



TERMS OF REFERENCE NO. 19/24

Procurement of Training Services for the Preparation of Carbon Border Adjustment Mechanism (CBAM) Reports

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



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 objective of this Terms of Reference is to engage a service provider for the implementation of a comprehensive training program dedicated to the preparation of CBAM (Carbon Border Adjustment Mechanism) reports. This program is designed to equip companies with the essential skills and knowledge required to prepare accurate and compliant CBAM reports, thereby enhancing their understanding of sustainability practices and regulatory requirements.

Participants will receive an overview of the fundamental principles of decarbonization and gain familiarity with the requirements and obligations for domestic companies under the European CBAM regulation. The training will also cover the recommended CBAM report template, data sources, methods of calculation, and procedures for collecting carbon emissions data, ultimately empowering participants to prepare these reports independently.

The training should be specifically tailored for companies obligated to provide CBAM report data to their EU partners or customers when exporting goods, but also suitable for those interested in deepening their understanding of the subject, whether they are currently required to submit a report or are preparing to do so in the future.

In response to high demand and interest, the service provider will be responsible for designing and delivering two training sessions, one in Sarajevo and one in Banja Luka.

3. Scope of work

Under the overall supervision of the GAIA Project Team, and in collaboration with its corporate partner, the Service Provider will be responsible for the implementation of the following:

Task 1. Development and delivery of CBAM training sessions

The task at hand involves the meticulous development, implementation and delivery of a training program aimed at enabling companies to adeptly prepare CBAM reports.

The first step in this process is the development of training materials, where the Service Provider will be tasked with:



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- Preparing detailed and informative training materials that cover the fundamental principles of decarbonization, the requirements of the European CBAM regulation, and the practical aspects of CBAM report preparation.
- Including guidelines on the recommended CBAM report template, data sources, methods of calculation, and procedures for collecting carbon emissions data.
- Ensuring that the materials are accessible, comprehensive, and tailored to the needs of the participating companies.

In addition to training material development, the Service Provider will also be tasked with:

- Delivering the training to no fewer than 15 participants across each of the two sessions in an inclusive and participatory manner (total of 30 trainees).
- Tailoring the training around the sectors and products of the participating companies exporting to the EU.
- Conducting a thorough review of the training outcomes to evaluate the effectiveness and impact of the program, ensuring participants are equipped to independently prepare CBAM reports.

Proposed level of effort: 6 days

Task 2. Training analysis and recommendations development

Another key responsibility will be to ensure the effectiveness and continuous improvement of the CBAM report preparation training program by conducting a thorough review and developing actionable recommendations.

To conduct a joint review of training results and develop recommendations, the Service Provider will:

- Analyze participant feedback, engagement levels, and overall satisfaction to assess the training's effectiveness.
- Review the quality and comprehensiveness of the CBAM reports prepared by the participants during the training.
- Outline strategies for ongoing support and follow-up with participants to ensure they can effectively apply what they have learned.
- Suggest improvements to the training materials and delivery based on the review outcomes.

Proposed level of effort: 1 day

4. Minimum Eligibility and Qualification



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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



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5. Deliverables and Payment Schedule

The GAIA project expects the assignment to be fully completed by the end of June 30, 2024, in line with the schedule below:

Assignment output	Deliverables	Payment %	Indicative Deadline	Condition for Payment
Task 1: Development and delivery of CBAM training sessions	<ul style="list-style-type: none">Detailed and informative training materials developed and CBAM training sessions delivered in Sarajevo and Banja Luka.	80%	June 27 2024	Within thirty (30) days from the date of meeting the following conditions:
Task 2: Training results analysis and recommendations development	<ul style="list-style-type: none">Based on the gather feedback, strategies for ongoing support outlined and final report with recommendations developed	20%	June 30 2024	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

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: *Procurement of Training Services for the Preparation of Carbon Border Adjustment Mechanism (CBAM) Reports, no. 19/24– Call for Bid Submission*.



Financial Proposal Form – 19/24

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:

