Invitation to Tender

Local Partner for the “Development of The Environmental Strategy and Action Plan of Bosnia and Herzegovina” (BiH ESAP 2030+) project

Stockholm 2019-12-30
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1. Administrative conditions

Contracting authority: Stiftelsen The Stockholm Environment Institute (SEI)
Postal address: Box 24218, SE-104 51 Stockholm, Sweden
Corporate ID no: 802014-0763

Contact Person: Silvina Tejada, silvina.tejada@sei.org

Submission of tender via email to: silvina.tejada@sei.org
Deadline to submit tender: 19th January 2020 at 23.59 hrs CET

Procurement type: Simplified procedure in accordance with the Swedish Public Procurement Act (2016:1145), Chapter 19 Section 5.

Tenders may be accepted without prior negotiations. Negotiations, if any, can only be commenced at the initiative of SEI.

<table>
<thead>
<tr>
<th>Timetable</th>
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<tbody>
<tr>
<td>Invitation to tender published</td>
</tr>
<tr>
<td>Last date for submission of questions</td>
</tr>
<tr>
<td>SEI response to tenderers’ questions (latest)</td>
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<tr>
<td>Last date for submission of tenders</td>
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<tr>
<td>Preliminary dates for shortlisted interviews</td>
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<td>Anticipated notice of award</td>
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<tr>
<td>Anticipated assignment start date</td>
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</table>
2. Tender regulations

2.1 Obligatory requirements
This Invitation to Tender, including 2 Annexes, contains a set of compulsory requirements. For a tender to be examined and evaluated, all these compulsory requirements must 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 disfavours one or more tenderers. Questions regarding contract documents must be submitted in writing and directed to the Contact Person no later than 10 January 2020. 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 Local Partner for the BiH ESAP 2030 project”.

7. Tenderers must state in their tender documents that the tender is valid and binding upon them for 60 (sixty) days from 19th January 2020.

4. Requirements regarding the tenderer

The following requirements must be satisfied:

The tenderer must be an organisation (legally registered body) or a consortium of organisations, who must fulfil the required legal obligations regarding registration, taxation and other legal charges in Bosnia and Herzegovina.

The tenderer and/or individuals representing 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 and/or individuals representing the tenderer must not have been convicted of trafficking in persons, procurement of commercial sex, use of forced labour, a narcotic offense or to have been engaged in drug trafficking or other serious criminal offenses. Tenderers to whom circumstances in this paragraph apply will be excluded from participation in this tender.

Required documentation that must be included:

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

- A copy of the registration certificate issued by the authorized government agency (in Bosnia and Herzegovina), provided that an obligation to register exists
- A certificate showing that the tenderer is registered for the payment of value added tax, withholding tax, employee contributions, or similar taxes or charges in accordance with the law of the country of the tenderer, and is free from debts regarding taxes and social security contributions.
Tenderer’s technical and professional capacity

- For other requirements regarding the Tenderer’s technical and professional capacity please see the evaluation criteria and Terms of Reference (Appendix 1)
- A tender must submit a cover letter (max two A4 pages) outlining how the organisation is to perform the Local Partner role in the project. Please use concrete examples of previous relevant work and explain how specific personnel from the organisation will be able to perform key Local Partner tasks
- The tender must include a description in the form of a Curriculum Vitae (CV) for the key personnel who would be involved with the Local Partner assignments in relation to the project. Please indicate which tasks which person will perform. Each CV cannot exceed three A4 pages. The CV must contain a full description of the relevant skills, qualifications, professional work experience, language skills and include a list of similar projects the person worked with.

*P.S. Tenderers exceeding cover letter and CV page requirements will not be considered.*

5. Tender price

The tenderer must provide their senior and junior staff daily fee (which would be valid for the whole time of the role), excluding VAT, given in Swedish Crowns (SEK), to perform well in the Local Partner role.

SEI estimates that the current tasks can be performed by approximately two full time staff equivalents.

In addition to the staff daily fees, please provide a project related daily office costs (if available), which would consider:

- 1 office space/room for the Project Coordinator, including access to Wi-Fi and printing services.
- Possibility to host (provide seating and table) for up to 4 SEI staff while in Sarajevo (It might be needed only for a few days every few months).
- Meeting room (up to 15 people) to host project meetings with BiH stakeholders.
- Daily fee should consider all associated costs, such as Wi-Fi, electricity, water, cleaning and others.

Please do not include additional costs (such as meeting logistics, communications costs or Local Partner travels) as these will be covered separately upon expenses.

