

REQUEST FOR PROPOSAL

**Organizational Support for the National Inception Workshop of the
Project entitled: „Global Development, Review and Update of
National Implementation Plans (NIPs) under the Stockholm
Convention (SC) on Persistent Organic Pollutants (POPs)“, GEF ID
10785, in Bosnia and Herzegovina
14-15 or 15-16 May 2024, Sarajevo**

Project: Global Development, Review and Update of National Implementation Plans (NIPs)
under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs), GEF ID 10785

Country of service: Bosnia and Herzegovina

Issued on: 2 April 2024

Deadline for Submission of Proposals: 12 April 2024

1. Letter of Invitation

The Stockholm Convention Regional Centre (SCRC) hosted by RECETOX, Faculty of Science, Masaryk University, Czech Republic) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- 1: This Letter of Invitation
- 2: Background Information
- 3: Terms of Reference
- 4: Letter of Interest
- 5: Bidder Information and Qualification
- 6: Financial Proposal

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for submission of Proposals.

Please acknowledge receipt of this RFP by sending an email to nina.pavliuk@recetox.muni.cz, indicating whether you intend to submit a Proposal or otherwise.

Should you require further clarifications, kindly communicate with Ms. Nina Pavliuk, email: nina.pavliuk@recetox.muni.cz as a contact point for queries on this RFP with a copy to Ms. Kateřina Šebková, email: katerina.sebkova@recetox.muni.cz

The RECETOX looks forward to receiving your Proposal.

Issued by:



Name: Nina Pavliuk
Title: Project Assistant
SCRC, RECETOX,
Faculty of Science,
Masaryk University
Date: 2 April 2024

Approved by:



Name: Kateřina Šebková
Title: Director
SCRC, RECETOX,
Faculty of Science,
Masaryk University
Date: 2 April 2024

2. Background Information

This activity - National Inception Workshop in Bosnia and Herzegovina - is developed in the frames of the Global NIP Update project GEF ID 10785 entitled "Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs)".

The project is divided into four components, three Global Components 1, 2 and 4 on political support and stakeholder involvement, tools and methodologies development to facilitate NIP process and implementation at the national level and sharing knowledge, information and training and joint platforms; and Component 3 of the project led by Stockholm and Basel Convention Regional Centers is focusing on review and update of NIP and related national activities including trainings and meetings.

The Global NIP update project is implemented by UNEP in collaboration with its executing agencies represented by six Stockholm Convention Regional centres that collaborate directly with the beneficiary countries. The SCRC Czech Republic hosted at RECETOX, Masaryk University, Brno, Czech Republic is supporting beneficiary countries in the Central and Eastern Europe.

Objectives of the National Inception workshop

- to raise awareness on the process of reviewing and updating the NIP including governmental endorsement, and submission to the Secretariat of the Stockholm Convention including the need to transmit update NIPs through an integrated electronic toolkit;
- to increase participants' understanding of the structure of NIP and the scope/types of information to be reflected in its chapters, as well as of the interlinkages with the national reporting. The NIP update process will investigate the extent to which the measures listed in the first National Implementations Plan in relation to the initial 12 POPs have been achieved, and will establish an inventory of products and articles containing new POPs identifying where new POPs are employed or unintentionally produced;
 - to look at the effectiveness of the current NIP implementation process in order to identify gaps or barriers that might persist;
 - to confirm the national key stakeholder groups (government institutions, industry and industrial associations, NGOs, universities, etc.);
 - to endorse workplan and to confirm institutional arrangements put in place and assign responsibilities among government representatives, industry stakeholders and other project groups, especially in gathering additional baseline data;
 - to learn from the past/ongoing projects on POPs and effective transfer of information, findings and inputs to the inventory and prioritization processes.

Target audience

The amount of participants is linked to the size of the country. It may vary between 50-150. The participants are to cover **all national stakeholder groups**, in particular:

- Stockholm Convention Official Contact Points and National Focal Points, also from Basel Convention
- National officials from line ministries and agencies, environmental agencies including members of the National Coordinating Mechanism/ Committees dealing with sound chemicals management

- representatives of customs and inspectorates
- representatives of industry and private sector (energy, transport, industry), industrial and professional associations and economic operators dealing with POPs
- experts involved in the process of reviewing and updating the NIPs
- members of National Coordinating Mechanism for POPs (broader chemical management)/ Committees /Thematic Task Groups or Chemical units if established in the country
 - academia including research institutes,
 - civil society and environmental NGOs

At a minimum these agencies and organizations, or their equivalent, should be considered and invited to the NIP development and update process and to national meetings. Final list of national stakeholders will be adopted according to national specificities and previous NIP update experiences in participating countries and upon consultation with the National Focal Point.

National stakeholder preliminary list includes: Ministry of Environment, Ministry of Energy, Ministry of Industry, Ministry of Health, Ministry of Agriculture, Ministry of Trade, Ministry of Finance, Ministry of Planning, Ministry of Labor, Academia, Ministry of Education, Ministry of Science, Private Sector (e.g. manufacturing sector, importers, retailers), Professional Associations (e.g. farmers and agricultural associations), Customs, Port Authorities, Municipal governments (e.g. electricity, mining, statistics), and civil society organizations and NGOs.

