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**LANDSCAPE FIRE
MANAGEMENT**

IN THE WESTERN BALKANS

www.lfmwb.net

THE LANDSCAPE FIRE MANAGEMENT IN THE WESTERN BALKANS PROGRAMME (LFMWB) PUBLIC TENDERING PROCEDURE

Terms of Reference (ToR) for

"Education of farmers and local community members on landscape fire measures and importance of prevention"

Sarajevo, 16 April 2026



1. Background

Extreme weather events such as long-lasting droughts create the condition for devastating fires. Post-fire rainstorms result in secondary disasters such as erosion, landslides, and siltation of rivers. Moreover, insect outbreaks (i.e. bark beetles) and plant diseases are common occurrences after LFs. Climate change, land-use change, and the rural exodus are increasing the ecosystem's vulnerability to landscape fires in the Western Balkans, including Albania, Bosnia and Herzegovina, Kosovo (UNSCR 1244/1999), Montenegro, North Macedonia, and Serbia, and represents one of the most affected regions in Europe by landscape fires (LFs).

To mitigate the negative impacts of LFs in the WB, it is necessary to have inclusive, cross-boundary cooperation and knowledge exchange to strengthen the capacities for landscape fire management (LFM) in the region. All of these aspects are incorporated in the Landscape Fire Management in the Western Balkans Programme. **The Landscape Fire Management in the Western Balkans (LFMWB) is a project financed by the Swiss Agency for Development and Cooperation – SDC and coordinated by Farmahem from Skopje, North Macedonia with backstopping support from Helvetas Swiss Intercooperation from Switzerland.** The first phase is designed to be implemented in the period from 01.02.2022 until 31.12.2026.

The overall goal of this LFMWB is to increase resilience of Western Balkan forests and landscapes against fires benefit the people who depend on these landscapes for their livelihoods and socioeconomic development using a participatory approach that includes the local population in the processes, promotes gender equality, and further strengthens public awareness of the importance of safeguarding natural resources. This goal is aligned with the SDC's Framework strategic components: Climate-resilient development and Sustainable management of natural resources. The Programme outcomes **(1) Better cooperation:** A lasting regional network is established and contributes to cross-boundary knowledge exchange and cooperation in landscape fire management (LFM); **(2) Better capacities:** Strengthened capacities on broader LFM approaches allow for an effective cross-sectoral collaboration at multiple levels; **(3) Better policies:** Revised policies and strategies on LFM are in place to support sustainable landscape management at local, national and regional levels; initiate inter-sectoral collaboration, improved working approaches, involvement of the community and key stakeholders in the development processes. The strategic partners are supported in taking the driving seat to ensure the sustainability of the Programme interventions on a national, regional, and international level.

The LFMWB Programme will contribute to establish strong and fully operational national and regional networks for LFM launching multi-stakeholder policy dialogues, foster better cooperation and strengthen the capacities in the WB region. Furthermore, the LFMWB Programme will contribute to encourage the integration of LFM as an essential part of climate change adaptation and mitigation strategies.

Landscape fires represent a growing environmental, economic and safety risk in FBiH,



Bosnia and Herzegovina. According to FBiH Gap analysis document one of the critical weaknesses identified in insufficient awareness and knowledge among local communities regarding fire risks, prevention practices and appropriate behaviour before and during the fire season.

Most of the fires in open spaces in FBiH are caused by human activities, including uncontrolled burning of agricultural residues and improper waste disposal. While institutional response capacities exist, prevention at local level remains underdeveloped, especially in rural areas.

2. Objective

The objective of this service is to implement the measure identified in the FBiH Landscape Fire Management Gap analysis through the development and delivery of practical guideline and trainings for farmers and local community members, aimed at increasing their understanding of the risk of landscape fires and strengthening their role in the prevention of landscape fires. Through targeted activities, the assignment will contribute to improving understanding of landscape fire risks and encouraging preventive behaviour among local communities in Central Bosnia and Herzegovina-Neretva Canton.

3. Contracting authority

The Contracting Authority is the Landscape Fire Management in the Western Balkans Programme, a project of the Swiss Agency for Development and Cooperation (SDC), coordinated by "Farmahem", with its headquarters at Kičevska Street No. 1, 1060 Skopje.

4. Applicable regulations

This call is carried out in accordance with the Methodology for implementing contract award procedures under the Landscape Fire Management in the Western Balkans Programme, approved by the Swiss Agency for Development and Cooperation (Swiss Agency for Development and Cooperation – SDC).

