Invitation to Tender

Co-lead expert for Chemicals safety and Noise Working Group of BiH and Republika Srpska for the “Development of The Environmental Strategy and Action Plan of Bosnia and Herzegovina (BiH ESAP 2030+) project”

Stockholm 2020-05-25
# Stockholm Environment Institute

## Invitation for tender

<table>
<thead>
<tr>
<th>Table of contents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrative conditions</td>
<td>4</td>
</tr>
<tr>
<td>2. Tender regulations</td>
<td>5</td>
</tr>
<tr>
<td>2.1 Obligatory requirements</td>
<td>5</td>
</tr>
<tr>
<td>2.2 Questions and answers regarding the tender</td>
<td>5</td>
</tr>
<tr>
<td>2.3 Correction of errors and clarifications and supplementation of tenders</td>
<td>5</td>
</tr>
<tr>
<td>2.4 Rights reserved</td>
<td>5</td>
</tr>
<tr>
<td>2.5 Notice of award</td>
<td>5</td>
</tr>
<tr>
<td>3. General tender conditions</td>
<td>6</td>
</tr>
<tr>
<td>The required documentation must include:</td>
<td>6</td>
</tr>
<tr>
<td>4. Requirements regarding the tenderer</td>
<td>6</td>
</tr>
<tr>
<td>5. Tender price</td>
<td>7</td>
</tr>
<tr>
<td>6. Terms of reference</td>
<td>7</td>
</tr>
<tr>
<td>7. Evaluation</td>
<td>7</td>
</tr>
<tr>
<td>7.1 Evaluation criteria for technical and professional requirements</td>
<td>8</td>
</tr>
<tr>
<td>Relevant qualifications, competencies and experiences (maximum 100 points)</td>
<td>8</td>
</tr>
<tr>
<td>7.2 Evaluation of technical and professional requirements</td>
<td>9</td>
</tr>
<tr>
<td>7.3 Price /quality evaluation</td>
<td>10</td>
</tr>
<tr>
<td>1. Introduction to SEI</td>
<td>11</td>
</tr>
<tr>
<td>2. Introduction of the project</td>
<td>11</td>
</tr>
<tr>
<td>3. Objective</td>
<td>13</td>
</tr>
<tr>
<td>4. Main responsibilities</td>
<td>13</td>
</tr>
</tbody>
</table>
5. **Skills and qualifications required:** ................................................................. 14

6. **Schedule** ...................................................................................................... 14
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: Anna Bolozeva, anna.bolozeva@sei.org

Submission of tender via email to: anna.bolozeva@sei.org
Deadline to submit tender: 7th June 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.

**Timetable**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to tender published</td>
<td>18th May 2020</td>
</tr>
<tr>
<td>Last date for submission of questions</td>
<td>27th May 2020</td>
</tr>
<tr>
<td>SEI response to tenderers’ questions (latest)</td>
<td>29th May 2020</td>
</tr>
<tr>
<td>Last date for submission of tenders</td>
<td>7th June 2020 at 23:59 hrs CET</td>
</tr>
<tr>
<td>Preliminary dates for shortlisted interviews</td>
<td>15th June – 30th June 2020</td>
</tr>
<tr>
<td>Anticipated notice of award</td>
<td>22nd June – 3rd July 2020</td>
</tr>
<tr>
<td>Anticipated assignment start date</td>
<td>ASAP</td>
</tr>
</tbody>
</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 tender documents must be submitted in writing and directed to the Contact Person no later than 25 May 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. Tender 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: anna.bolozeva@sei.org with the subject line “Co-lead expert for Chemicals safety and Noise in BiH and RS 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 7th June 2020.

The required documentation must include:

- A 1-page A4 cover letter, outlining how the expert is qualified to perform the tasks, including relevant experience and any information about availability, and
- A 2-page A4 CV describing skills, qualifications and previous experience (including contact details of at least 2 referees for which similar work has been undertaken).

P.S. Tenderers exceeding page requirements will not be considered.

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, or other country of registration and residence.

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 herein before described apply will be excluded from participation in this tender.

A tenderer must append the following document 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 (or other country of registration and residence), and that he/she will submit a copy of the tax documentation as prescribed by respective Law on Income Tax, as evidence of paid taxes annually.

5. Tender price

The tenderer must provide their daily fee (which would be valid for the whole time of the role), excluding Value Added Tax (VAT), given in Swedish Crowns (SEK), in order to perform well in the co-lead expert role.

The tenderer shall be solely liable for all social security, taxes, duties or other levies whatsoever, which are related to the co-lead expert role.

It is estimated that it might take up to 75 man-days (during the 15 month contract period), which is equivalent to approximately 25% workload within a month and an average of 5 man-days per month, for the co-lead expert to be able to carry out its tasks successfully.