The price offer (senior and junior staff daily fee and office daily costs) for the assignment together with the technical expertise and qualifications of organisation and key personnel, will be used in the evaluation of the economically and technically most advantageous tender. Please refer to section 7.3 for information of the price / quality evaluation. Just for evaluation purposes we will use the cumulative price of the daily fee of one senior and one junior position together.
6. Terms of Reference

Duration: 26 months (assuming the start is March 2020)
Starting date: ASAP
Ending date: April 2022
Location: preferably Sarajevo, Bosnia and Herzegovina
Type: 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.

The tender must describe what competencies would be made available to the assignment in such detail as to enable an assessment against the Terms of Reference and section 7 Evaluation below.

The tender must contain an acknowledgement that the tenderer has the technical, financial and other knowledge requirements for performing the assignment, as stated in this Invitation to Tender, within the timeframes specified.

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 a presentation/interview. Evaluation of the presentation 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
The tender must contain information regarding the qualifications, competence and skills of the organisation and its key personnel willing to act as Local Partner for “Development of The Environmental Strategy of Bosnia and Herzegovina” project, including a short description of the proposed office space available to daily operations. Office space is required for hosting the Project Coordinator and occasional visitors such as SEI staff visiting Sarajevo (up to 4 people). The office space should have access to Wi-Fi and printing services. It’s preferable, but not mandatory, if the facility have access to a meeting room big enough to host up to 15 people.

The key requirement at the bidding phase is to demonstrate quality and experience of the organisation and its relevant personnel in relation to the Terms of Reference. The tenderer will be assessed against the following criteria.

Qualifications, competencies and skills required from the Local Partner (maximum 100 points)

7.1.1 The potential candidate organisation should have (40 points):
- Proven track record of successfully implemented environment-related projects (including waste, water management, air quality, biodiversity, climate change and energy efficiency, etc.) in BiH, preferably within the context of environment related strategies development and in connection to EU approximation (8 points)
- Proven experience managing teams, including but not limited to, facilitation and mediation (8 points)
- Proven experience providing logistics, administrative and financial support for at least three projects of similar scope and complexity (7 points)
- Proven written and verbal communications and outreach experience (in BiH and English languages), e.g. through campaigns, reports, social media and events, for at least three projects of similar scope and complexity (7 points)
- Knowledge of BiH environmental institutional settings (BiH, FBiH, RS and Brčko level, including Cantons), as well as legal and administrative frameworks (5 points)
- Office space and facilities available to support necessary project activities in BiH, such as to host Project Coordinator (if needed) and SEI staff (max 4 people) while in BiH, with office equipment (printer and similar, excluding computers) and to have meeting room facilities in order to be able to host meetings with project stakeholders (5 points)

7.1.2 The potential candidate organisation relevant personnel are expected to demonstrate (60 points):
- Proven experience on at least three projects of similar scope and complexity in providing logistics support to projects, such as organising meeting venues, accommodations,
arranging travels, catering and all logistics needed at events involving multiple stakeholders (10 points)

- Experience in drafting environment related strategies (preferably in connection with EU approximation) (10 points)
- Proven written and verbal communications and outreach experience in BiH languages and English (through campaigns, website content development, reports and publications, media engagement, social media and events) (10 points)
- Knowledge and proven experience working within the area of environment (such as waste, water management, air quality, biodiversity, climate change and energy efficiency, etc.) (8 points)
- Proven knowledge of international environmental obligations, such as to Rio Conventions (UNCBD, UNFCCC, UNCCD) and other Conventions (8 points)
- Proven experience in producing a high-quality written reports and publications in English and BiH languages (8 points)
- Experience working with various stakeholders such as government officials, international organizations, non-state actors, academia and media across BiH, in relation to the environmental sector (6 points)

Table of evaluation criteria

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Max score</th>
</tr>
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<tbody>
<tr>
<td>7.1.1 Skills and experiences required from the Local Partner (maximum 40 points):</td>
<td>40</td>
</tr>
<tr>
<td>▪ Proven track record of successfully implemented environment-related projects (including waste, water management, air quality, biodiversity, climate change and energy efficiency, etc.) in BiH, preferably within the context of environment related strategies development and in connection to EU approximation (8 points)</td>
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<td>▪ Proven experience managing teams, including but not limited to, facilitation and mediation (8 points)</td>
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<td></td>
</tr>
<tr>
<td>▪ Knowledge of BiH environmental institutional settings, as well as legal and administrative frameworks more broadly (5 points);</td>
<td></td>
</tr>
<tr>
<td>▪ Office space and facilities available to support necessary project activities in BiH, such as to host Project Coordinator (if needed) and SEI staff while in BiH and to have meeting room facilities</td>
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in order to be able to host meetings with project stakeholders (5 points)

