

## **CALL FOR PROPOSALS**

**For Non-Governmental Implementing Partner for  
implementation of**

**Social Cohesion and Research Project**

---

**REFERENCE NUMBER BAH-CPIP-01-2022**

## 1. BACKGROUND

The General Framework Agreement for Peace (GFAP) in Bosnia and Herzegovina (BiH) shapes the work of the OSCE Mission to Bosnia and Herzegovina (the Mission). GFAP established the Mission as one of the bodies responsible for helping to secure lasting peace in BiH and thus to build a stable, secure, and democratic state.

The Mission's principal aim is to promote stability and reconciliation while assisting BiH on its path to regional political, economic and social integration. Mission's activities seek to foster systems of governance, justice and education that uphold human rights and the rule of law for all citizens. Moreover, the Mission supports the development of an effective, responsive, and inclusive security sector in Bosnia and Herzegovina, in keeping with international standards.

Based in the capital city of Sarajevo, the Mission relies on its network of eight field offices to fully engage citizens and authorities at all levels – municipal, cantonal, entity, as well as State. To adapt as necessary to social and political developments, the structure of Mission's field work and activities remains flexible. Six focus areas comprise the Mission's approach: Human Rights; Education; Rule of Law; Gender Equality; Democratic Governance; and Security Co-operation.

Within Democratic Governance, since 2013, the Mission has been engaged in combatting hate/bias-motivated incidents and crimes in BiH through support provided to the Coalitions against Hate (CaHs) and other civil society organizations (CSOs). The main objective of provided support is to achieve greater social cohesion at the local level through sustained engagement of civil society actors and increased engagement of local public officials in implementing locally designed community cohesion plans, thus promoting stability and reconciliation in BiH. Currently, the Mission is supporting 20 active CaHs across BiH: Bratunac, Brčko, Čapljina, Doboј, Foča, Gornji Vakuf-Uskoplje, Gradačac, Jajce, Konjic, Livno, Mostar, Nevesinje, Prijedor, Sanski Most, Teočak, Trebinje, Tuzla, Višegrad, Zenica, and Zvornik.

Social cohesion is recognized as one of societal challenges that requires adequate strategic approach and engagement of stakeholders, including developing capacities of CSOs to implement and monitor social cohesion activities. While local CSOs have capacities for implementation of activities and are willing to initiate monitoring of local perceptions of social cohesion, they still lack adequate tools and guidance to conduct small scale researches. If capacitated to conduct researches, CSOs would be better positioned to represent citizens' views on various social issues and to collaborate effectively with relevant stakeholders, including local authorities.

In 2021, the Mission implemented an initiative that aimed to raise knowledge on conducting small-scale researches of 11 selected CSOs from nine local communities: Prijedor, Doboј, Brčko, Teočak, Gornji Vakuf-Uskoplje, Čapljina, Mostar, Trebinje and Nevesinje. As result, several local researches are currently underway in a number of the above mentioned communities. For illustration, thanks to this training CSOs in Gorni Vakuf-Uskoplje are about to independently conduct surveys for three priority areas identified in the local development strategy that would help more effective implementation of this document.

Building on the experience with the initiative implemented in 2021, the Social Cohesion and Research Project plans to engage with another group of interested CSOs in 2022 in Sanski Most, Livno, Konjic, Foča, Višegrad, Bratunac, Zvornik, Gradačac, Tuzla, Jajce and Zenica. In addition, for the purpose of setting a baseline for future activities on social cohesion, this project will conduct a thorough research on perceptions of social cohesion in one of the selected communities. Implementing partner will ensure that the necessary knowledge and skills are

appropriately transferred, but moreover that the initial informal network of CSOs conducting such surveys from across the country is formed. It will also present opportunity for CSOs implementing partner to showcase how they manage to be sustainable in terms of the topic.

## **2. OBJECTIVES**

The OSCE Mission to Bosnia and Herzegovina (“the Mission”) is seeking to engage a qualified implementing partner – a non-governmental organization working in the field of social research. The selected implementing partner will work with the Mission in its efforts to implement the project Social Cohesion and Research. Such efforts will include the following elements:

- I. Encourage community based CSOs from 11 target communities (Sanski Most, Livno, Konjic, Foča, Višegrad, Bratunac, Zvornik, Gradačac, Tuzla, Jajce and Zenica) to acquire knowledge in administering small-scale research by providing expertise, skills and guidance;
- II. Conduct a thorough research on perceptions of social cohesion in one of the selected communities;
- III. Form a network of CSOs working on research and set the basis for their sustainability.

The project is expected to be implemented from July 1, 2022 to November 30, 2022 (five months).

## **3. EXPECTED OUTPUTS**

**The Implementing Partner is expected to develop and deliver, in consultation with the Mission and with the Mission’s input, the following activities:**

- Produced a concept of workshops for transfer of knowledge on social research and provided necessary materials;
- Identified and mobilized total minimum of 20 CSO representatives from 11 target communities for participation in workshops on social research;
- Organized and delivered a number of regional workshops on social research, enabling coverage of all target communities.
- Provided mentoring and assistance to up to three CSOs in conducting local pilot social cohesion research, using revised and adjusted questionnaire;
- Conducted research and delivered a research report on citizens’ perceptions of social cohesion in at least one target local community.

