



TERMS OF REFERENCE NO. 18/24

Development of Methodology and Questionnaires for GHG Emission Evaluation and Reduction Readiness

1. Background

The nascent green transformation in Bosnia and Herzegovina, while a monumental challenge, is also a near-unique opportunity for a cultural shift towards an economy built on fundamentally different principles. With the Western Balkans one of Europe's areas most affected by climate change, there is even greater social and economic impetus to accelerate the pace of industrial and societal transformation.

However - and in addition to both consumers and producers acknowledging the need for greater responsibility and restraint - the success of the coming transformation will largely depend on the deployment of innovation as a critical enabler of this process; this is explicitly noted in the Guidelines for the Implementation of the Green Agenda for the Western Balkans.

Bosnia and Herzegovina's economy continues to lag behind the European average with traditional industry overwhelmingly exporting low technology products with limited value added and a large resource consumption footprint. This suggests that the deployment of effective innovation measures is essential, and that further engagement is needed to continue shifting research and innovation activities towards the business sector. The drive towards a greener, innovation-driven economy foresees a key role for small and medium enterprises in particular; worldwide, they contribute some 60% of industrial carbon emissions and 70% of all pollution. This shift towards more responsible and sustainable industrial practices for Bosnia and Herzegovina, however, requires businesses embrace innovative and efficient methods of production, with digitalization as a key driver. This, in turn, calls for new resources being placed at the disposal of established enterprises - as well as emerging entrepreneurs - in order to enable them to internalize new knowledge, deploy new technology, and make use of funding opportunities available through existing and future EU financing instruments.

Encouragingly, the green transformation is a key consideration in principal public sector strategies and policies, both in-country and by the resident donor community. This includes the EU's Economic and Investment Plan for the Western Balkans, the Western Balkans Green Agenda, the EU's Digital Strategy, the S3 Framework (Smart Specialization Strategy), and, crucially, the UN's Sustainable Development Goals. Domestically, all key national and sub-national documents reference the green transition and the need to move away from resource-intensive traditional industry operations. This includes the BiH Economic Reform Program, the entity development strategies, as well as sectoral guiding documents at national, entity and cantonal levels. There are, however, few interventions presently translating said strategic commitments into practical action. With this in mind, SSST has partnered up with the Federal Chamber of Commerce, the University of Novi Sad, Serbia, and the Innovation and Technology Park "Tehnopolis", Montenegro, to create an enabling platform that will guide businesses and entrepreneurs through the green transformation process, using innovative



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digitalization solutions to help them reinvent their business models and introduce new technologies aimed at decreasing industry's environmental footprint.

The activity, titled the Green Agenda Innovation Accelerator (GAIA), is jointly funded by the European Union and the Federal Ministry for Economic Cooperation and Development of the Federal Republic of Germany (BMZ).

2. Objective

The primary objective of this Terms of Reference is to engage a service provider for the development of a comprehensive methodology to assess the readiness of small and medium-sized enterprises (SMEs) to monitor and reduce greenhouse gas (GHG) emissions in line with the GHG Protocol. This involves creating detailed questionnaires to help businesses identify critical areas for improvement. Additionally, a scoring system should be implemented to provide a qualitative assessment of each company's readiness. Based on this assessment, the successful bidder will formulate specific recommendations for actionable steps that businesses can take to achieve science-based targets (SBT).

The usage of this methodology should result in:

- **Increased awareness of company's emissions.** The companies will be able to evaluate their current maturity level in GHG emissions assessment and the feasibility of implementing reduction measures.
- **Enhanced efficiency, potentially leading to cost savings through improved energy efficiency and resource optimization.**
- **Prepared companies for future regulatory requirements.** Compliance with the GHG Protocol will ensure that companies meet international standards.

The development of a comprehensive methodology to assess the readiness of small and medium-sized enterprises (SMEs) to monitor and reduce greenhouse gas (GHG) emissions in line with the GHG Protocol is envisioned through the following set of tasks:

1. Analysis of the current situation and needs of SMEs
2. Development of methodology and questionnaire
3. Implementation of the scoring system



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3. Scope of work

Under the overall supervision of the GAIA Project Team, and in collaboration with its corporate partners, the successful bidder will be responsible for the implementation of the following:

Task 1. Analysis of the current situation and needs of SMEs

The first task involves conducting a detailed analysis, where the successful bidder will:

- Conduct an analysis of the current practices and challenges that SMEs face in monitoring and reducing GHG emissions.
- Identify specific needs and capacities of businesses.

The bulk of the information here will be provided by the Project based on previously implemented research with additional data collection undertaken by the Service Provider.

Proposed level of effort: 2 days

Task 2. Development of methodology and questionnaire design

Another key responsibility will be to define steps and procedures for assessing the readiness of businesses in accordance with the GHG Protocol and Create detailed questionnaires to collect relevant data from SMEs by:

- Incorporating best practices and international standards into the development process, with an emphasis on adaptability to the specific conditions of SMEs in Bosnia and Herzegovina.
- Testing and revise the questionnaires to ensure their effectiveness and accuracy, including pilot testing with selected businesses.

Proposed level of effort: 3 day

Task 3. Implementation of the scoring system

In order to implement a scoring system, this activity foresees the following set of sub-activities:

- Develop a scoring system to evaluate the results obtained through the questionnaires.
- Provide quantitative and qualitative indicators to help businesses identify their strengths and weaknesses, with detailed explanations for each score.

Proposed level of effort: 1 day



4. Minimum Eligibility and Qualification

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Legal registration documents submitted
Company Profile	Bidder information.	Company Profile, which should not exceed 5 (5) pages, including printed brochures and product catalogues relevant to the goods/services being procured
QUALIFICATION		
Previous Experience	Minimum 3 contracts of similar nature and complexity implemented over the last 5 years.	Contracts /client statements on satisfactory performance/other relevant documents confirming satisfactory delivery of results submitted
Financial Standing	Bidder must demonstrate the current soundness of its financial standing.	Income statement and balance sheet for the year 2022 and 2023 and/or other relevant documents demonstrating current soundness of financial standing



5. Deliverables and Payment Schedule

The GAIA project expects the assignment to be fully completed by the end of June 2024, in line with the schedule below:

Assignment output	Deliverables	Payment %	Indicative Deadline	Condition for Payment
Task 1: Analysis of the current situation and needs of SMEs	<ul style="list-style-type: none"> Analysis of the current situation conducted and needs of SMEs identified. 	30%	June 2024	Within thirty (30) days from the date of meeting the following conditions: a) Client's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
Task 2: Development of methodology and questionnaire design	<ul style="list-style-type: none"> Methodology developed and questionnaire designed. 	60%	June 2024	
Task 3: Implementation of the scoring system	<ul style="list-style-type: none"> Scoring system developed and implemented. 	10%	June 2024	

6. Submission Deadline

All interested candidates are to submit their bids to this call with all supporting documents from Monday, June 10, 2024, to Wednesday, June 19, 2024, 23:59 PM. All bids are to be submitted electronically to the following email address: info@ssst.edu.ba, with the subject note: Development of Methodology and Questionnaires for GHG Emission Evaluation and Reduction Readiness, no. 18/24– Call for Bid Submission.



Financial Proposal Form – 18/24

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
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The Bidder is required to prepare the Financial Proposal following the below format and submit with the Technical. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			

Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Signature:

Date: