



Invitation to tender

Project Coordinator for “Development of The Environmental Strategy of Bosnia and Herzegovina” project

Stockholm 2019-10-23

Table of contents

1. Administrative conditions	4
2. Tender regulations	5
2.1 Obligatory requirements.....	5
2.2 Questions and answers regarding the tender	5
2.3 Correction of errors and clarifications and supplementation of tenders.....	5
2.4 Rights reserved	5
2.5 Notice of award.....	5
3. General tender conditions	6
The required documentation <u>must</u> include:	6
4. Requirements regarding the tenderer	6
5. Tender price	7
6. Terms of reference	7
7. Evaluation	7
7.1 Evaluation criteria for technical and professional requirements	8
7.1.1 Priority skills and experiences (maximum 75 points)	8
7.1.2 Additional skills and experiences (maximum 25 points)	8
7.2 Evaluation of technical and professional requirements	10
7.3 Price /quality evaluation	10
1. Introduction to SEI	12
2. Introduction of the project	12
3. Objective	13

4. Main responsibilities	14
5. Skills and qualifications required:	14
6. Schedule	15

2. Tender regulations

2.1 Obligatory requirements

This Invitation to Tender, including 2 Annexes, contains a number of compulsory requirements. In order for a tender to be examined, evaluated and all these compulsory requirements have to be satisfied.

2.2 Questions and answers regarding the tender

During the procurement process, Stockholm Environment Institute (SEI) as the contracting authority is not permitted to discuss documentation, tenders, evaluation or other such matters with tenderers in a manner which favours or disfavors one or more tenderers. Questions regarding contract documents must be submitted in writing and directed to the Contact Person no later than 30 October 2019. The answers to all questions will be published on <https://www.sei.org/about-sei/opportunities/invitations-to-tender>. SEI may seek to question a tenderer, in writing or verbally, for the purpose of clarifying information pertaining to the tenderer and/or their proposal.

2.3 Correction of errors and clarifications and supplementation of tenders

Responses by tenderers to requests by SEI for corrections of errors, clarifications or supplementation of tenders must be submitted in writing to the contact person indicated above.

2.4 Rights reserved

In addition to all other rights, the contracting authority specifically reserves the right to:

- Accept or reject all or part of a tender
- Negotiate further terms and other conditions of business with the successful tenderer
- Contact any tenderer(s) to obtain corrections or clarifications to a submitted tender, if necessary, to make a fair comparison of all tenders submitted
- Extend the tender submission date, for all tenderers, if determined to be necessary
- Amend or supplement this Invitation to Tender in writing at any time
- Make reservations for misprints or typos
- Withdraw this Invitation to Tender at any time

2.5 Notice of award

All tenderers will be notified by e-mail of the winning tender as per schedule in the table of section 1 after a decision has been made to award the contract. A notice of award does not mean that a binding contract has been agreed upon between SEI and the winning tenderer. A contract is not legally binding until it has been signed by both parties.

3. General tender conditions

1. Tenders must be prepared based on the conditions indicated in this Invitation to Tender and include all required information and documents.
2. Tenders must be submitted in writing and signed by the tenderer.
3. Tenders must contain information about the tenderer pursuant to Annex 2, Contact information, which is appended hereto.
4. The tender and all documentation appended must be written in English.
5. The tender must be submitted as one single PDF file (including possible annexes and certificates), in case of valid technical reasons a tender may be submitted as multiple PDF files.
6. The tender must be submitted via e-mail to the following address: silvina.tejada@sei.org with the subject line "*Tender for Project Coordinator for BiH project*".
7. Tenderers must state in their tender documents that the tender is valid and binding upon them for 60 (sixty) days from Tuesday 12 November 2019.

The required documentation must include:

- A 1-page cover letter, outlining how the expert is qualified to perform the tasks, including relevant experience and any information about availability, and
- A 2-page CV (including contact details of at least 2 referees for which similar work has been undertaken)

4. Requirements regarding the tenderer

The tenderer is expected to be a freelance consultant who must fulfil the required legal obligations regarding registration, taxation and other legal charges in Bosnia and Herzegovina.

The tenderer must not have been found guilty of any crime related to the exercise of his/her profession, nor be or be about to; (i) enter into an arrangement for the benefit of creditors, (ii) become insolvent, (iii) file for protection under the bankruptcy laws or otherwise seek relief from creditors or (iv) anything analogous to the matters stated herein before that occur under any applicable law. Furthermore, the tenderer must not have been convicted of trafficking of persons, procurement of commercial sex, use of forced labour, narcotic offenses or to have been engaged in drug trafficking or other serious criminal offenses. Tenderers to whom circumstances as the hereinbefore described apply will be excluded from participation in this tender.

