|  |  |  |  |
| --- | --- | --- | --- |
| INVITATION TO TENDER  DIRECT AWARD |  | Date: 01-12-2025  Case/Project no.: 10055602 | |
|  |  |

INVITATION TO TENDER

REGARDING DIRECT AWARD (Project no – 10055602)

REGARDING *procurement of a consultant (Field Officer) to operate as an on-site assistant to three local self-government units in BiH – Municipality of Gacko, the Municipality of Kakanj and the City of Gradiška*

Contents

[1. The SEI’s Operations 3](#_Toc215225017)

[2. A short background of the assignment 3](#_Toc215225018)

[3. Instructions for direct awards 5](#_Toc215225019)

[3.1 The SEI’s contact for questions 5](#_Toc215225020)

[3.1 Submitting a tender 5](#_Toc215225021)

[3.2 Closing date 5](#_Toc215225022)

[3.3 Award decision 5](#_Toc215225023)

[3.4 Annex list 6](#_Toc215225024)

[4 Description of the assignment 6](#_Toc215225025)

[4.1 General/Extent 6](#_Toc215225026)

[4.2 Objective and purpose 7](#_Toc215225027)

[4.3 Time schedule/Delivery schedule for the assignment 7](#_Toc215225028)

[4.4 Competency/Experience for the assignment 7](#_Toc215225029)

[4.5 Compensation 8](#_Toc215225030)

[4.6 logistical arrangements and other information 8](#_Toc215225031)

[5 Award criteria 8](#_Toc215225032)

[5.1 ASSESSMENT OF AWARD CRITERIA 8](#_Toc215225033)

[5.2 CRITERION 1 9](#_Toc215225034)

[5.3 CRITERION 2 9](#_Toc215225035)

[5.4 CRITERION 3 9](#_Toc215225036)

[6 Evaluation model 10](#_Toc215225037)

[7 Annexes 10](#_Toc215225038)

# **The SEI’s Operations**

Stockholm Environment Institute (SEI) is an international non-profit research institute that tackles environment and sustainable development challenges. We empower partners to meet these challenges through cutting-edge research, knowledge, tools and capacity building. Scientific quality and integrity are foundations of our work. Partnership is at the heart of our approach, leading to change that lasts.

Our work connects science to policy and practice, aiming to drive tangible impacts. It spans climate change, natural resources, water, air, and health, and addresses questions of governance, innovation, finance, poverty, gender equality and social equity.

We are committed to transparency and full disclosure of our funding. The Government of Sweden is our largest funder, and we also receive funds from a range of public research funders, philanthropic foundations, bilateral and multilateral development agencies, governments, NGOs and other partners.

Through SEI’s Headquarters and seven centers around the world, we engage with policy, practice and development action for a sustainable, prosperous future for all. For more information about SEI, our assignments and ongoing projects, visit our website: [www.sei.org](http://www.sei.org).

# **A short background of the assignment**

SEI is implementing the “Sustainable Transition of Bosnia and Herzegovina (BiH SuTra)” project, which aims to improve the country-wide approach and national and local capacities to implement efficiently and effectively environmental and sustainable transition policies in Bosnia and Herzegovina (BiH) and encourages the local bottom-up approach for creating Transition Plans and implementing comprehensive transition policies in local governments in coal regions in BiH.

The BiH SuTra project has partnered with three additional local self-government units of the coal region(s) during 2025, respectively with the Municipality of Gacko, the Municipality of Kakanj and the City of Gradiška and will support these additional LSGUs develop comprehensive Transitional Plans that will guide long-term transformation towards a more sustainable society.

More info about the programme is available in Annex 1 of this tender (please see Annex 1\_Overview of the BiH SuTra Programme).

The purpose of this procurement is to procure a Consultant (Field Officer) that will operate as an on-site assistant to three self-local government units (LSGUs) and SEI. This assignment will be delivered through online/remote work and, when needed, through travel to the respective LSGUs in Bosnia and Herzegovina, specifically the Municipality of Gacko, the Municipality of Kakanj, and the City of Gradiška, within the collaboration established under the Memorandums of Understanding signed on behalf of SEI and the respective LSGUs in the framework of the implementation of the BiH SuTra project.

# **Instructions for direct awards**

## **The SEI’s contact for questions**

Name: Saša Solujić

Phone: +46 70 301 8292

E-mail: [sasa.solujic@sei.org](mailto:sasa.solujic@sei.org)

Closing date for questions is: **17-12-2025**

## **Submitting a tender**

Suppliers are prompted to use this document as a base for the tender document and adherent documents. The yellow check boxes are to be completed with answers in this document, as well as the annexes.

Met requirements are confirmed with an “X” in the check box. The tender must contain confirmation that all shall requirements for the offered service are met in full. Note that the text boxes are expanding automatically when filled with text. If more than ½ page is required, an annex can be added. When a supplier wants to use annexes, it must be denoted in the text box, and the annex shall be visibly marked in turn. All documents shall be marked with the registration number for the direct award.

|  |  |
| --- | --- |
| **Name of tenderer including subcontractors, if applicable.** | **Submit Corporate Identity number, tenderer, including subcontractors, if applicable:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Tenders are to be submitted via e-mail to: [sasa.solujic@sei.org](mailto:sasa.solujic@sei.org)

A submitted tender is valid for **90** days from the closing date for the tender.

## **Closing date**

The tender must arrive no later than **26-12-2025**

## **Award decision**

All tenderers will be notified immediately, via e-mail, regarding the award decision *with motivation* when the decision is made.

The award decision does not constitute a contractual acceptance of the tender. A binding agreement only comes into effect after the written contract has been signed by both parties in two identical copies.

## Annex list

The tenderer must submit the following documents as attachments:

1. Short presentation of the company (maximum 2 pages), with description of the relevant experience and available consultant (if applicable).
2. Certificate of Registration of the company (if applicable).
3. CV of the consultant (Field Officer) that will perform the assignment (maximum 2 pages).
4. References provided as a separate annex, indicating experience in supporting/coordinating projects connected to environment/energy/climate change, or local development.
5. Copy or transcript of University degree. The tenderer must include additional documents for the Master’s equivalent degree diplomas.
6. Cover letter explaining motivation for application to this tender (maximum 1 page).

# **Description of the assignment**

## **General/Extent**

The tenderer must be a consultant (Field Officer) based in Bosnia and Herzegovina, who will operate as an on-site assistant to three Local-self Government Units (LSGUs) and SEI.

This assignment will be delivered through online/remote work and, when needed, through travel to the respective LSGUs in Bosnia and Herzegovina, specifically the Municipality of Gacko, the Municipality of Kakanj, and the City of Gradiška.

The Field officer’s responsibility will be to gather data and information and providing technical support for facilitation and development of the Transitional Plans, in the framework of the implementation of the BiH SuTra project.

The Field Officer will work under the Project Manager and the Senior Project Coordinator and operate in close coordination with the Lead Partner, LSGUs and thematic experts.

The main envisaged tasks include the followings:

1. Operate as an on-site assistant in the three LSGUs and SEI.
2. Provide support to data and information gathering from the partnered LSGUs, namely the Municipality of Gacko, the Municipality of Kakanj and the City of Gradiška.
3. Coordination with local actors including local government representatives (focal points), thematic experts and other working group members of different thematic areas.
4. Provide support to coordinating stakeholders’ consultations.
5. Providing technical and administrative support, including preparation of databases, memos, documents, information notes, meeting minutes as well as any other task that might be required.
6. Provide any other logistical support that might be needed.
7. Conducting Capacity Building Assessment for the 3 LSGUs based on the predefined methodology.

Understand and accept the requirements above: Yes

## **Objective and purpose**

The consultant (Field Officer) will be assigned to operate as an on-site assistant in the three LSGUs, gather data and information and provide technical, administrative and logistical support for the facilitation and development of the Transitional Plans in the framework of the implementation of the BiH SuTra project.

Understand and accept the requirements above: Yes

## **Time schedule/Delivery schedule for the assignment**

The contract is intended to run from 01.02.2026 to 31.12.2026.

The assignment requires up to 60% of engagement.

Understand and accept the requirements above: Yes

## **Competency/Experience for the assignment**

The tenderer must have the following qualifications/experience:

1. Individual or company to be registered and operate for at least 3 years (if applicable);
2. Consultant to be (B/H/S) native speaker and have good knowledge of English;
3. University Degree in environmental sciences, technical or natural sciences, natural resource management or related fields.
4. Have a minimum of 4 years of work experience within the area of environment/energy/climate change/local development areas in BiH, including policy, and governance.
5. Available and able to periodically travel independently with her/his own means of transportation to the Municipality of Gacko, the Municipality of Kakanj and the City of Gradiška, when required.
6. If needed, it will be necessary for the Field Officer to travel to other partner LSGUs of the BiH SuTra project to conduct supporting activities for the implementation of the Transitional Plans, being Municipality of Breza, Municipality of Banovići, Municipality of Ugljevik and City of Živinice.