5. Who can apply

Every interested legal entity from Bosnia and Herzegovina, registered for services related to the subject of the tender, has the right to submit an offer.

Bidders (or expert(s)/subcontractors from the bidder's team) who have one or more negative recommendations, do not have the right to participate or will be excluded from the process. Negative recommendations may be issued either by the donor or by the relevant institutions in Bosnia and Herzegovina.



6. Costs for Submitting an Offer

The bidder is responsible for all costs related to the preparation and submission of the offer. The contracting authority awarding the contract bears no responsibility for these costs, regardless of the outcome of the contract award procedure.

7. Price Differences (Price Adjustment)

No price adjustments are envisaged. The prices stated in the offer of the most favourable bidder shall remain fixed for the entire duration of the procurement contract.

8. Language of the Offer

The offer, as well as all correspondence and documentation related to the offer, shall be submitted in the English language.

9. Prevention of Conflict of Interest

When executing the contract, the bidder must not engage individuals who were involved in the evaluation of offers submitted in the contract award procedure, nor during the implementation of the contract. If this occurs, the contracting authority that awarded the contract has full right to terminate it.

10. Clarification, Amendment, and Supplementation of the Terms of Reference

Requests for Information and Clarifications

Any request, information, or clarification regarding the call and Terms of Reference or other documents in the process may be submitted via email to the following contact: marija.sterjovska@lfmwb.net The Programme Team will respond within 5 days from receipt of the message. Questions may be submitted no later than 6 days before the deadline for submitting offers.

Amendments to the tender/Terms of Reference

The Landscape Fire Management in the Western Balkans Programme, as the contracting authority, reserves the right—no later than 5 days before the deadline for submitting offers—to amend or supplement the call and Terms of Reference, either at its own discretion or based on clarification requests submitted by bidders. Any amendment or supplementation will be published in the same manner as the original Terms of Reference at the web page of the Programme.



11. Qualifications of the Bidders

I. Formal Requirements

- Compliance with the submission deadline – the offers must be submitted within the specified deadline.
- Compliance with the format – the offers must be submitted using the form provided in Annex 1 of this Tender Documentation.

II. Eligibility Criteria

The following eligibility criteria must be met; otherwise, the offer will not be considered:

- personal standing (registration form) – issued by official authority;
- competence for performing a professional activity – issued by official authority;
- economic and financial standing – issued by official authority;

12. Criteria for Determining the Capacity of Bidders

To participate in the contract award procedure, the bidder must submit a Statement for Proof of Capacity (signed by the bidder) given in Annex 4 OR submit the documents listed below in point 13.

13. Proof of Personal Status

To prove their personal status, the bidder must submit the following documents:

- a) Certificate issued by the competent court proving that no final judgment has been rendered in criminal proceedings against the bidder for the offences of participation in a criminal organization, corruption, fraud, or money laundering, in accordance with the applicable regulations in Bosnia and Herzegovina or in the country where the bidder is registered.

NOTE: For the purpose of demonstrating compliance with Article 45, paragraph (1), item (a), in connection with paragraph (2), item (a) of the same provision of the Law, candidate/bidders are required to submit a certificate/confirmation issued by the Court of Bosnia and Herzegovina, as well as the certificate/confirmation issued by the competent court according to the registered seat of the legal entity, i.e. bidder, clearly indicating that the bidder has not been subject to a final judgment in criminal proceedings for any of the criminal offences listed in Article 45, paragraph (1), item (a) of the Law on Public Procurement.

- b) Certificate from the competent authority confirming that no bankruptcy proceedings have been initiated;
- c) Certificate from the competent authority confirming that no liquidation proceedings have been initiated;
- d) Certificate of paid direct and indirect taxes, contributions, and other public fees issued by the competent authority of the country where the economic operator is registered.



The documents listed in section 13 must not be older than 6 months and must be submitted as a copy certified (signed) by the bidder. The documents from section 13 may be requested additionally by the LFMWB Programme.

14. Proof of Capacity to Perform Professional Activity

To prove the capacity to perform the ToR, the bidder must submit a document for registered activity / Certificate of registered activity as evidence that they are registered as a legal entity authorized to perform the activity related to the subject of the public procurement contract, or proof that they belong to an appropriate professional association in accordance with the regulations of the country where they are registered.

This document must be submitted in as a copy certified (signed) by the bidder, stamped and signed by the authorized person with the indication: "True to the original".

