection between policy and real-world impact, helping young people understand how these laws and regulations directly affect their daily lives. Offer insights into how these policies drive environmental protection and the Green Agenda transformation, ensuring the connection between abstract concepts and concrete outcomes is clear.
6. **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.
7. **Translate Complex Terms into Youth-Friendly Language:** Simplify and redefine ecological and legal terms in a way that makes them easily understandable for youth, using everyday language. Adjust the language based on feedback to ensure clarity and inclusivity for all young people, especially those who might not have a background in environmental science or policy. Create relatable examples, metaphors, or analogies to explain complex ecological or policy-related concepts.
8. **Develop Engaging and Creative Content:** Present the legislative summaries in an engaging and accessible format, adding visual aids, interactive elements, or infographics where possible.
9. **Illustrate Real-Life Impact with Youth Perspectives:** Connect the real-life impact section of the dictionary to tangible examples that reflect youth experiences, ensuring a clear link between policies and everyday life. Highlight how youth can directly influence or benefit from the Green Agenda, using practical examples to show how sustainability actions can be integrated into their daily routines.
10. **Advocacy and Empowerment:** Utilise the dictionary to empower youth by demonstrating how their actions, understanding, and involvement can drive policy change and contribute to the Green Agenda. Develop advocacy tools or provide suggestions as to how young people can use the dictionary to influence their communities, schools, and local governments in promoting sustainability and environmental protection.
11. **Create an Interactive Experience:** Ensure the dictionary is not just a static resource but an interactive tool that encourages youth to explore, share, and apply the information in a practical and meaningful way.
12. **Drafting a Declaration:** The expert is to collaborate with Working Group on drafting a declaration to commit the Ministry of Environment and Physical Planning to produce at least one policy document in youth-friendly language.
13. **Organisation of Meetings:** The experts' responsibility is to organise and ensure the coordination of any potential meetings with the Working Group and relevant stakeholders throughout the duration of the assignment. The proposed budget should include the costs of these meetings.
14. **Present the Dictionary at the Final Conference:** The Eco Youth Dictionary should be officially presented at the Final Conference (TBC) as a key resource for empowering young people to engage with the Green Agenda.
15. **PowerPoint Toolkit Presentation:** The expert is responsible is to create a power point presentation with the key messages and instruction on how Eco Dictionary could be implemented in school activities and school curriculum. The presentation should be self-

explanatory to train educators and youth on effectively integrating the dictionary into school activities, ensuring its practical application and long-term impact.

Methodology

The selected expert 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 Working Group on Green Agenda from North Macedonia 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 January 2025 and end in June 2025.

Lines of Communication

- The task will be implemented in close consultation with the Western Balkans Youth Lab 2 and Working Group on Green Agenda from North Macedonia.
- The contracted bidder will report to Working Group from North Macedonia 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.	Detailed Methodology and Work Plan submitted and agreed with the Working Group	January 2025

2.	Rounds of consultations with Working Group on Green Agenda and other stakeholders	February 2025
3.	Draft Dictionary compiled with findings from desk research and meetings	April 2025
4.	Final Eco Dictionary developed and accepted by the Working Group and WBYL2	May 2025
	Dictionary presented at the Final Conference and workshop template created	June 2025

III. REQUIREMENTS

The experts should possess and demonstrate extensive knowledge and experience in environmental policy, with a particular focus on developing economy-wide policy documents and legal frameworks in compliance with EU Chapter 27 and the Green Agenda. Expertise in EU integration processes, particularly in relation to environmental and climate change sectors, is essential. A strong background in working with government institutions, particularly in key positions related to EU integration, is highly desirable. The experts should have a proven track record in translating complex environmental concepts into accessible, engaging content for diverse audiences, especially youth. Familiarity with digital communication tools and social media platforms for advocacy purposes is also required. Experience in eco-activism, youth-led environmental campaigns, and raising awareness about climate change is considered an advantage. Fluency in English and Macedonian is essential, and knowledge of Albanian is an asset. **Potential bidders are encouraged to propose additional team members or support staff as necessary to meet the assignment requirements.**

