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

REGARDING DIRECT AWARD (Project no - 10055602)

REGARDING *procurement of the Consultant (Consulting team) to support the preparation of Transitional Plans in three local self-government units in BiH – – Municipality of Gacko, the Municipality of Kakanj and the City of Gradiška within the area of circular economy.*

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# **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 in the Municipality of Gacko, the Municipality of Kakanj and the City of Gradiška.

More info about the Programme is available in Annex 1\_Overview of the BiH SuTra Programme.

The purpose of this procurement is to procure a Consultant (Consulting team) that will provide thematic expertise in the area of Circular Economy during the preparation of the Transitional Plans for partner LSGUs.

# **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: **15-12-2025**

## **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 (Project no.: 10055602).

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| **Name of tenderer including subcontractors, if applicable.** | **Submit Corporate Identity number, tenderer, including subcontractors, if applicable:** |
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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 **23-12-2025, end of the day.**

## **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.

# **Description of the assignment**

## **General/Extent**

The tenderer must be a legal entity (or Consortium) based in Bosnia and Herzegovina able to support and provide the Circular Economy thematic expertise for the BiH SuTra project, Work Package 1: Defining Sustainable Transition Pathways, implemented by the Stockholm Environment Institute.

For this role, SEI is searching for two experts, a 1) Working Group (WG) Leader for Circular Economy and 2) Circular Economy Expert (Private sector).

SEI envisages Circular Economy Expert with expertise with the private sector to support WG Lead in developing measures with specific expertise.

The Consultant might be required to travel occasionally within the territory of Bosnia and Herzegovina.

The main envisaged tasks include the following:

1. Provide support to the establishment and leading the expert Working Group for Circular Economy;
2. Identifying synergies with other working groups and cooperation, where needed (for example, with WG for Agriculture and WG for Energy and Climate (decarbonisation));
3. Supplement and finalize the situation analysis for Circular Economy area in three partner LSGUs, based on pre-prepared drafts;
4. Provide support to stakeholder consultations;
5. Identification of measures and corresponding activities and preparation of Transitional Plans for the Circular Economy thematic area;
6. Provide support for the adoption of Transitional Plans;
7. Support in developing ToRs for LSGUs (upon request);
8. Provide Capacity building trainings for LSGUs (upon request).

The consultant will work closely with SEI experts from this field.

Please refer to Annex 2 for specific details about timeline and deliverables (please see Annex 2\_Procurement tasks, Timeline and deliverables)

Understand and accept the requirements above: Yes

## **Objective and purpose**

The purpose of this procurement is to procure a Consultant (Consulting team) who will provide thematic expertise in the area of circular economy during preparation of the Transitional Plans for BiH SuTra partner partner LSGUs. Technical assistance is embedded into the implementation of all required tasks, as well as on-the-job training of working groups’ members and stakeholders.

Understand and accept the requirements above: Yes

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

The contract is intended to run from 01.02.2026 until 30.04.2027.

The main deliverables and timeline for this procurement are enclosed to Annex 2 of this procurement (please refer to Annex 2\_Procurement Tasks, Timeline and Deliverables for more details).

Understand and accept the requirements above: Yes

## Requirements for the assignment

### **4.4.1 Technical specification**

The tenderer **must** be a legally registered entity. In the case of consortia, at least one entity has to be registered in Bosnia and Herzegovina. Proof of registration will be attached as an annex in the Technical Proposal (please refer to section [4.4.2](#_4.1.2_Technical_proposal) and Annex 3 for more details).

The tenderer **must** have a minimum of 5 years of relevant experience in the area of strategic planning for environmental protection, circular economy, waste management, energy, or climate change.

### **4.4.2 Technical proposal**

The tenderer **must,** as verification of requirements fulfilment, attach a Technical Proposal. The document **must** be attached as a separate annex, with a font between 10 and 12. The attached Technical Proposal mustcontain the followings:

* Tenderer’s presentation, capacity and expertise: a brief description of the tenderer, including the year and country of incorporation and types of activities undertaken, general organizational capability.
* Proposed Methodology that should describe the tenderer’s responsiveness to the procurement by identifying specific actions to address the requirements and demonstrating how the proposed approach and methodology meets or exceeds the requirements.
* Quality Assurance and Risk Management Procedures.
* Relevance of specialized knowledge and experience on similar engagements done in the country/region.
* Proposed experts for the assignment CVs for key personnel that will support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the assignment.
* Breakdown of Workdays and price.
* The tenderer's comments and suggestions on the Tasks, Timelines and Deliverables, if any.