Invitations to the meeting participants need to be sent before end of April 2024, but after consultation with the National Focal Point is finalized.

Date and time

14 May 2024 – 12.30 - 17.00 (or 15 May, if the dates are 15-16 May 2024)

15 May 2024 – 8.45 - 12.30

Tentative Agenda as of 27 March 2024

Agenda will be updated (topics and time), but the start, breaks and end of the meeting will not change.

Day 1

Time	Topic	Presenter/engagement
12:30 – 13:00	Registration of participants in the venue	All, responsibility - RECETOX in collaboration with Partner
13:00 – 13:15	Opening remarks	UNEP - tbc, Executing Agency (SCRC - Czech Republic, Kateřina Šebková), Minister/National focal point of the Stockholm Convention
13:15 – 13:30	Status of implementation of the Stockholm Convention in Bosnia and Herzegovina	NFP Stockholm Convention - Azra Rogovič-Grubič
13:30 – 14:00	Project overview – planned scope, deliverables and workplan and process of the NIP update	SCRC - Czech Republic - Katerina Sebkova
14:00 – 14:30	Existing national institutional arrangements put in place for NIP update and stakeholder involvement	Office of the NFP Stockholm Convention

Time	Topic	Presenter/engagement
14:30 – 15:00	Coffee break	
15:00 – 15:20	Structure of the revised NIP and the scope/types of information to be reflected in its chapters and linkages to national reports under the Stockholm Convention	SCRC - Czech Republic
15:20 – 16:00	Overview of the past and ongoing activities and projects on POPs focusing on the linkages with NIP and data generated: - <i>Reducing Pollution from Harmful Chemicals and Wastes in Mediterranean Hot Spots and Measuring Progress to Impacts</i> , 2020, UNEP – 10 minutes; - <i>Capacity Development for the Integration of Global Environmental Commitments into National Policies and Development Decision-Making</i> , 2014, UNEP – 10 minutes; <i>Financing Advanced Environmental Technologies in the Mediterranean Sea Region for Water Systems and Clean Coasts (EnviTeCC)</i> , 2019, EBRD – 10 minutes; - <i>Strengthen Bosnia and Herzegovina's Decision-making Towards Becoming a Party to the Minamata Convention and Build Capacity Towards Implementation of Future Provisions</i> , 2015, UNDP – 10 minutes [or other relevant projects, please specify]	Experts/representatives of national institutions/agencies dealing with the project(s)
16:00 – 16:15	Stakeholder involvement in the update of inventories and NIP and their role	SCRC - Czech Republic
16:15 – 17:00	Discussion – scope and workplan	All

Day 2

8:45 -9:00	Registration of participants in the venue	All, responsibility - RECETOX in collaboration with Partner
9:00 -9:30	Newly listed POPs, Stockholm Convention requirements and other relevant environmental treaties (relevant for chemicals and hazardous waste) – gathering data in sectors, authorities and among stakeholders – where, who and how	SCRC - Czech Republic and possibly national/regional experts
9:30-9:45	Status quo analysis of legal and institutional readiness for implementation of the Stockholm Convention for newly listed chemicals – gaps	BiH POP experts
9:45 - 10:30	Presentation from stakeholders on their work with new POPs (i.e from sectors of waste management, energy, transport, activities of academia and NGO, etc.)	All stakeholders, 5-10 minutes each
10:30 – 11:00	Coffee break	
11:00 – 11:45	Discussion – data generation for inventories and NIP	All

11:45 - 12:00	Conclusions and follow up (endorsement of the workplan, scope, calendar of meetings, stakeholder involvement, communication and dissemination activities)	
12:00 - 12:15	Closing remarks	SCRC - Czech Republic, National focal point of the Stockholm Convention

3. Terms of References

This terms of references describe in the table format items that need to be considered and require offer provided via financial part of the proposal.

A Table of Items, Deliverables and Delivery Dates for the Proposal

Items in the Proposal	Deliverables	Delivery dates
1) Meeting		
Organise, secure and pay for adequate logistical arrangements for the meeting, including a suitable venue equipped with adequate facilities (includes wi-fi and projection, screen and IT equipment for presentations, IT equipment and sound system for interpretation, microphones 1 per 2 participants (table microphones), interpreting booth for 2 interpreters, 60 chairs and tables, room arrangement Geneva, podium with 5 chairs and table(s), 2 participants share 1 microphone.	Suitable venue equipped with adequate facilities available for the meeting.	14-15 May 2024 or 15-16 May 2024, depending on availability of venue and accommodation - please specify in your RfP response which dates are possible.
Provide meeting materials: Stationary (registration badges, nameplates, paper, pens) and printed materials.	Meeting materials as requested by RECETOX (badges, nameplates, paper, pens, printed materials).	14-15 May 2024 or 15-16 May 2024
2) Interpretation		
Provide SIMULTANEOUS interpretation (English-Bosnian/Serbian, Bosnian/Serbian-English), 2 interpreters, 6 hours of interpretation in total.	Simultaneous interpretation is provided.	14-15 May 2024 or 15-16 May 2024
3) Catering		

Items in the Proposal	Deliverables	Delivery dates
<p>Organize and purchase catering for meeting participants at the meeting venue.</p> <p>14 May 2024 – 1 coffee break (14.30-15.00) and a diner (18.30-19.00)</p> <p>15 May 2024 – 1 coffee break (10.30-11.00) and a lunch (12.45)</p> <p>coffee break: water, juice, coffee, tea + fruits or pastry (sweet)</p> <p>lunch - buffet lunch</p>	<p>1 coffee break and a dinner provided on 14 May 2024.</p> <p>1 coffee break and a lunch provided on 15 May 2024</p>	<p>14-15 May 2024 or 15-16 May 2024</p>
<p>4) Accommodation</p>		
<p>Reserve and pay for accommodation for 1 night for participants that would need to travel more than 3 hours from Sarajevo (up to 20 rooms – the exact number will be specified later)</p> <ul style="list-style-type: none"> - single room with breakfast - reasonable 3 star hotel near city centre, at or near the meeting venue), maximum price is 80 USD/night. 	<p>Block-booking in a suitable hotel in or near the meeting venue.</p>	<p>14-15 May 2024 or 15-16 May 2024</p>
<p>5) Support</p>		
<p>Register participants at the opening of the workshop (both days) and prepare the list of participants having attended the meeting.</p>	<p>List of participants made available.</p>	<p>14-15 May 2024 or 15-16 May 2024</p>
<p>Make arrangements to provide sufficient staff, including administrative and secretarial staff to support the meeting.</p>	<p>Sufficient support staff for the meeting provided.</p>	<p>14-15 May 2024 or 15-16 May 2024</p>
<p>Enter into other such administrative and/or contractual arrangements as may be reasonably required for the effective completion of the responsibilities as agreed with RECETOX.</p>	<p>Administrative and/or contractual arrangements made as necessary.</p>	<p>As necessary</p>

Note: The amount paid will be based on real costs incurred by the Bidder for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that the Bidder has to pay in accordance with BiH regulations.

4. Letter of Interest

Name of Bidder:	[Insert Name of Bidder]	Date:	[Insert Date]
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We, the undersigned, offer to provide the services for Organizational Support for the National Inception Workshop of the Project entitled: „Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs)“, GEF ID 10785, in Bosnia and Herzegovina on 14-15 May 2024 or 15-16 May 2024, Sarajevo in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes two files: this Letter of Interest and Bidder Information and Qualification as the first one, and our Financial Proposal in a separate file.

We hereby declare that our firm, its affiliates or subsidiaries or employees or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Request of Proposal.

Our Proposal is valid and remains binding upon us for the period of time: [insert validity time for proposal].

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should RECETOX accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

5. Bidder Information and Qualification

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person RECETOX may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

<p>Please attach the following documents:</p>	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods / services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Latest Financial Statement (Income Statement and Balance Sheet) for the past 3 years; ▪ Statement of Satisfactory Performance from at last one client for contract of similar nature, scope and complexity in the past 3 years; ▪ Reference list of the most recently implemented relevant services performed in the last 3 years.
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Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 2 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by RECETOX.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Add lines as necessary.

6. Financial Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	[Insert Date]
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We, the undersigned, offer to provide the services for Organizational Support for the National Inception Workshop of the Project entitled: „Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs)“, GEF ID 10785, in Bosnia and Herzegovina on 14-15 May 2024 or 15-16 May 2024, Sarajevo in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes two files: this Letter of Interest and Bidder Information and Qualification as the first one, and our Financial Proposal in a separate file.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for [insert number of days].

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Currency of the proposal: USD

Table: Breakdown of Price per Item of the Proposal

Item	Amount Per Item (USD)
Meeting	
Sarajevo meeting venue hire 1 day on 14 May 2024 and 0,5 day on 15 May 2024 and room set up with 60 chairs and tables and wi-fi connection Note: date can also be 15 + 16 May, depending on availability	
Sound equipment and technician, 30 table microphones and at a minimum 60 participant receivers with headphones	
Projection, screen and IT equipment for presentations (laptop) in the venue	
Interpreting booth for 2 interpreters	
IT equipment for simultaneous interpretation	
Provision of meeting materials (print) and stationary in the venue	
Subtotal per all Meeting items	
Interpretation	
2 interpreters, 6 hours of Bosnian/Serbian-English and English-Bosnian/Serbian, simultaneous interpretation	
Catering	
2x coffee breaks for 60 participants	
1 dinner for 60 participants	
1 buffet lunch for 60 participants	
Subtotal per all Catering items	
Accommodation	

Accommodation for 1 night for participants that would need to travel more than 3 hours to Sarajevo (up to 20 rooms) - single room with breakfast in Sarajevo	
Support items	
Administrative support during the meeting (registration of participants, communication with providers of catering, sound and interpretation) including Bidder's fee	
Subtotal per all Support items	
GRAND TOTAL (all items)	