The team of relevant experts should consist of at least two experts who should fulfil the following qualification requirements;

Expert 1: Environment Approximation Expert

Education:	<ul style="list-style-type: none"> ▪ Minimum Bachelor's degree in Communications, Environmental Science, Sustainability, or a related field OR ▪ Alternatively, at least 5 years of professional experience in communication, environmental advocacy, or youth engagement in environmental or climate-related initiatives; ▪ Master's degree in Environmental Communication, Sustainability, or a related field will be considered an advantage.
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Experience and qualifications:	<ul style="list-style-type: none"> ▪ Minimum of 5 years of professional experience in translating complex environmental concepts, legislation and other relevant documents into accessible, engaging content for diverse audiences, particularly youth; ▪ At least 5 years of experience working with youth groups or in the youth sector, in the context of environmental or climate change issues; ▪ Proven track record in eco-activism, with experience in grassroots or youth-led environmental campaigns and initiatives; ▪ Experience in developing educational materials, campaigns, or tools aimed at raising youth awareness and participation in environmental actions; ▪ Familiarity with using digital tools, social media platforms, and creative communication techniques (e.g. videos, memes, podcasts) to engage youth in environmental issues; ▪ Demonstrated extensive knowledge and experience in environmental policy, with a strong emphasis on developing economy-level policy documents and legal frameworks aligned with EU Chapter 27 and the Green Agenda; ▪ Proven expertise in EU integration processes, particularly in the environmental and climate change sectors; ▪ Substantial experience in working with government institutions, especially in key roles related to EU integration; ▪ A track record of effectively translating complex environmental concepts into accessible, engaging content tailored to diverse audiences, particularly youth; ▪ Experience in eco-activism, youth-led environmental campaigns, and raising awareness about climate change is highly desirable.
Language requirements:	<ul style="list-style-type: none"> ▪ Very good knowledge of English and Macedonian languages; ▪ Knowledge of Albanian will be considered an advantage.
Other:	<ul style="list-style-type: none"> ▪ Ability to be flexible and respond to changes as part of the review and feedback process.

Expert 2: Eco-Youth Communication and Advocacy Expert

Education:	<ul style="list-style-type: none"> ▪ Minimum Bachelor's degree in Communications, Environmental Science, Sustainability, or a related field OR ▪ Alternatively, at least 5 years of professional experience in communication, environmental advocacy, or youth engagement in environmental or climate-related initiatives;
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	<ul style="list-style-type: none"> ▪ Master's degree in Environmental Communication, Sustainability, or a related field will be considered an advantage.
Experience and qualifications:	<ul style="list-style-type: none"> ▪ Minimum of 5 years of professional experience in translating complex environmental concepts, legislation and other relevant documents into accessible, engaging content for diverse audiences, particularly youth; ▪ At least 5 years of experience working with youth groups or in the youth sector, in the context of environmental or climate change issues; ▪ Proven track record in eco-activism, with experience in grassroots or youth-led environmental campaigns and initiatives; ▪ Experience in developing educational materials, campaigns, or tools aimed at raising youth awareness and participation in environmental actions; ▪ Familiarity with using digital tools, social media platforms, and creative communication techniques (e.g. videos, memes, podcasts) to engage youth in environmental issues; ▪ A track record of effectively translating complex environmental concepts into accessible, engaging content tailored to diverse audiences, particularly youth; ▪ Experience in eco-activism, youth-led environmental campaigns, and raising awareness about climate change is highly desirable.
Language requirements:	<ul style="list-style-type: none"> ▪ Very good knowledge of English and Macedonian languages; ▪ Knowledge of Albanian will be considered an advantage.
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 economy-level partners and stakeholders.

The expert 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 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, 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 consortia of experts

- In case of bidding consortia of experts 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 experts (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 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 9,000
- The fee rates should be broadly consistent with those applicable in the region

Submission of applications:

- **Applications need to be submitted by 10 January 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:

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 expert(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: 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;	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: 068-024

Development of Eco Youth Dictionary

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