

Open Call for Consulting Services

Subject:	Common Regional Market Action Plan / Regional Industrial Area
Title:	Consultancy services for support to regional industrial development in the Western Balkans Six
RCC Department:	Programme Department
Eligible:	Consulting companies / Consortia of individual experts
Reporting to:	RCC Secretariat / Programme Department
Duration:	End of February – October 2025
Reference Number:	014-025

I. BACKGROUND

The Common Regional Market (CRM) Action Plan endorsed at the Berlin Process Summit consists of targeted measures, including supporting regional industrial development through industry assessments, policy benchmarking and harmonisation with EU standards and best practices. The overarching goal is to transform the industrial sectors in the Western Balkans Six (WB6), shape value chains they belong to and prepare them for the current realities and future challenges, in line with EU policy and standards as well as the green and digital transition.

One of the key strategies considered essential for transforming industrial sectors is adopting greener public procurement practices in alignment with EU standards. The European Commission (EC) has been working on creating voluntary Green Public Procurement (GPP) with the intention of establishing precise and ambitious environmental standards for goods and services. Shifting public procurement practices is crucial in driving a more sustainable future. Since public procurement in the Western Balkans Six represents about 10% of GDP, it has the potential to significantly contribute to green transformation and set an example for more sustainable industries. In addition, this can be complemented by developing roadmaps of action for strategic sectors in the WB6, leveraging the EU accession process of the region and deepening integration with EU industrial ecosystems and alliances.

II. DESCRIPTION OF RESPONSIBILITIES

Objective of the assignment

RCC conducted an assessment on “Industrial performance and policy impact in the Western Balkans Six”¹ which underscored, among other issues, the importance of developing and adopting a regional framework for voluntary Green Public Procurement criteria as a tool to create intra-regional demand for locally sustainable products; and the importance of building on the strengths of key sectors in the region – strengths which offer enormous opportunities for regional collaboration on sustainable industrial development.

Building on the recommendations provided by the assessment, the objective of this assignment is to develop a comprehensive technical assistance programme which focuses on two key components for industrial development: development of **GPP criteria and guidelines for implementation of GPP criteria** aligned with EU standards and **development of a sectoral policy toolkit for the WB6**, to put forward possible policy initiatives and regional actions for increased market access, sustainable development, stakeholder engagement and regional industrial alliances.

Specific Tasks

This assignment should focus on the following specific tasks:

1. Develop GPP criteria and guidelines for implementation of GPP criteria:
 - a. Conduct a review of EU green public procurement policies, directives, and best practices;
 - b. Review existing procurement practices and capacities in the WB6²;
 - c. Propose a set of voluntary criteria for GPP that is adaptable to the region and aligned with EU standards, including guidelines for implementation.
2. Develop a sectoral policy toolkit for strategic sectors³ in the WB6:
 - a. Identify support modalities and potentials (e.g. cluster development, industry-academia linkages, business support services, technology upgrading);
 - b. Identify regional cooperation strategies for alignment and integration into European value and supply chains;
 - c. Provide actionable recommendations for policy and institutional support.

The contractor is expected to conduct these two tasks in close consultation with the Working Group on Industrial Development (WGID), and validate drafts with the WGID, facilitated by RCC.

¹ Note: The report will be made available to the contracted party.

² Note: This task does not entail a thorough review / focus on the legal framework.

³ Note: This should cover max. 2 sectors.

Methodology

The contractor is expected to suggest the most suitable methodology for successful completion of the assignment. This may include, but is not limited to, a mix of online and onsite activities. Note that a clear methodological overview should be an integral part of the concept note.

III. LOGISTICS AND TIMING

Timeline

The engagement is expected to start by the end of **February 2025** and end in **October 2025**. The selected bidder should submit a Gantt chart with a clear overview of planned activities.

Lines of Communication

- The task will be implemented in close consultation with the RCC Secretariat.
- The contracted bidder will report to the **Expert on Competitiveness**.
- As appropriate, (online) meetings with RCC experts will be organised to agree on expectations and deliverables.

IV. 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 RCC	End of February 2025
2.	Draft GPP criteria and recommendations for adoption and implementation	April 2025
3.	Draft sectoral policy toolkit	May 2025
4.	Final GPP criteria and guidance for implementation of GPP criteria	August 2025
5.	Final sectoral policy toolkit	October 2025

V. REQUIREMENTS

Education:	<ul style="list-style-type: none">• An advanced university degree (Master's Degree or equivalent) in economics, industrial policy or other field of relevance for the assignment.
Experience:	<ul style="list-style-type: none">• Minimum of 7 years of relevant experience in industrial and economic policy, EU industrial policy, value chains development; sustainable procurement and/or other related fields;• Proven expertise in EU policies (including green public procurement, sustainability frameworks, industrial ecosystems and similar areas relevant for the tasks);• Experience in developing strategic frameworks for industrial cooperation;• Previous experience working with the Western Balkans Six in the abovementioned areas, understanding of key sectors in the WB6 is preferred;• Proven analytical skills and experience in strategy design;• Strong research, drafting, and analytical capabilities is required.
Language requirements:	<ul style="list-style-type: none">• Fluency in written and spoken English, as the official language of the RCC;• Knowledge of other RCC languages is an advantage.

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 contractor 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 contractor 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 contractor, the reasons should be explained in a comments table.

V. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For companies and consortia of individual experts:

- 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 Registration Certificate (in case of consulting companies);
- 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 authorisation, power of attorney must be attached to the bid;
- 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);

- CV of expert(s), outlining relevant knowledge and experience as described in the Terms of References, along with contact details of referees;
- An outline work programme of a maximum of 5 pages describing the main issues, sources of information to be used, timeline and methodology.
- List of references for relevant activities implemented over the past years demonstrating relevant experience in the subject matter;
- Signed Statements of Availability (Annex II).

Financial Offer

The financial offer should reflect the following:

- All figures should be expressed in EUR

NOTE:

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.
- The fee rates should be broadly consistent with those applicable in the region.
- Maximum budget should not exceed **EUR 20,000**.

Applications need to be submitted by 18 February 2025 through the website link [Apply now](#).

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.

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:	35

Relevant work experience; evidence of other contracts of the size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	
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: 014-025

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:

[illegible]