The price offer, together with the expertise presented, as per Terms of Reference in Annex 1, for the role, will be used in the evaluation of the economically and technically most advantageous tender.

6. Terms of reference

Duration: 15 months (assuming the start from June 2020)
Starting date: ASAP
Ending date: August 2021
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.

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

**Relevant qualifications, competencies and experiences (maximum 100 points)**

The tender is a physical person who must hold necessary qualifications, competencies and experiences to be successful in the role of the co-lead Expert for Chemicals safety and Noise Groups of BiH and Republika Srpska. The key requirement at the bidding phase is to demonstrate quality and experience in relation to the Terms of Reference.

- Knowledge of and proven experience working within the area of chemicals safety and noise management and governance (technical, policy or scientific) in BiH (more specifically in Republika Srpska) and/or the Western Balkan region (20 points)
- Excellent leadership skills and proven ability to manage multi-stakeholder teams of experts in the field of chemicals safety and noise and environmental management (including conflict management, facilitation and mediation) (20 points)
- Proven experience acting as lead expert in similar projects (policy/strategy development) in BiH and Republika Srpska (15 points)
- Excellent written and verbal communication skills in BiH languages (equivalence native speaker) and English (15 points)
The potential candidate for this position should have a relevant academic degree and relevant working experience of at least 8 years (15 points)
• Proven experience in producing a high-quality written reports and publications in English and BiH languages (10 points)
• Experience working with EU integration/accession processes and or EU environmental/chemicals safety and noise policy focused projects and programs (5 points)

Table of evaluation criteria

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Max score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority skills and experiences:</td>
<td></td>
</tr>
<tr>
<td>▪ Knowledge of and proven experience working within the area of chemicals safety and noise management and governance (technical, policy or scientific) in BiH (more specifically in Republika Srpska) and/or the Western Balkan region (20 points)</td>
<td>100</td>
</tr>
<tr>
<td>▪ Excellent leadership skills and proven ability to manage multi-stakeholder teams of experts in the field of chemicals safety and noise and environmental management (including conflict management, facilitation and mediation) (20 points)</td>
<td></td>
</tr>
<tr>
<td>▪ Proven experience acting as lead expert in similar projects (policy/strategy development) in BiH and Republika Srpska (15 points)</td>
<td></td>
</tr>
<tr>
<td>▪ Excellent written and verbal communication skills in BiH languages (equivalence native speaker) and English (15 points)</td>
<td></td>
</tr>
<tr>
<td>▪ The potential candidate for this position should have a relevant academic degree and relevant working experience of at least 8 years (15 points)</td>
<td></td>
</tr>
<tr>
<td>▪ Proven experience in producing a high-quality written reports and publications in English and BiH languages (10 points)</td>
<td></td>
</tr>
<tr>
<td>▪ Experience working with EU integration/accession processes and or EU environmental/chemicals safety and noise policy focused projects and programs (5 points)</td>
<td></td>
</tr>
</tbody>
</table>

Total maximum score: 100

7.2 Evaluation of technical and professional requirements

Method of evaluation

<table>
<thead>
<tr>
<th>The number of points that can be awarded under each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient  1</td>
</tr>
<tr>
<td>Poor  1</td>
</tr>
<tr>
<td>Satisfactory  3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of evaluation</th>
<th>Insufficient 1</th>
<th>Poor 1</th>
<th>Satisfactory 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>40%</td>
<td>60%</td>
<td></td>
</tr>
</tbody>
</table>

9
of the evaluation criteria in section 7.1.

<table>
<thead>
<tr>
<th>Good 4</th>
<th>Very Good 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 %</td>
<td>100 %</td>
</tr>
</tbody>
</table>

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 respects 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:

\[
\text{Comparison value} = \text{Tendered price} \times (1 + \text{Percentage surcharge}).
\]

\[
\text{Percentage surcharge} = \left(\frac{\text{maximum quality score} - \text{quality score assigned}}{\text{maximum quality score}}\right) \times \text{upward adjustment factor}.
\]

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 = $(100 - 90) / 100 \times 2.5$; Percentage increase = 0.25; Comparison value = $480000 \times (1 + 0.25)$; Comparison value = 600,000.

Evaluation Tender B: Percentage surcharge = $(100 - 75) / 100 \times 2.5$; Percentage increase = 0.625; Comparison value = $400000 \times (1 + 0.625)$; Comparison value = 650,000.