Proof of Technical or Professional Capacity

The bidder proves the fulfilment of technical or professional capacity by mandatory submission of the following documentation:

- Profile of the bidder with a minimum of 10 years of experience in the providing services same or similar to those required in the ToR;
- Reference list of implemented projects, of which at least 3 must be in the same or similar field, such as landscape fire protection, forestry, nature protection or fire prevention;
- Educational and professional qualifications of all members of the proposed expert team (CVs).

The CVs of the proposed team members must clearly present:

- their relevance to the project,
- the specific areas each member will cover,
- their qualifications for carrying out the terms of reference.



15. Scope of work

The bidder will be responsible for implementing activities aimed at addressing the identified gap related to the education of farmers and local community members on landscape fire measures and importance of prevention. The scope of work includes, but is not limited to, the following tasks:

1. Context and needs assessment

At the beginning, the bidder shall conduct a context and needs assessment to understand the local circumstances. This includes:

- a) Review of existing legislation, policies and guidelines related to open burning, landscape fire management and agricultural land management practices,
- b) Identify and define target groups (farmers, livestock owners, land users),
- c) Analyse the most common causes of landscape fires at the local level (vegetation burning, negligence, climate conditions.)

2. Development of a clear and locally adapted practical guideline for farmers and local community members on the causes risks and impacts of landscape fires

The objective of this task is to develop clear and locally adapted practical guideline that will improve the understanding of farmers and local community members regarding the causes, risks, and impacts of landscape fires, and promote safe, sustainable agricultural practices (materials should include guidance on safe agricultural practices, alternatives to open burning and measures to prevent accidental fires). Practical guideline should have at least followed content:

- a) Main causes of landscape fires,
- b) Environmental, economic and health impacts,
- c) Legal restrictions and penalties,
- d) Preventive measures and good practices,
- e) Safe behaviour guideline

3. Development of a tailor-made training for agricultural producers and local community members in Central Bosnia and Herzegovina-Neretva Canton, for landscape fire management measures

The objective of this task is to design a tailor-made training that will enhance the knowledge and capacities of farmers and local community members to prevent landscape



fires. The bidder should provide:

- a) Design of the training concept
 - b) Development of training content and agenda
 - c) Preparation of training materials (the education materials from Task 2. should be presented and distributed to participants during the events)
- 4. Organisation and preparation of tailor-made trainings for farmers and local community members in four municipalities in Central Bosnia Canton and four municipalities in Herzegovina-Neretva Canton,**

The objective of this task is to organize and implement trainings to deliver the developed training content and practical guideline to target groups in selected municipalities.

The bidder should:

- a) Select the four most vulnerable municipalities in Central Bosnia and four most vulnerable municipalities in Herzegovina-Neretva Canton, (the municipalities should be selected in consultation with the beneficiary institution, Ministry of agriculture, water management and forestry of Federation of Bosnia and Herzegovina),
 - b) Prepare plan for implementation,
 - c) Conducts one training per selected municipality (total of eight trainings)
 - d) Invite participants from already identified target groups (farmers, local community members),
 - e) Ensure balanced participation of man and women (where possible)
 - f) Arrange all necessary logistics including training venue, equipment, printing of the materials and refreshment and meal.
- 5. Development and production of two high-quality videos focusing on safe agricultural practices and the importance of prevention of landscape fires**

The objective of this task is to develop and produce two high-quality videos focusing on agricultural practices and the importance of prevention of landscape fires including scriptwriting, storyboarding, filming, editing, and final delivery in agreed formats suitable for dissemination and use.

- 6. Documentation of all activities conducted under the assignment, including training sessions**

The objective of this task is to ensure documentation of all activities carried out under the assignment, in order to support monitoring, reporting, knowledge sharing, and future replication



of activities.

The bidder should:

- a) Produce practical guideline for farmers and local community on the risk causes and impacts of landscape fires,
- b) Report on /trainings held (collect presentations, participants lists, provide photo documentation and evaluation form from participants),
- c) Create compilation of results and lessons learned (analyse information collected throughout the assignment to identify key findings, challenges encountered and future recommendations).

7. Preparation of a final report summarizing implemented activities, number and profile of participants, key outcomes, and recommendations for future education efforts

The objective of this task is to produce well-structured final report that consolidates all activities carried out under the assignment, presents key results and outcomes, and provides recommendations for future education and awareness efforts related to landscape fire management.

The bidder should:

- a) Compile and review all data and documentation generated throughout the assignment, including developed practical guideline, reports from trainings and participants feedback,
- b) Provide a clear overview of participants reached, including total number of participants and categories of participants (farmers, residents, institutional representatives),
- c) Prepare the final report in a clear structure, including minimum:
 - Summary
 - Introduction and objectives
 - Description of activities implemented
 - Overview of developed materials and training programme
 - Key outcomes and results
 - Lessons learned and challenges
 - Recommendations
 - Annexes (supporting documentation)



16. Expected deliverables

The consultant is expected to deliver the following outputs within the agreed timeframe:

1. Work plan

Preparation of an inception report outlining the short methodology for implementing education activities. The report should include implementation methodology, identification of target groups and proposed locations (municipalities) of training events in Central Bosnia and Herzegovina-Neretva Canton.

2. Practical guideline on landscape fire prevention and safe practices in agriculture

Development of practical guideline for farmers and local community members explaining causes, risks and impacts of landscape fires. Materials should include guidance on safe agricultural practices, alternatives to open burning and measures to prevent accidental fires.

3. Eight tailor-made trainings

Development and conduction of eight tailor-made training for farmers and local community members in Central Bosnia and Herzegovina-Neretva canton. The Programme should include training modules, agenda, presentation materials and practical examples of fire prevention measures relevant to agricultural practices.

4. Two high-quality videos

Two videos on safe agricultural practices and the prevention of landscape fires will be developed and delivered. Each video will be fully produced, including scripting, filming, editing, and post-production. Final outputs will be submitted in agreed formats, ready for dissemination and use.

5. Documentation of activities

Documentation of all activities conducted under the assignment, including trainings. Documentation should include participant lists, photos, training agendas and short summaries of discussions and key outcomes from each event.

6. Final report and documentation

Preparation and submission of a final report summarising the implemented activities. The report should include content described in section "Scope of work" under Task 6. point f).

All results, documents, and products generated under this assignment shall remain the exclusive property of the Landscape Fire Management in the Western Balkans Programme, which retains full ownership and copyright of the materials produced. Beneficiary of all results is Ministry of agriculture, water management and forestry of Federation of Bosnia and



Herzegovina.

17. Expertise

The bidder needs to provide the team of experts consist of highly qualified professionals with proven expertise in project management related to nature protection, fire protection or forestry. The following criteria apply:

Experience in project management in Bosnia and Herzegovina

The Team Leader/Project Manager should have proven experience in successfully managing similar assignments, including planning, coordination of multidisciplinary teams, and supervision of project implementation and project reporting.

Fire protection/civil protection Experience

Lead expert/fire protection expert should have professional experience in landscape fire management, fire protection, forestry or related fields including strong knowledge of fire causes, risk factors, and prevention measures in rural and agricultural contexts. The expert must have proven experience in translating technical knowledge into practical, user-friendly educational materials tailored to non-expert audiences. Familiarity with the local context in Bosnia and Herzegovina or similar environments is required, including understanding of land use practices and fire-related risks.

Video production Experience

Video production expert should have experience in developing and producing educational or awareness-raising video content, including scriptwriting, filming, and post-production.

Training and Capacity Building Experience

The team should have proven experience in designing and delivering training Programmes or workshops targeting farmers, agricultural producers or rural residents.

Professional Integrity

Commitment to principles of transparency, non-discrimination, gender equality, and inclusion of socially vulnerable groups in all stages of the assignment.



18. Professional qualification of the consultants, timeframe and work volume

The team should consist of an experience consultants/expert.

Team members must possess the following qualifications:

Team leader/Project manager

- MSc in nature or technical sciences, with at least 10 years of work experience,
- The expert must have participated in preparation of at least 5 same or similar projects,
- Proven experience in project management and reporting,
- Proven experience in managing complex, multi-component projects, including coordination of multidisciplinary teams.
- Proven knowledge of English language

Lead expert/Fire and civil protection expert

- MSc in environmental science, forestry, landscape fire management, fire protection, civil protection or similar field,
- At least 5 years of experience in landscape fire management, fire protection, civil protection, forestry or nature protection projects,
- Experience in developing education materials related to fire protection or nature protection.