<table>
<thead>
<tr>
<th>Qualifications and competence of relevant personnel (maximum 60 points):</th>
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<tbody>
<tr>
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| Total maximum score: | 100 |

7.2 Evaluation of technical and professional requirements

<table>
<thead>
<tr>
<th>Method of evaluation</th>
<th>Insufficient²</th>
<th>Poor ²</th>
<th>Satisfactory³</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of points that can be awarded under</td>
<td>0%</td>
<td>40 %</td>
<td>60 %</td>
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</tbody>
</table>
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 \times (1 + \text{Percentage surcharge}).

Percentage surcharge = \left[\frac{\text{maximum quality score} - \text{quality score assigned}}{\text{maximum quality score}}\right] \times \text{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 = \frac{100 - 90}{100} \times 2.5; \text{Percentage increase} = 0.25; 
Comparison value = 480,000 \times (1 + 0.25); \text{Comparison value} = 600,000.
Evaluation Tender B: Percentage surcharge = \frac{100 - 75}{100} \times 2.5; \text{Percentage increase} = 0.625; 
Comparison value = 400,000 \times (1 + 0.625); \text{Comparison value} = 650,000.
The winning tender is A, since it has the lowest comparison value.
Terms of reference for Local Partner for 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 are 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 (BiH ESAP 2030+) will also help BiH prepare for the adoption of EU environmental acquis.

BiH ESAP 2030+ background
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 governments of Bosnia and Herzegovina (with the support of Stockholm Environment Institute from Sweden) aim to develop a BiH environmental strategy and action plan for the period up to 2030 and beyond: BiH ESAP 2030+. The BiH ESAP 2030+ will comprise of BiH 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. Support of the definition of the environmental policy in BiH
3. Capacity building of organizations, 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 different bodies (BiH level and entity/district level) with respective mandates that will be established specifically for the project purposes.

There will be 7 Working Groups (WG) per each entity/BD and these groups will cover the EU environmental policy areas as follows: WG1: Water; WG2: Waste; WG3: Biodiversity and nature conservation; WG4: Air quality, climate and energy; WG5: Chemicals and safety and noise; WG6: Resource management (forests, fisheries, minerals); WG7: Environmental management. These WGs will be the main technical mechanisms in the development of the BiH ESAP 2030+. It is estimated that each WG will have 6 meetings (6 for FBiH, 6 RS and 6 BD (or less)) between 2020 and 2021.

### 3. Objective

The objective for the Local Partner role is to support the overall SEI team in the successful delivery of the “Development of Environmental Strategy for Bosnia and Herzegovina” project. The Local Partner will be a part of the SEI team, based in BiH and will play a crucial role in project success where it will have three main roles:

1. Provide all logistics and admin support for Working Groups, Entity Groups and Steering Board meetings (including costs associated). Each Entity and District will have 7 Working Groups, and it is planned that each Group will have approximately 6 meetings in total. In sum it might end up being 126 (maximum possible) Working Group
meetings, that Local Partner will have to support. In addition to that, there will be approximately 6 Entity/District decision-making meetings, three State level (MOFTER lead) meetings and 4-6 Steering Board meetings. These meetings will require very minimal logistics and planning support.

2. Coordinate and implement all project communications needs in BiH.
3. Support Project Coordinator and Working Group Lead Experts in BiH ESAP 2030+ (including BiH, Entity and District levels) drafting, compilation and editing.

It is advantage if Local Partner has an equipped office space and facilities available to support necessary project activities, such as to host Project Coordinator (if needed) and SEI staff (maximum 4 people) while in BiH, to have meeting room facilities in order to host meetings with project stakeholders, if needed.

The costs associated with project meeting logistics (e.g. conference room rent, participant accommodation, catering, expert participation fees, and any other costs associated) will be organized and payed in BiH by the Local Partner and then later reimbursed by SEI.

Additionally, all the necessary travels by Local Partner in BiH and internationally will be funded by SEI.

**4. Main responsibilities**

The Local Partner has primary responsibility for:

1. Providing all logistics and admin support for Working Groups, Entity Groups and Steering Board meetings (including costs associated). These include:

   - Propose meeting venues, book and pay for facilities and accommodation for participants
   - Arrangement and pay for catering required
   - Support Project Coordinator and Working Group Lead Experts with all the required meeting inputs (e.g. substantial WG inputs, writing, collecting, distributing documents and reports, etc.)
   - Support Project Coordinator and Working Group Lead Experts with producing meeting minutes, when required.

2. Coordinating and implementing all the project communication needs in BiH, in collaboration with SEI Communications Officer as well as Project Coordinator. These include:

   - Support project website (content development)
   - Design and implement BiH ESAP 2030+ project Communications and Engagement strategy and plans (taking into account donors and SEI visibility and communication standards)
   - Support in media outreach in BiH
   - Support in designing, preparing and facilitating public events
3. Supporting the Project Coordinator and Working Group Lead Experts in BiH ESAP 2030+ (including BiH, Entity and District levels) drafting, compilation and editing.

- To support Working Group Lead Experts in the development of the Situation Analysis
- To support Working Group Lead Experts in drafting ESAPs
- To support WG Lead Experts in providing additional information inputs to SEI, WG members and Strategic Environment Assessment expert upon request
- To participate in Working Group Lead Experts meetings coordinated by Project Coordinator upon request

4. Providing status update reports on its tasks on a bi-monthly basis. The reports shall be delivered to SEI Project Manager and Project Coordinator.

In case the Local Partner’s workload will require additional human resources to perform its obligations, or if there will be additional tasks allocated, it will be possible for the Local Partner to hire additional staff or allocate additional internally available staff. In all cases, it has to be discussed and agreed by all parties with SEI’s written consent. Consultancy contract and fees will be amended accordingly.

5. Skills and qualifications required:

The potential candidate organisation should have:

- Proven track record of successfully implemented environment-related projects (including waste, water management, air quality, biodiversity, climate change and energy efficiency, etc.) in BiH, preferably within the context of environment related strategies development and in connection to EU approximation
- Proven experience managing teams, including but not limited to, facilitation and mediation
- Proven experience providing logistics, administrative and financial support for at least three projects of similar scope and complexity
- Proven written and verbal communications and outreach experience (in BiH and English languages), e.g. through campaigns, reports, social media and events, for at least three projects of similar scope and complexity
- Knowledge of BiH environmental institutional settings (BiH, FBIH, RS and Brčko level, including Cantons), as well as legal and administrative frameworks
- Office space and facilities available to support necessary project activities in BiH, such as to host Project Coordinator (if needed) and SEI staff (max 4 people) while in BiH, with office equipment (printer and similar, excluding computers) and to have meeting room facilities in order to be able to host meetings with project stakeholders

Tenderer’s key personnel are expected to have:

- Proven experience, on at least three projects of similar scope and complexity, in providing logistics support to projects, such as organising meeting venues, accommodations,
arranging travels, catering and all logistics needed at events involving multiple stakeholders (10 points)

- Experience in drafting environment related strategies (preferably in connection with EU approximation) (10 points)
- Proven written and verbal communications and outreach experience in BiH languages and English (through campaigns, website content development, reports and publications, media engagement, social media and events) (10 points)
- Knowledge and proven experience working within the area of environment (such as waste, water management, air quality, biodiversity, climate change and energy efficiency, etc.) (8 points)
- Proven knowledge of international environmental obligations, such as to Rio Conventions (UNCBD, UNFCCC, UNCCD) and other Conventions (8 points)
- Proven experience in producing a high-quality written reports and publications in English and BiH languages (8 points)
- Experience working with various stakeholders such as government officials, international organizations, non-state actors, academia and media across BiH, in relation to the environmental sector (6 points)

6. Schedule

The timeline of the Local Partner agreement is March 2020 – April 2022 (26 months). A detailed schedule will be provided in the contract.
# Contact information of tenderer

## General information

| Form of organisation (legal incorporation) |  |
| Name of organisation/company |  |
| Visiting address |  |
| Postal address |  |
| Postal code, city and country |  |
| Telephone number, incl. country code |  |

## Contact person for the contract

| Name |  |
| Telephone number, incl. country code |  |
| Mobile telephone number, incl. country code |  |
| E-mail |  |

## Contact person who can answer questions that may arise during the tender

| Name |  |
| Telephone number, incl. country code |  |
| Mobile telephone number, incl. country code |  |
| E-mail |  |

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1. Leading partner representative in case of Consortiums.