Understand and accept the requirements above: Yes

## **Compensation**

The quoted price must be provided by the tenderer at a monthly rate for the 60% of engagement for the full assignment (until 31.12.2026). The maximum budget for this assignment must not exceed the total amount of 110,000 SEK.

Other expenditure in connection to the execution of the assignment will be reimbursed to the tenderer (travel, logistics).

The price shall be stated in SEK, VAT excluded.

|  |  |
| --- | --- |
| State the price for the assignment in monthly rate: |  |

## **logistical arrangements and other information**

This assignment will be delivered through online/remote work and, when needed, through travel to the respective partner LSGUs in Bosnia and Herzegovina, specifically the Municipality of Gacko, the Municipality of Kakanj, and the City of Gradiška, within the collaboration established under the Memorandums of Understanding signed on behalf of SEI and the respective LSGUs in the framework of the implementation of the BiH SuTra project.

The Field Officer is responsible for providing his/her own personal computer to carry out the tasks required under this tender.

The Field Officer should be able and available to periodically travel independently with her/his own means of transportation to the Municipality of Gacko, the Municipality of Kakanj and the City of Gradiška, when required.

# **Award criteria**

The SEI will adopt the most economically advantageous tender from the assessment ground best relation between price and quality with the evaluation method and criteria stated in Chapter 6 in this tender document.

## **ASSESSMENT OF AWARD CRITERIA**

The SEI will assess the extent to which the tenderer has fulfilled the award criteria. References will be taken when deemed appropriate. Award criteria 1-3 will be assessed on a scale of 0-3 points with the following guideline values:

**Excellent** = Excellent fulfilment of requirements/provides much added value. **(3P)**

**Very Good** = Very good fulfilment of requirements /provides added value. **(2P)**

**Good** = Fulfilment of requirements. **(1P)**

**Not acceptable** = Does not fulfil the requirements **(0P)**

## **CRITERION 1**

The tenderer **should** have at least **2 projects in the last 7 years** in the field of environment/energy/climate change/local development areas in BiH, including policy, and governance in supporting/coordination roles.

Meriting is:

1. 3 points for 4 or more references provided
2. 2 points for 3 references provided
3. 1 point for 2 references provided
4. 0 points for less than 2 references provided

## **CRITERION 2**

The tenderer should have at least **3 years** of experience working with BiH government officials on the state, entity, district and local levels, including experience and expertise in providing technical/administrative support.

Meriting is:

1. 3 points for 5 years or more of adequate experience
2. 2 points for 4 years of adequate experience
3. 1 point for 3 years of adequate experience
4. 0 points for less than 3 years of adequate experience

## **CRITERION 3**

The tenderer should have the following qualifications and skills: Leading/coordinating the process of the development of at least **one** strategic document/action plan, inventory report, law/by-law or similar.

Meriting is:

1. 3 points for 3 or more strategic documents/actions plans, inventory reports, laws/by-laws or similar produced.
2. 2 points for 2 strategic documents/actions plans, inventory reports, laws/by-laws or similar produced.
3. 1 point for 1 strategic document/action plan, inventory report, law/by-law or similar produced.
4. 0 points for less than 1 strategic document/action plan, inventory report, law/by-law or similar produced.

# **Evaluation model**

SEI will adopt the most economically advantageous tender based on the evaluation model below.

For this procurement the SEI will use the enumeration model in percent:

The enumeration model in percent (%) is based on each tender's tender sum and lists this with a quality shortage supplement. This means that the tenders sum is adjusted in the evaluation model according to the award criteria. For example, a low score on an award criterion results in a corresponding addition to the sum price in the model. The result is a comparison price where the tender with the lowest comparison price is the winning tender. The tender sum in this contract is the Tenderer's total price stated under point 4.5.

SEI will call for interviews if two or more tenderers have the same lowest comparison price.

# **Annexes**

Annex 1\_ Overview of the BiH SuTra Programme

*The SEI awaits your tender with great interest.*

Kind regards

Name Last name: Saša Solujić

Section/Unit: SEI

Phone: +46 70 301 8292

E-mail: [sasa.solujic@sei.org](mailto:sasa.solujic@sei.org)