Video production expert

- University degree in media production, film, communications, journalism or similar field,
- At least 5 years of experience producing, directing, and editing video content, preferably for educational or awareness-raising purposes,
- Demonstrated proficiency in video editing,
- Strong skills in scriptwriting, storyboarding, and visual storytelling

Team member/Technical support

- BSc in environmental science, forestry, communication or similar field,
- At least 3 years of experience in project management and awareness campaigns,
- Experience in organization of workshops/events related to nature protection,



Detailed distribution of tasks of the consultant and expert days is defined as follows:

Position	Consultant/Expert	Task	Specific tasks	Number of expert days
1	Team leader/Project manager	Coordination and technical leadership	<ul style="list-style-type: none"> Responsible for overall coordination and management of the assignment, including work planning, supervision of experts, and quality assurance of all deliverables. Ensure effective communication with the Contracting Authority Coordinate inputs from all experts, and oversee the timely implementation of all activities, including development of practical guideline, training Programme delivery, and reporting Provide guidance and oversight to the Lead expert/Fire and civil protection expert in the development of practical guideline, ensuring that outputs are practical, coherent, and aligned with project objective Provide guidance and oversight to the Video production expert in the development of two videos Participate in the planning and organization of trainings 	40



			<ul style="list-style-type: none"> • Monitor progress of activities and address any implementation challenges or delays • Lead and/or supervise the preparation of the final report, ensuring completeness, quality, and timely submission • The team leader act as a contact person for this Terms of Reference 	
2	Lead expert/Fire and civil protection expert	Technical leadership on landscape fire management and preparation of practical guideline	<ul style="list-style-type: none"> • Conduct analysis of the local context related to landscape fires, including causes, risk factors, and impacts in agricultural and rural areas • Review relevant legislation, policies, and existing materials related to fire management and agricultural practices • Lead the development of practical guideline for farmers and local community members • Collaborate with the Team leader and other experts to ensure consistency and quality of outputs • Provide technical input into the development of the training programme and training materials • Support, as needed, the delivery of trainings/workshops by 	30



			<p>providing technical explanations and guidance</p> <ul style="list-style-type: none"> • Contribute to the documentation of activities and preparation of the final report, particularly sections related to technical content and practical guideline • Provide technical input and expert guidance for the development of video content 	
3	Video production expert	Video production and editing	<ul style="list-style-type: none"> • Develop concepts and scripts for two videos on safe agricultural practices and landscape fire prevention • Prepare storyboards and visual concepts in line with project objectives and target audience • Plan and organize video production, including scheduling, locations, and required equipment • Conduct filming (on-site or studio) ensuring high-quality audio-visual material • Incorporate technical inputs and feedback from the Lead expert/Fire and civil protection expert into the video content 	20
4	Team member/Technical support	Technical and operational support for training,	<ul style="list-style-type: none"> • Support the development of the trainings including preparation of training 	20



		communication and reporting	<p>modules, agendas, and materials</p> <ul style="list-style-type: none"> • Support the organization and logistical preparation of trainings (e.g. coordination with local stakeholders, venues, participant lists) • Facilitate workshops/trainings using participatory and practical approaches • Support the collection of data and feedback from workshops/trainings (e.g. attendance sheets, evaluation forms) • Contribute to the preparation of reports, including inputs on workshop/training delivery, participant engagement, and lessons learned • Coordinate with the Team Leader and other expert to ensure smooth implementation of project activities 	
	Total (expert days)			110

NOTE: The financial proposal shall be all-inclusive and cover all costs related to the assignment, including expert fees, organizing trainings, video production, travel expenses, daily allowances, accommodation, meals, and any costs associated with the organization and delivery of tasks. No additional costs will be considered beyond the submitted financial offer.



Documents for proving the educational and/or professional qualifications of the project team and expert:

The participation of all team members in projects identical and/or similar to the subject of the procurement will be verified through the submitted CVs in English language.

As evidence of the educational and professional qualifications of the team members, diplomas, certificates, confirmations, licenses, or any other proof issued by legal entities confirming the successful acquisition of the qualifications can be requested by the LFMWB Programme.

The relevant experience of the expert in the field is proven with a list of references corresponding to the requirements of this call, as well as contact details of clients with whom the expert has been engaged/employed, and who can confirm the reference.

Note: The list of references in the relevant fields of the proposed key expert will be evaluated under the “quality” element of the award criteria. If the minimum requirements are not met, the offer will be rejected as unacceptable and will not be considered further in the evaluation procedure. The Commission has the right, if necessary, to contact the persons listed in the CV to verify the expert's participation in a specific project.

Availability of the persons responsible for carrying out the tasks under the contract

Experts do not need to be permanently employed by the bidder; they may be engaged as external experts or engaged from another company/organization if such a profile does not exist within the bidder. This situation may be regulated by submitting a Statement of inclusion in the team (Annex 5), signed and certified by the bidder.

Engagement of the same expert in several different areas is permitted (grouping of human resources), provided that the expert meets the criteria for determining capability (qualifications).