The winning tender is A, since it has the lowest comparison value.
Co-lead expert for Chemicals safety and Noise Working Groups of BiH and Republika Srpska for the “Development of The Environmental Strategy and Action Plan of Bosnia and Herzegovina (BiH ESAP 2030+) 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 BiH, entity and 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 a 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 BiH/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: Sustainable Resource management; WG7: Environmental management. These WGs will be the main technical mechanisms in the development of the BiH ESAP. It is estimated that each WG will have 6 meetings (6 for BiH, 6 for FBiH, 6 RS and 6 BD (or less)) between 2020 and 2021.
3. Objective

The objective for the co-lead Expert role is to support Lead Expert to the Chemicals safety and Noise chapter and co-facilitate Chemicals safety and Noise Group work of the RS ESAP. The co-lead Expert will have a responsibility to assure effective and efficient work of the group, including that scientific and technical outputs are of high quality and according to the agreed specifications, and are delivered in a timely manner. In addition to that, co-lead Expert will support the process of RS ESAP integration to the BiH ESAP.

The co-lead expert will contribute to, and help to facilitate, a smooth collaboration process within the BiH and Republika Srpska Chemicals safety and Noise Working Group, integrating any methodological guidance provided by SEI. The co-lead expert will be expected to liaise with relevant government ministries and institutions in RS throughout the project.

In addition, if agreed in advance and if needed, the co-lead Expert will support development of the Chemicals safety and Noise chapters for the BiH, FBiH and BD components of the BiH ESAP 2030+. Each working group is estimated to include approximately 12-20 relevant experts representing government (e.g. state, entity, municipality) and regulatory authorities, nongovernmental sector, academia and private business.

The co-lead Expert will report to the SEI Project Coordinator. SEI will provide all the logistics and administrative support needed for the co-lead Expert in order to support a smooth and productive process for the Chemicals safety and Noise Working Group.

Any necessary travels within BiH or internationally will be funded by SEI.

4. Main responsibilities

- To support the finalisation of BiH and Republika Srpska Chemicals safety and Noise chapter Situation Analysis,1 and prepare a report on current status of Chemicals safety and Noise management and governance in Republika Srpska and BiH overall
- To support the Lead Expert in synchronisation of work between RS and BiH Chemicals safety and Noise Working Groups
- To prepare written inputs for WG meetings, facilitate meetings, summarize meeting discussions, agreements and decisions, supported by the Local Partner and SEI
- To draft documents that support the ESAP process, including relevant sections of the BiH ESAP 2030 and summaries for the BiH/Entity/District Group, and/or Steering Board meetings

---

1 The Situation Analysis will be elaborated on the basis of existing data and information, will account for both in force and expired environmental strategic documents, as well as the evaluation of their implementation if such information is available. In addition, WG’s work will account for the requirements established in relevant laws and regulations.
To provide additional information inputs to SEI, WG members and Strategic Environment Assessment expert upon request

To liaise closely with the relevant ministries and institutions in RS as the Chemicals safety and Noise working group develops its Action Plan to feed into the RS ESAP 2030+ and BiH ESAP 2030+.

To support Local Partner with arrangement of logistics related to Working Groups

To participate in Working Group Leads and co-lead experts’ meetings coordinated by the Project Coordinator

To participate in SEI Project Team meetings upon request

To provide input and update status of the WG work to the project coordinator, other working groups and policy groups when needed and upon request

To develop status update reports on its tasks on a quarterly basis (four times a year) upon contract effectiveness. The reports shall be delivered to SEI Project Coordinator.

5. Skills and qualifications required:

- Knowledge of and proven experience working within the area of chemicals safety and noise management and governance (technical, policy or scientific) in BiH (more specifically in Republika Srpska) and/or the Western Balkan region

- Excellent leadership skills and proven ability to manage multi-stakeholder teams of experts in the field of chemicals safety and noise and environmental management (including conflict management, facilitation and mediation)

- Proven experience acting as lead expert in similar projects (policy/strategy development) in BiH and Republika Srpska

- Excellent written and verbal communication skills in BiH languages (equivalence native speaker) and English

- Proven experience in producing a high-quality written reports and publications in English and BiH languages

- The potential candidate for this position should have a relevant academic degree and relevant working experience of at least 8 years

- Experience working with EU integration/accession processes and or EU environmental/chemicals safety and noise policy focused projects and programs

- Ability to work effectively and meet deadlines

- Ability to travel regionally and internationally as per project requirements.

6. Schedule

The contract for the co-lead Expert for the BiH and Republika Srpska Chemicals safety and Noise Working Group contract is estimated to be for approximately fifteen months, from June 2020 up to August 2021.
Annex 2

Contact information of tenderer

<table>
<thead>
<tr>
<th><strong>Contact person</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Telephone number, incl. country code</td>
</tr>
<tr>
<td>Mobile telephone number, incl. country code</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Postal address</td>
</tr>
<tr>
<td>Postal code, city and country</td>
</tr>
<tr>
<td>Place of residence (if different from the above)</td>
</tr>
</tbody>
</table>