



## Open Call for Consulting Services

<b>Subject:</b>	Youth Policy Lab on Green Agenda in Bosnia and Herzegovina
<b>Title:</b>	Development of comprehensive analysis Towards a Sustainable Future: Bosnia and Herzegovina's Green Agenda Path and Eco Bonton
<b>RCC Department:</b>	Western Balkans Youth Lab 2
<b>Eligible:</b>	Consortium of individual consultants
<b>Reporting to:</b>	RCC's WBYL2 Team Leader
<b>Duration:</b>	March – September 2025
<b>Reference Number:</b>	023-025

### TERMS OF REFERENCE:

The Western Balkans Youth Lab 2 project (WBYL2 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, the Working Group from Bosnia and Herzegovina created a set of activities to target specific problems in the field of Green Agenda and to bring Green Agenda closer to young people.

The activities are aligned with several key strategic documents aimed at fostering youth involvement in decision-making and environmental protection. By aligning with these strategies, the initiative not only supports youth engagement but also contributes directly to the achievement of measurable goals outlined in these documents, such as increasing the number of youth institutionally involved in decision-making processes.

## II. DESCRIPTION OF RESPONSIBILITIES

### Objective of the assignment

The aim of the assignment is to strengthen the connection between youth and policymakers and to equip young people with the tools and knowledge they need to advocate for sustainable practices. This includes creating accessible resources such as Towards a Sustainable Future: Bosnia and Herzegovina's Green Agenda Path and the *Eco Bonton*. The initiative also seeks to gather and

analyse youth perspectives on green policies, ensuring that young people’s insights—both from urban and rural areas—are part of policy development. Through local dialogues organised in the four cities in Bosnia and Herzegovina, the consortium of consultants (hereinafter: the Consultant) is to gather a deeper understanding of the challenges and opportunities youth are confronting when talking about sustainable development.

### **III. SCOPE OF WORK**

#### **Specific Tasks**

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

1. **Creation of Work Methodology:** Develop a clear methodology for conducting youth dialogues, and data analysis on green policies and sustainability. Define processes for youth participation, stakeholder engagement, and design an evaluation framework for measuring the success and impact of the dialogues, workshops, and overall project outcomes. Collaborate with the project team and relevant stakeholders to ensure the methodology is aligned with the objectives of the Green Agenda and the relevant Youth Strategies.
2. **Moderation of Dialogue Meetings and Workshops:** Facilitate local dialogues and workshops in four cities across Bosnia and Herzegovina, gathering youth perspectives on green policies and sustainable development. Collect and synthesize feedback from the dialogues to inform the comprehensive analysis. Ensure that both urban and rural youth voices are represented.
3. **Desk Research and Consultation with Key Stakeholders:** Conduct desk research to gather relevant data on green policies, youth engagement, and sustainability in Bosnia and Herzegovina. Consult with key stakeholders, including government officials, donors, youth organisations, and environmental groups, to incorporate their insights into the analysis and final recommendations.
4. **Comprehensive Analysis Development:** Creation of the comprehensive analysis titled *Towards a Sustainable Future: Bosnia and Herzegovina’s Green Agenda Path*. Synthesize feedback from youth dialogues, desk research, and stakeholder consultations to provide a detailed analysis of the current state of green policies, youth engagement, and relevant regulations in Bosnia and Herzegovina. Include targeted recommendations for donors, youth organisations, and policymakers to foster greater youth participation in decision-making and promote sustainability.
5. **Creation of the Eco Bonton Guide:** Develop the *Eco Bonton* guide, simplifying key green policy concepts and providing practical, actionable steps for individuals and institutions to adopt sustainable practices. Ensure that the guide is youth-friendly and tailored for both urban and rural communities. Align the guide with Bosnia and Herzegovina’s Environmental Protection Strategy and other important youth documents.
6. **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.

7. **Illustrate Real-Life Impact with Youth Perspectives:** Connect the real-life impact section of the *Eco Bonton* 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.
8. **Final Conference Assistance:** Present the findings and recommendations from the comprehensive analysis and *Eco Bonton*. Facilitate the discussions with donors and identify next steps for continued youth involvement in green policy development. The *Eco Bonton* and analysis should be officially presented at the Final Conference (TBC) as a key resource for empowering young people to engage with the Green Agenda in Bosnia and Herzegovina.
9. **Design of Publications:** Design the *Eco Bonton* and analysis as a publication, ensuring both are visually appealing, youth-friendly, and aligned with activity goal. Ensure that the designs are accessible, incorporating relevant graphics, infographics, and visual elements to communicate green policies clearly. Present the legislative summaries in an engaging and accessible format, adding visual aids, interactive elements, or infographics where possible.
10. **Language Requirements:** The working language of the activities and documents is B/H/S, while a brief summary of the results and key data must be provided in English.