19. Content of the Offer

Method of Preparing the Offer

The offer is prepared in accordance with the conditions specified. The offer must contain all elements prescribed in the offer template provided in Annex 1-4 of this tender documentation.

The bidder prepares one original copy. The offer must be written in indelible ink and signed by the authorized representative of the bidder. All pages of the offer, except unchanged printed literature, must be initialled by the person signing the offer. Any writing between the lines, deletions, or overwriting of existing text is valid only if initialled by the person signing the offer.



Elements of the Offer

The offer should be prepared based on the defined tasks and must consist of the following elements:

- A statement with signature and stamp confirming that the bidder understands and accepts all requirements stated in the call;
- Offer template (Annex 1);
- Technical offer with defined methodology, activities, and timeline;
- Financial offer (Annex 2) – The financial offer must be completed without any changes to its format. Otherwise, the offer may be rejected as unacceptable;
- Statement for proving capacity or documents proving personal status (Annex 3);
- Documents proving professional activity;
- Documents proving technical or professional capacity;
- Statement for the engaged expert team (Annex 4);
- Written authorization for the representative of the group of economic operators (only for groups of economic operators).

The bidder must prepare and submit the offer based on the offer template included in this tender documentation.

The bidder must use the templates provided in this tender documentation, which must be completed without any changes to their format. Otherwise, the offer may be rejected as unacceptable.

20. Price of the Offer

The offered price must include all costs and discounts incurred by the bidder (including any potential import customs duties) and must be expressed with all costs and taxes for bidder registered in Bosnia and Herzegovina.

The price must be written both in numbers and in words;

In case of discrepancies between the price written in numbers and the one written in words, the price written in words shall prevail;

In case of arithmetic errors, the Evaluation Committee will decide which price will be taken into consideration;

If the price is higher than the expected value, but the bidder meets all other evaluation criteria, the Evaluation Committee may decide to cancel the procedure or negotiate with the bidder to reduce the offered price;

If two bidders offer the same price, the Evaluation Committee will consider the offer submitted first according to the registry entry, date, and time.

21. Currency of the Offer

The price in the offer must be expressed in CHF (Swiss franc) for bidders from Bosnia



and Herzegovina.

22. Validity Period of the Offer

The offer shall remain valid for 20 days from the deadline for submitting offers. During this period, the offer is binding in all its elements for the bidder.

23. Submission of the Offer

The bidder prepares one electronic copy of the offer.

The offer must be written in indelible ink and signed by the authorized representative of the bidder or by a person authorized by the bidder then scanned and combine as pdf file.

The offer as pdf file needs to be submitted to Marija Sterjovska at:

marija.sterjovska@lfmwb.net

24. Deadline for Submitting Offers

The deadline for submitting offers is 06.05.2026 at 16:00 (CET).

Any offer submitted after the deadline will be rejected as late and returned to the bidder.

25. Principle of One Offer

One legal entity may submit only one offer, regardless of whether it submits individually or as part of a group of bidders. Otherwise, all offers in which that legal entity appears will be rejected.

26. Opening and Evaluation of Offers

The opening of the offers will not be public. The offers will be opened by the Evaluation Committee.

A record will be kept during the opening of the offers.

27. Evaluation of the offers

Model for Evaluation of Bidders and Offers

The Evaluation Committee assesses the bidders and the offers based on the following model:

FORMAL REQUIREMENTS (ELIMINATORY)	
Offer submitted within the required deadline	Yes/No
Offer is complete	Yes/No



ELIGIBILITY CRITERIA (ELIMINATORY)	Submitted	Valid
Evidence for establishing personal standing – registration form (the ability is assessed for all requirements and conditions separately)	Yes/No	Yes/No
Evidence for competence for performing a professional activity	Yes/No	Yes/No
Evidence for establishing technical or professional capacity (the ability is assessed for all requirements and conditions, both for the bidder and for each expert individually)	Yes/No	Yes/No

AWARD CRITERIA	100 points
<i>Economically most favourable offer</i>	
Element 1 – Quality	70 points
Element 2 – Price	30 points

The bidder must fully comply with the formal requirements and eligibility criteria; otherwise, the offer will not be considered.

Quality Characteristics (Technical Offer)

The points for the technical offer (quality) are evaluated based on:

- Sub-element 1 – Expertise and experience of the proposed experts, based on the submitted list of references and CVs (40 points)
- Sub-element 2 – Experience of the bidder in implementing the same or similar projects, based on the reference list (10 points)
- Sub-element 3 – Methodology for data collection and analysis (20 points)

28. Financial offer

The price of the offer will be calculated as the total price, whereby the offer with the lowest proposed price will receive the highest number of points (the maximum determined).