Please refer to Annex 3\_Technical Proposal for more information.

### **4.4.3 Staff and skills requirements**

Working Group Lead for Circular Economy

1. University graduate: technical or natural sciences or economy
2. Native BHS speaker, good knowledge of English
3. Have a minimum of ten (10) years of relevant and practical experience in professional experience in the relevant fields

Circular Economy Expert (Private sector)

1. University graduate: technical or natural sciences related to agriculture, waste management and resource efficiency.
2. Native BHS speaker, good knowledge of English
3. Minimum of 5 years of experience in working with the private sector and communal enterprises on issues related to resource efficiency, waste minimization, introducing energy efficiency measures, ISO standards and similar.

Understand and accept the requirements above: Yes

## **Compensation**

The quoted price must be provided by the tenderer at a daily rate for the full assignment. The maximum budget for this assignment, including extension options, must not exceed the total amount of 270,000 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.

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| State the price for the assignment: |  |

The tenderer shall state the estimated number of working days for the assignment per expert. Please fill in the Annex 4 \_Breakdown of Work Days and Price of the Technical Proposal. The price breakdown must match the offered total price above and show the daily rate for the consultants and the breakdown of number of envisaged working days per task.

# **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 1-4 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 the following qualifications and skills: **at least three projects in the last five years** (with more than 50% of implementation in case of ongoing projects and suppliers share of minimum 50,000 EUR) in any of the following areas in Bosnia and Herzegovina or region:

* Experience in providing technical support for action/strategic planning for B&H municipalities/cities, cantons, entities or state in the areas relevant for the procurement (waste management, circular economy, environment, energy and climate)
* Support to policy, legal framework development related to the area of procurement
* Support to improvement of environmental/waste/energy efficiency/resource management/Co2 emissions performances of industry, SMEs, public communal enterprises
* Support the development of SMEs, access to funds, innovations and similar

In case of regional projects, emphasize tasks/deliverables that are specific for BiH.

Meriting is:

a.) 3 points for 5 or more references matching the requirements, references provided are from different areas.

b.) 2 points for 4 references matching the requirements, references provided are from different areas.

c.) 1 point for 3 references matching the requirements.

d.) 0 point for less than 3 references matching the requirements.

The tenderer **must** pronouncedly state how the set requirements are met in the document attached by the tenderer under [4.4.2](#_4.1.2_Technical_proposal) in the tender document.

## **Criterion 2**

The Working Group Lead for Circular Economy **should** have the following qualifications and skills: **At least five years** of proven experience with Circular Economy issues in BiH, including waste management in BiH, solid waste management, rehabilitation of solid waste landfills, and/or solid waste technology introduction.

Meriting is:

a.) 3 points for more than 7 or more years of adequate experience

b.) 2 points for 6 years of adequate experience

c.) 1 point for 5 years of adequate experience

d.) 0 point for less than 5 years of adequate experience.

The tenderer **must** pronouncedly state how the set requirements are met in the document attached by the tenderer under [4.1.2](#_4.1.2_Technical_proposal) in the tender document.

## **Criterion 3**

The Working Group Lead for Circular Economy **should** have the following qualifications and skills: **At least five different policies, action plans or similar documents** produced relevant for the area of procurement (waste management, circular economy, energy and climate change and similar).

Meriting is:

a.) 3 points for 7 or more documents developed

b.) 2 points for 6 documents developed

c.) 1 point for 5 documents developed

d.) 0 points for less than 5 similar documents developed

The tenderer **must** pronouncedly state how the set requirements are met in the document attached by the tenderer under [4.4.2](#_4.1.2_Technical_proposal) in the tender document.

## **Criterion 4**

Circular Economy Expert (Private sector) **should** have the following qualifications and skills: **At least five references** of proving experience in any of the following sectors related to work with the SMEs, industry, and communal enterprises on the issues of 1) development of SMEs and access to funding and technologies, 2) innovations, 3) application of Life Cycle Assessment concept, 4) application of “best available technique reference document” (BREFs) and/or “adoption of best available technologies (BAT),” 5) financing for greening of private sector.

Meriting is:

a.) 3 points for 7 or more references

b.) 2 points for 6 references

c.) 1 point for 5 references

d.) 0 point for less than 5 references

The tenderer **must** pronouncedly state how the set requirements are met in the document attached by the tenderer under [4.4.2](#_4.1.2_Technical_proposal) in the tender document.

# **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

Annex 2\_Tender tasks, Timeline and Deliverables

Annex 3\_Technical Proposal

Annex 4\_Transion Plan Template

*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