Budget for delivery of the project is up to a maximum amount of BAM 25,000.

## **4. QUALIFICATIONS AND APPLICATION PROCEDURE**

The Mission is hereby seeking proposals for action from non-governmental organisations active in the field of social research in Bosnia and Herzegovina to implement the priority actions defined above.

### **4.1. Applicant Implementing Partner should possess the minimum requirements:**

- Have been registered civil society organization in BiH;
- At least five (5) past years in implementing activities;

- Has at least three (3) full time employees;
  - Have implemented projects of similar topic and scale or higher in the past.
- 4.2. The Applicant must fill out **Implementing Partner (IP) Application Form (Annex 1)**. Application form must be completed in English.
- 4.3. The applicant must attach the following documents to the Implementing Partner (IP) Application Form:
- 1) Confirmation of legal status and a copy of the registration document;
  - 2) Copy of Mission Statement/Programme in the original language of the document and in English;
  - 3) Copy of the Statute in the original language of the document and in English;
  - 4) Listing of all Board Members with CVs if available;
  - 5) CVs for proposed project staff;
  - 6) List of previously implemented projects preferably with reference letters;
  - 7) Copies of the most recent financial statements;
  - 8) Evidence of a legally registered bank account;
- 4.4. The complete application package, including Implementing Partner (IP) Application Form (*Annex 1*) and all documents as stated under Section 4.3 should be addressed and submitted in a sealed envelope, with **reference number quoted BAH-CPIP-01-2022**, to:
- OSCE Mission to Bosnia and Herzegovina  
Fra Andela Zvizdovića 1  
71000 Sarajevo  
Bosnia and Herzegovina
- 4.5. The deadline by which the application must reach the OSCE is **6 June 2022, 12:00 hours**.

## 5. CRITERIA FOR SELECTION

Applications deemed to have met the minimum requirements will be subject to quantitative evaluation by the OSCE, which will be carried out in accordance with the Evaluation Matrix below.

### Evaluation Matrix

Criteria	Weight
<b>1. Competencies / Sector Expertise and Experience</b> [required specific skills, sector specialty and expertise, ongoing programme in the area of operation, experience working with local communities].	<b>50</b>
<b>2. Project Management</b> [ability to deliver project objectives and accountability mechanisms. Experience in management of various scale projects; experience with managing projects with international organisations]	<b>20</b>
<b>3. Organisational Structure and Operational Capacity</b> [knowledge and human resources. The level of human resources is sufficient to run a successful project. Staff possess the required qualifications.]	<b>25</b>
<b>4. Financial Capacity</b> [sound financial management in project implementation (focus on scale and relevance of projects implemented). Sustainable financial position; the maximum amount of money the organization has ever managed/number of projects and resources currently managed]	<b>5</b>
<b>Maximum Total Score</b>	<b>100</b>

## **6. FINAL PROVISIONS**

### **Please note**

- The OSCE reserves the right to accept or reject any proposal, and to annul, in whole or in part, or to suspend the process and reject all proposals at any time prior to the signing of the Implementing Partner Agreement, without thereby incurring any liability to the affected organization or any obligation to inform the affected firm or firms of the reasons for the OSCE's action.
- Nothing in or relating to this Call for Proposals shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
- The OSCE Mission to BiH will only fund direct costs that can be attributed in full to the project activities. Indirect costs not directly attributable to the specific project, but rather support IPs day-to-day operations shall not be funded by the OSCE.

## **7. FURTHER INFORMATION**

Please address your queries or comments in writing to the following e-mail address by **noon, 30 May 2022** and kindly refrain from any personal visits or telephone calls. When doing so, please indicate that the question is related to the reference number **BIH-CPIP-01-2022**. Email: [administration-ba@osce.org](mailto:administration-ba@osce.org)

**Note:** The purpose of the Application Form is for the Implementing Partner to express interest and demonstrate its unique advantage and value added for undertaking the project Implementing Partnership Agreement.

The Application Form should be concise, contain clear information and not exceed three pages.

<b>Part I – General Information</b>		
Name of Organisation		
Responsible Person		
Phone Number		
Postal Address		
E-Mail Address		
Website		
Level at which organisation operates	<input type="checkbox"/> Municipality	<input type="checkbox"/> National [across BiH]
	<input type="checkbox"/> Entity/Brcko District	<input type="checkbox"/> Regional/International
<b>Part II – Competences/Field of Expertise</b>		
Please list areas of organisation's core competences in project implementation	1.	
	2.	
	3.	
	4.	
<b>Part III – Staff Information</b>		
Number of full-time employees		
Number of part-time employees		
<b>Part IV – Project information</b>		
<b>Technical capacity</b> (please describe the unique advantage your organization brings to the project, including your technical capacity and skills, for achieving the expected outputs)		
<b>Methodology and approach</b> (brief description of the activities, methodology and approach to be used during project implementation to achieve the expected outputs)		
<b>Resources</b> (brief description of how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from the OSCE Mission to BiH; please also include any contributions by		

other donors. Please provide  
number of projects and  
resources currently managed.

References available upon request

Yes

No

Please attach any supporting documentation such as similar projects implemented, final reports, etc.