A tenderer must append the following documents in a copy to its tender as evidence that the requirements have been satisfied:

- A statement that he/she will pay all taxes in accordance with Laws in BiH, and that he/she will submit a copy of each Form as prescribed by respective entity Law on Income Tax, as evidence of paid taxes, at the end of each quarter.
- A statement that he/she will provide on half year basis an official statement report from a registered accounting company in BiH confirming his/her status on conducted obligations towards tax authorities in BiH.

5. Tender price

The tenderer must provide their monthly fee (which would be valid for the whole time of the role), excluding VAT, which must be given in Swedish Crowns (SEK) in order to perform well in the project Coordinators role.

The total price offer for the role will be used in the evaluation of the economically most advantageous tender.

6. Terms of reference

Duration: 28 months

Starting date: December - January 2019

Ending date: April 2022

Type: Full-time consultancy contract

The Terms of Reference indicate general and specific requirements for the performance of the role. **Annex 1** contains all details of the Terms of Reference.

7. Evaluation

A selected group will evaluate the tenders. They will evaluate according to the criteria described below. Tenderers should ensure that they have included clear and relevant information in their tender to facilitate the evaluation.

Tenders that fail to adequately satisfy the Terms of Reference and conditions specified in this document will be dismissed. The total price for the assignment will be used in the evaluation of the economically most advantageous tender.

Tenders that fulfil the requirements will be evaluated at the sole discretion of SEI. The evaluation will involve an analysis of the complete tender documentation including, but not limited to the following evaluation criteria, principles and processes:

The tenders will be evaluated following Step 1-3 below:

Step 1. Fulfilment of obligatory requirements

Initially, an examination will be made of the obligatory requirements (see sections 1 to 6). Tenders that satisfy these requirements and are deemed to be qualified will then be evaluated against a set of basic technical and professional requirements.

Step 2. Evaluation process of submitted documentation

Tenders that are deemed to satisfy the basic technical and professional requirements will be evaluated against a set of weighted criteria as per section 7.1 – 7.2. The results of the technical and professional evaluation will thereafter be used for a price /quality evaluation as described in section 7.3.

Step 3. Interviews

The two (2) tenders having received the lowest comparison value will be invited to Interview. Evaluation of the interview will follow the same evaluation criteria as stated in section 7.1.

The winning tender will be the one with the highest score.

7.1 Evaluation criteria for technical and professional requirements

7.1.1 Priority skills and experiences (maximum 75 points)

The tender must contain information regarding the qualifications and competence of the person who will have the role as Project Coordinator. The key requirement at the bidding phase is to demonstrate quality and experience in relation to the Terms of Reference.

- Experience from working with BiH government officials on the state, entity and district levels (18 points)
- Experience from leading and/or managing projects connected to the topic of EU integration (16 points)
- Experience in managing teams, comprising of various stakeholder groups (16 points)
- Experience of national policy/strategy development or similar assignments (13 points)
- Knowledge of and proven experience working within the area of environment in BiH such as biodiversity and conservation, environmental management, policy and governance (12 points)

7.1.2 Additional skills and experiences (maximum 25 points)

- Experience working with international and non-profit organisations, including scientific research, policy engagement and capacity development (10 points)

- Experience in producing a high-quality written reports and publications in English and BiH languages (8 points)
- Experience in design, coordination and facilitation of events (7 points)

Table of evaluation criteria

Evaluation criteria		Max score
7.1.1	<p>Priority skills and experiences;</p> <ul style="list-style-type: none"> ▪ Experience from working with BiH government officials on the state, entity and district levels. (18 points) ▪ Experience from leading and/or managing projects connected to the topic of EU integration. (16 points) ▪ Experience in managing teams, comprising of various stakeholder groups. (16 points) ▪ Experience of national policy/strategy development or similar assignments. (13 points) ▪ Knowledge of and proven experience working within the area of environment in BiH such as biodiversity and conservation, environmental management, policy and governance. (12 points) 	75
7.1.2	<p>Additional skills and experiences;</p> <ul style="list-style-type: none"> ▪ Experience working with international and non-profit organisations, including scientific research, policy engagement and capacity development. (10 points) ▪ Experience in producing a high-quality written reports and publications in English and BiH languages. (8 points) ▪ Experience in design, coordination and facilitation of events. (7 points) 	25
<i>Total maximum score:</i>		100