The points for the price element for all other offers will be awarded according to the following formula:

Number of points = (Lowest offered price × Maximum number of points) ÷ Offered total price

The contract will be awarded to the bidder with the economically most favourable offer,



i.e., the bidder who receives the highest number of points from all sub-elements of the criterion “economically most favourable offer.”

If only one offer is received, it must meet the minimum points required for the criterion “economically most favourable offer” in order to be selected for contract award.

If, during the contract award procedure, the most favourable acceptable offer according to the conditions of the procedure has a price higher than the planned budget, the contracting authority will negotiate with the bidder or cancel the procedure.

The selected bidder will be informed of the final decision in writing within 5 days from the date the decision is made.

Bidders that are not selected do not have the right to appeal.

Information about the selected bidder will be published on the website of the Coordinator of the Landscape Fire Management Programme in the Western Balkans.

Confidentiality of the Evaluation Process

No information related to the review, evaluation, or comparison of offers during the evaluation process shall be disclosed to bidders or to any other persons who are not officially involved in the procedure.

Clarification of the Offers

Submission of additional documents after the expiration of the deadline is not accepted.

If necessary, the Evaluation Committee may request clarifications regarding the offer. The request must be sent by e-mail, and the bidder’s response must be sent directly to the sender.

29. Award and Conclusion of the Contract

After the final decision for selecting the most favourable bidder is made, the Contracting Authority will award the contract to the bidder whose offer is evaluated as the economically most favourable, i.e., the bidder who receives the highest total number of points from all elements of the “economically most favourable offer” criterion.

The Contracting Authority will deliver the contract to the selected bidder in four (4) copies for signing.

The selected bidder is obliged to sign the contract within 7 (seven) calendar days from the day of receiving the contract and return it to the Contracting Authority.

The Contracting Authority undertakes to send the required number of signed copies of the contract to the selected bidder after it is signed by the authorized person.

30. Deadline for Delivery of Goods / Performance of Services / Completion of Works

The service shall commence on the date of the contract signature and, in any case, shall not extend beyond 30 November 2026.



31. Method of Payment

Payment of financial funds for this program activity from Farmahem – the Landscape Fire Management Programme in the Western Balkans – to the legal entity will be carried out as follows:

- Upon submission of the first invoice for advance payment after signing the contract, up to 30% of the total contract value;
- Upon submission of the second invoice after completion of four (4) trainings and finalization of the practical guideline, along with a progress report. Once the progress report is approved by the LFMWB, up to 40% of the total contract value can be disbursed;
- Upon submission of the final invoice with the Final Report (previously approved by the Team Leader), no later than 31.10.2026, after completion of the remaining four (4) trainings and delivery of two (2) videos, for the remaining 30% of the total contract value.

Farmahem will pay the invoiced amounts to the economic operator within 10 (ten) days from the date of receipt of the invoice.

32. Cancellation of the Contract Award Procedure

The contract award procedure may be cancelled in the following cases:

- No offer has been received;
- None of the offers meet the evaluation criteria;
- If the selected most favourable bidder does not sign the contract within the deadline specified in the tender documentation, the Contracting Authority reserves the right to consider that the selected bidder has withdrawn from concluding the contract.

33. Monitoring and evaluation

Monitoring and evaluation of the implementation of this project task will be conducted by the Landscape Fire Management in the Western Balkans Programme team, Country Project Staff in FBiH and Country Project Institution in FBiH (Ministry of agriculture, water management and forestry of Federation of Bosnia and Herzegovina).

34. Transversal topics

To apply transversal themes in the implementation of activities: gender equality (realization of activities to strive for gender equality and integration of both sexes), principles of good governance (transparency, non-discrimination, effectiveness, efficiency, participation, adherence to legal regulation) as well as the inclusion of socially excluded categories.



ANNEX 1 – OFFER TEMPLATE

Based on public tender issued by the Landscape Fire Management in the Western Balkans Programme, for awarding a public procurement contract: " Education of farmers and local community members on landscape fire measures and importance of prevention", conducted through a tender procedure, in accordance with the Methodology for implementing contract award procedures approved by the Swiss Agency for Development and Cooperation, prepared for the needs of the Landscape Fire Management in the Western Balkans Programme, we submit the following:

OFFER

Part 1 – Information about the Bidder

1.1. Name of the Bidder: _____

1.2. Contact Information

Address: _____

Telephone: _____

E-mail: _____

Contact person: _____

1.3. Responsible person: _____

1.4. Tax number: _____

1.5. Company registration number: _____

1.6. We hereby agree to submit this offer for the subject of the public procurement contract, in accordance with the Technical and Financial Offer.