The 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 Working Group on Green Agenda from Bosnia and Herzegovina, workshop participants 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 March 2025 and end in September 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 Bosnia and Herzegovina.
- The contracted bidder will report to Working Group from Bosnia and Herzegovina and WBYL2 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:

	<b>Deliverables</b>	<b>Due date</b>
1.	Methodology presented and approved	March 2025
2.	Facilitation of Dialogue Meeting Sessions	April - May 2025
3.	Creation of <i>Eco Bonton</i>	May- June 2025
4.	Comprehensive analysis research and publication	May - September 2025
5.	Final Conference	September 2025

## III. REQUIREMENTS

The team leader should have a strong background in designing and facilitating workshops, training sessions or dialogues focused on green policies and sustainability. The team should also include at least one young person (ages 18-30) with strong background in sustainability and green agenda, ensuring integration of youth perspectives.

Fluency in English and proficiency in local languages is essential. Potential applicants are encouraged to propose additional team members or support staff, as necessary, to meet the requirements of the assignment.

## Team Leader

Education:	<ul style="list-style-type: none"> <li>▪ Master's degree in Environmental Communication, Law, Sustainability or a related field will be considered an advantage.</li> <li>▪ Alternatively, at least 2 additional years of professional experience in communication, environmental advocacy or engagement in environmental or climate-related initiatives.</li> </ul>
Experience and qualifications:	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ At least 5 years of experience working with youth groups, regional initiatives or similar.</li> <li>▪ Proven experience in working with governments and different environmental stakeholders.</li> <li>▪ Experience in developing educational materials, campaigns or tools aimed at raising youth awareness and participation in environmental actions.</li> <li>▪ Expertise in moderating workshops and engaging with youth to gather information on environmental issues.</li> <li>▪ Proven expertise in EU integration processes, particularly in the environmental and climate change sectors.</li> <li>▪ Substantial experience in working with government institutions, especially in key roles related to EU integration.</li> <li>▪ A track record of effectively translating complex environmental concepts into accessible, engaging content tailored to diverse audiences, particularly youth.</li> <li>▪ Strong background in desk research and compiling information relevant to sustainability and environmental policy.</li> <li>▪ Experience in eco-activism, youth-led environmental campaigns, and raising awareness about climate change is highly desirable.</li> </ul>
Language requirements:	<ul style="list-style-type: none"> <li>▪ Very good knowledge of English and local languages.</li> </ul>
Other:	<ul style="list-style-type: none"> <li>▪ Ability to lead with flexibility and adapt to changes during review and feedback processes, ensuring team alignment and progress.</li> <li>▪ Strong capability to foster collaboration and cohesion within a multidisciplinary team, guiding and supporting team members to achieve common goals.</li> <li>▪ Proven leadership in advocating for sustainability and environmental responsibility, driving initiatives that align with organisational values.</li> </ul>

## Expert(s)

Education:	<ul style="list-style-type: none"><li>▪ University degree in Environmental Communication, Law, Sustainability or a related field will be considered an advantage.</li><li>▪ Alternatively, at least 2 additional years of professional experience in environmental advocacy or youth engagement in environmental or climate-related initiatives.</li></ul>
Experience and qualifications:	<ul style="list-style-type: none"><li>▪ At least 3 years of experience working with youth groups or in the youth sector in the context of environmental or climate change issues.</li><li>▪ Proven track record in eco-activism, with experience in grassroots or youth-led environmental campaigns and initiatives.</li><li>▪ Experience in developing educational materials, campaigns or tools aimed at raising youth awareness and participation in environmental actions.</li><li>▪ Familiarity with using digital tools, social media platforms, and creative communication techniques (e.g. videos, memes, podcasts) to engage youth in environmental issues.</li><li>▪ Expertise in moderating workshops and engaging with youth to gather information on environmental issues.</li><li>▪ Proven expertise in EU integration processes, particularly in the environmental and climate change sectors.</li><li>▪ Substantial experience in working with government institutions, especially in key roles related to EU integration.</li><li>▪ A track record of effectively translating complex environmental concepts into accessible, engaging content tailored to diverse audiences, particularly youth.</li><li>▪ Strong background in desk research and compiling information relevant to sustainability and environmental policy.</li><li>▪ Experience in eco-activism, youth-led environmental campaigns, and raising awareness about climate change is highly desirable.</li></ul>
Language requirements:	<ul style="list-style-type: none"><li>▪ Very good knowledge of English and local languages.</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><li>▪ Ability to work collaboratively in a multidisciplinary team environment.</li><li>▪ Demonstrated commitment to sustainability and environmental advocacy.</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 economy-level partners and stakeholders.

### **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 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:**

- Bidding consortia of individual consultants participating in this Call must indicate the members and show how the work is divided between them. Specifically, the 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 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;

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 8,000. RCC's WBYL team is to organise workshops, but will not provide additional per diems or travel reimbursement for consultants.
- The fee rates should be broadly consistent with those applicable in the region

## **Submission of applications:**

**Applications need to be submitted by 18 March 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 expert(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: 023-025

Development of comprehensive analysis Towards a Sustainable Future: Bosnia and Herzegovina's Green Agenda Path and Eco Bonton

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 signature	by