7.2 Evaluation of technical and professional requirements

Method of evaluation		
The number of points that can be awarded under each of the evaluation criteria in section 7.1.	Poor ¹	0%
	Not entirely satisfactory ²	40 %
	Satisfactory ³	60 %
	Good ⁴	80 %
	Very Good ⁵	100 %
For example, if a maximum of 20 points can be awarded for a given criteria, "Good" will mean $0.8 \times 20 = 16$ points. (In the evaluation, the levels (in %) will have fixed values, which means that there will be no intermediate values).		

¹ Not addressed or not sufficient

² Sufficient in some aspects but not as a whole

³ Sufficient but lacks substantial advantages or has uneven quality

⁴ Adequate and well suited to the purpose

⁵ Gives added value and shows high quality on the whole

7.3 Price /quality evaluation

The results of the evaluation are used to price quality by allocating tenders a percentage surcharge on the price, where the surcharge is a function of how much lower the tender's quality score is than the maximum quality score. This method yields a comparison value for every tender.

The following formula is used:

Comparison value = Tendered price x (1 + Percentage surcharge).

Percentage surcharge = [(maximum quality score – quality score assigned)/maximum quality score] x upward adjustment factor;

The upward adjustment factor reflects the effect the quality offered should have when added to the price in an evaluation. The higher the upward adjustment factor is, the greater the importance accorded to qualitative criteria in relation to the price.

The upward adjustment factor is set at 2,5 for this procurement.

Example:

The upward adjustment factor is set at 2.5.

Tender A: Price 480,000, quality score assigned 90 of 100.

Tender B: Price 400,000, quality score assigned 75 of 100.

Evaluation Tender A: Percentage surcharge = $(100 - 90) / 100 \times 2.5$; Percentage increase = 0.25;

Comparison value = $480\,000 \times (1 + 0.25)$; Comparison value = 600,000.

Evaluation Tender B: Percentage surcharge = $(100 - 75) / 100 \times 2.5$; Percentage increase = 0.625;
Comparison value = $400\,000 \times (1 + 0.625)$; Comparison value = 650,000.
The winning tender is A, since it has the lowest comparison value

Terms of reference for a Project Coordinator for “Development of The Environmental Strategy of Bosnia and Herzegovina” project at the Stockholm Environment Institute

1. Introduction to SEI

The Stockholm Environment Institute (SEI) is an international non-profit research organization that has worked with environment and development issues from local to global policy levels since 1989. SEI works to shift policy and practice towards sustainability.

2. Introduction of the project

Project title: BiH ESAP 2030+: Development of The Environmental Strategy of Bosnia and Herzegovina

Bosnia and Herzegovina is embarking on the preparation of an environment strategy and action plan. This plan will build on existing and past strategic environmental documents to strengthen current environmental governance in the country and across different administrative levels. The Environment Strategy and Action Plan will also help BiH prepare for the adoption of EU environmental acquis.

The BiH-wide environmental strategy and action plan

While there has been progress over the last decade in addressing environmental issues, there is still scope for strengthening legislative frameworks and improvement of implementation and enforcement of environmental policies. An overarching environment strategic document is necessary to provide a roadmap for future measures and investments in the environmental sector, as well as effective mechanisms for their implementation. As a result, the state- and entity-/district-level government of Bosnia and Herzegovina (with the support of Stockholm Environment Institute from Sweden) aim to develop a BiH-wide environmental strategy and action plan for the period up to 2030 and beyond: BiH ESAP 2030+. The BiH ESAP 2030+ will include state-level strategy and actions and coherent environmental strategies and action plans

for the Federation of Bosnia and Herzegovina (FBiH), Republic of Srpska (RS) and Brčko District (BD).

The BiH ESAP 2030+ will provide a long-term planning framework, allowing for coherent environmental practices and actions across the country. In the long-term perspective, the BiH ESAP 2030+ will be a critical tool for relevant authorities to reach environmental sustainability and improved citizen health and well-being for current and future generations across BiH. The BiH ESAP 2030+ will include BiH-wide shared strategic environmental goals and principles, thematic goals and targets, and feasible measures and activities. These goals, targets and actions will be aligned to the sub-themes of the EU environmental acquis. The BiH ESAP 2030+ will facilitate monitoring and reporting of the set environmental goals and targets, and help tracking progress of the country's efforts to become an EU member.