1.7. Our offer consists of the following parts:

- Completed Offer Form
- Documents proving personal status
- Document proving the capacity to perform a professional activity
- Evidence of technical or professional capacity
- Technical offer
- Financial offer
- Statement of the engaged expert team
- Written authorization for the representative of a group of economic operators (if the bidder is an individual bidder, this item should be deleted)



1.8. By submitting this offer, we fully accept the conditions specified in the call and the documentation and do not dispute your right to cancel the procedure for awarding the public procurement contract, in accordance with the Methodology for implementing contract award procedures approved by the Swiss Agency for Development and Cooperation, prepared for the needs of the Landscape Fire Management in the Western Balkans Programme.

Place and date:

Responsible/Authorized person:

(signature and stamp)

Part 2 – Technical Offer

2.1. We agree to offer the following services:

"Providing consulting services for the process of Education of farmers and local community members on landscape fire measures and importance of prevention" in accordance with the Terms of Reference (project task), annex to the tender documentation, and the tender documentation itself.

2.2. We agree with the service delivery deadline established in the tender documentation.

2.3. Our offer is valid for the period specified in the tender documentation.

2.4. We agree with the method of service delivery, the language of preparation of the required documents, and the number and method of submission of the deliverables as defined in the tender documentation.

2.5. In accordance with the tender documentation requirements, we submit all documentation in our possession necessary for the evaluation of the technical offer (quality).

2.7. Our technical offer is binding.

2.8. By submitting this offer, we fully accept the conditions defined in the tender documentation and the technical specifications – project task.

2.9. We hereby submit our Technical Offer, prepared on the basis of the tender documentation.

Place and date:

Responsible/Authorized person:

(signature and stamp)

ANNEX 2 – FINANCIAL OFFER

2.1.

Description of the service	Quantity	Unit price in CHF	Total price in CHF
"Education of farmers and local community members on landscape fire measures and importance of prevention "	1		

The total price of our offer, including all costs and discounts, amounts to:

_____ [in numbers in CHF]
_____ [amount expressed with
words]

3.2. We agree with the payment terms established in the tender documentation.

3.3. By submitting this offer, we fully accept the conditions outlined in the tender documentation.

3.4. We hereby submit our Financial Offer, prepared based on the tender documentation.

Place and date:

Responsible/Authorized person:

(signature and stamp)



ANNEX 4 – STATEMENT FOR PROVING CAPACITY

STATEMENT

Under substantive and criminal liability, I hereby declare that for

(indicate the name of the bidder), there are no reasons for exclusion from the procedure, and that it fully meets the required conditions for determining capacity specified in the tender documentation for the procurement for awarding a public procurement contract for services titled: "Providing consulting services for the process of Education of farmers and local community members on landscape fire measures and importance of prevention" published by the Landscape Fire Management in the Western Balkans Programme.

Moreover, I declare that we have all the necessary documents to prove fulfilment of the required conditions. The documents will be submitted to the contracting authority if our offer is selected as the most favourable.

Place and date:

Responsible/Authorized person:

(signature and stamp)



ANNEX 5 – TEMPLATE STATEMENT FOR ENGAGED EXPERT/CONSULTANT

Statement for the persons responsible for implementing the tasks under the contract,

I hereby declare that the bidder _____ (name of the bidder) for the implementation of the procurement " Education of farmers and local community members on landscape fire measures and importance of prevention" we will engage the following team:

_____ (Name and surname), employed OR engaged in our organization/institution (please select; circle employed or engaged) as –**Team Leader/Project Manager**

_____ (Name and surname), employed OR engaged in our organization/institution (please select; circle employed or engaged) as – **Lead expert/Fire and civil protection expert**

_____ (Name and surname), employed OR engaged in our organization/institution (please select; circle employed or engaged) as – **Video production expert**

_____ (Name and surname), employed OR engaged in our organization/institution (please select; circle employed or engaged) as –**Team Member/Technical support**

The above-listed individuals responsible for implementing the tasks under the contract will be engaged and available throughout the entire duration of the contract.

The proposed individuals are engaged exclusively for this purpose and will not be engaged by any other bidder for performing tasks related to this specific procurement, nor will they participate in any other offer for the same procurement procedure. Otherwise, we accept that our offer may be rejected as unacceptable.

Place and date:

Responsible/Authorized person:

(signature and stamp)