Planned activities for the preparation of the BiH ESAP 2030+

Stockholm Environment Institute will support relevant BiH state- and entity-level authorities to collaboratively develop the BiH ESAP 2030+. The activities for the preparation of strategic documents and actions will be conducted between September 2019 and April 2022. These activities will include the following:

- 1) assessment of the current state of BiH environment;
- 2) supporting the definition of the environmental policy in BiH;
- 3) capacity building of organisations, institutions, networks and other relevant actors in BiH to design, implement and monitor environmental policy measures, particularly in the area of cooperation with EU institutions;
- 4) assessment and definition of needs for financial resources and human capacity for BiH ESAP 2030+ implementation;
- 5) awareness raising related to environmental issues in BiH with focus on general public.

The project will be implemented with the support of a different bodies (BiH level and entity/district level) with respective mandates that will be established specifically for the project purposes.

Seven Thematic Groups (TGs) covering the EU Environmental policy areas (e.g. Water; Waste; Biodiversity and conservation; Air quality, climate and energy; Chemicals, safety and noise; Resource management (forests, fisheries, minerals); and Environmental management (horizontal policy) will be established in each of the entities and BD. These TG will be the main technical mechanisms in the development of the BiH ESAP. In addition, policy groups (PG) will be formed at BiH, entity and district level.

3. Objective

The objective for the Project Coordinators role is to support the overall SEI team in the successful delivery of the "Development of Environmental Strategy for Bosnia and Herzegovina" project. The Project Coordinator will be a part of SEI team and will play a crucial

role in project success where he or she will be responsible for the most of the BiH based project activity coordination, communications and stakeholder engagement. This is a full-time position with location in Sarajevo, Bosnia and Herzegovina. It is anticipated that successful candidate will be offered a contract for the full project period with specific assignments and deliverables as the need arises.

SEI will provide a project office space and facilities (covering the duration of the project) for the Project Coordinator. In addition to that all the necessary travels in BiH and internationally will be additionally funded by SEI.

4. Main responsibilities

- Manages day-to-day coordination and communications between the Project Management Team (PMT), the main bodies in the project and stakeholders (Entity PGs, BiH PG and focal points) and other stakeholders in BiH.
- Provides overall support to Project Manager regarding project management, monitoring and reporting
- Supports the Principal Expert with all the content and process related project matters.
- Provides overall support to Policy groups of both entities, BD and BiH-level and specifically, provides necessary inputs for the meetings and during the meetings, reports back to the Project Management Team
- Participates in Policy Group and Thematic Group meetings where necessary
- Acts as the primary project contact point in BiH
- Supports Project Management Team in procurement processes (E.g. Thematic Group Leaders and Strategic Environmental Assessment consultants) required for the project
- Coordinates work of Thematic Group Leaders and assures smooth Thematic Group operations, quality outputs and synchronization between different Thematic Groups
- Coordinates and monitors a high-quality Strategic Environmental Assessment process
- When needed, coordinates all the logistics of Thematic Group meetings
- Supports all communication and stakeholder engagement efforts of the project
- Coordinates the compiling and editing of the ESAP 2030+ drafts

5. Skills and qualifications required:

- The potential candidate for this position should have a relevant academic degree and relevant working experience of at least 8 years
- Experienced with working with various stakeholders such as government officials, international organisations and non-state actors across BiH
- Proven experience in project management (including administrative, logistics, monitoring & evaluation and reporting support)

- Proven experience working with EU integration focused projects and programs
- Experience working with environmental, projects and programmes (including for example energy, climate, waste management or biodiversity related work)
- Knowledge of and proven experience working within the are of in BiH
- Good knowledge of legal and institutional frameworks in BiH
- Experience in managing teams (including conflict management, facilitation and mediation)
- Ability to travel regionally and internationally as per project requirements
- Excellent written and verbal communication skills in BiH languages (equivalence native speaker) and English
- Ability to effectively multi-task and meet deadlines
- Ability to communicate to a diverse audience through written outputs and other media as well as organizing events with multiple stakeholders

6. Schedule

The timeline of the Project Coordinators contract is January 2020 – April 2022 (28 months). In addition to that an initial meeting of approx. 3 days (part of the contract) at SEI HQ office in Stockholm is envisioned to take place in December 2019.

Contact information of tenderer

Contact person	
Name	
Telephone number, incl. country code	
Mobile telephone number, incl. country code	
E-mail	
Postal address	
Postal code, city and country	