

Tirana, 11/03/2021

**INVITATION TO TENDER**

**For:**

**“Regional Communication and Visibility Campaign “YOUth Inspired by Peace”**

This is an invitation to tender for the above-mentioned service contract. Please find enclosed the following documents, which constitute the **Tender Dossier**:

1. **Contract notice**
2. **Instructions to tenderers**
3. **Draft contract**
4. **Terms of reference**
5. **Service tender submission form** (*To be submitted by the tenderer as the standard application form using the template provided Annex I)*
6. **Financial offer form** (*To be submitted by the tenderer as the financial offer using the template provided Annex II*)

In addition, as an integral part of the tender dossier you may find for your consideration the**: “Campaign Communication plan “YOUth inspired by peace”.**

We look forward to receiving your tender, which has to be sent no later than the submission deadline at the e mail address specified in the instructions to tenderers.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

Yours sincerely**,**

Head of Contracting Authority

Djuro Blanusa

Secretary General

**A: SERVICE CONTRACT NOTICE**

1. **Contract title: “**Regional Communication and Visibility Campaign “YOUth Inspired by Peace”
2. **Work - base:** Western Balkans 6
3. **Procedure:**  Open procedure
4. **Financing:** United Nations Peacebuilding Fund (UNPBF) and United Nations Population Fund (UNFPA)
5. **Contracting authority:**  Regional Youth Cooperation Office (RYCO).

**CONTRACT SPECIFICATION**

1. **Nature of contract:**  Global price.
2. **Contract description:** To carry out the implementation of the campaign “YOUth Inspired by Peace'', RYCO is seeking a service provider for implementation of communication and visibility campaign on the results achieved through the implementation of the project “Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for RYCO”. Service provider will implement the campaign based on the campaign plan provided by RYCO.
3. **Number and titles of lots:** Sole lot.
4. **Maximum budget:** 45 000 Euro

**CONDITIONS OF PARTICIPATION**

1. **Eligibility:** Participation in tendering is open on equal terms to Legal entities registered in the WB6 participating either on their own or as a consortium.
2. **Number of tenders:**  No more than one tender can be submitted by a tenderer. In the event that a tenderer submits more than one tender either on their own or as part of a consortium, all tenders in which the eligible entity has participated will be excluded.
3. **Grounds for exclusion:** As part of the tender, tenderers must submit a signed and stamped declaration, included in the tender submission form, to the effect that they are not in any of the exclusion situations.
4. **Sub-contracting:**  Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract:** 1st April 2021.

1. **Provisional duration of the assignment:**  The overall assignment will be completed between 1st of April and the 7th May 2021.

**Note:**The assignment is expected to require both face-to-face visits in Western Balkans 6 (if possible in view of COVID-19) and remote support.  

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria:** The following selection criteria will be applied to the tenderers.

1. **Qualification and professional experience of the tenderers.**

The objective of this criterion is to examine whether or not the tenderer:

* Has a professional profile, sufficient experience, and financial capacity appropriate to this contract as per the Terms of Reference requirements: “Qualifications” section, listed as follows:

1. **Overall requirements:**

* The service provider must be a legal entity registered in the WB6 and has the capacity to organize all the planned activities in the region (individually and locally, in cooperation with branches or partners/subcontractors);
* Demonstrated capacities and experience in campaign management, production of multimedia events and materials, digital communication assets and production of promotional materials;
* Skilled and experienced writers, proofreaders and editors, both in English and local language/s needed for this task;
* Skilled and experienced videographers, video-editors, photographers and graphic designers dedicated for this task;
* Experienced team dedicated to this task (CVs of key personnel, including consultants and subcontractors and of the Team Leader to be submitted in the application);
* Quantifiable services offered pro bono will be taken into account during the selection process;
* Fluency of team members in English (written) is a requirement.
* Previous experience with comparable organizations (donor agencies, grantmaking agencies, international and intergovernmental organizations) is required.
* Previous experience in the topics covered by the campaign (youth, peacebuilding, intercultural dialogue) is an asset.

Overall required soft skills for the team delivering the services:

* Ability to think creatively and strategically
* Excellent interpersonal and communications skills
* Understanding of the local and regional context: ability to understand audiences and plan for desired outcomes
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Consistently approaches work with energy and a positive, constructive attitude;
* Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills;
* Excellent organizational and time management skills;
* Responds positively to feedback;

1. **Team requirements/Staff requirements**
2. **Senior Key Expert – Team Leader**

* University degree in Communications, Journalism, Media or relevant area;
* Fluency in English and at least one other WB6 language, written and oral, is required
* Minimum 7 years’ experience in project management or leading teams is required;
* Minimum 5 years of previous working experience as communications or media specialist is required;
* Proven experience in managing PR and digital campaigns for a variety of audiences;
* Proven experience on at least two high level campaigns and/or events focused on development issues, including delivery of substantive communications, content development and production
* Previous experience working with international organizations is an asset;
* Previous work in the Western Balkan context is an asset;

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1. **Senior PR Expert**

* University degree in Communications, Journalism, Media or relevant area;
* Fluency in English and at least one other WB6 language, written and oral, is required;
* At least 5 years’ experience in designing and implementing communications campaigns is required;
* Demonstrated experience in conducting PR campaigns for a variety of audiences;
* Proven track record of successfully delivering PR campaigns and events;
* Capability and proven experience crafting massages and products in various formats (press releases, websites, success stories, audio, video, blog entries, tweets and similar) targeting a variety of audiences;
* Experience creating communications products on peacebuilding is an asset;
* Experience creating communications/advocacy products focusing on and targeting young people, or working together with youth is an asset;
* Experience with international and national organizations and institutions, donors and similar will be considered as an asset;
* Previous work in the Western Balkan context is an asset;
* Demonstrated experience in creating campaigns for cross-border initiatives is an asset.

1. **Social Media and Digital Content Expert**

* University degree will be considered an asset.
* At least 3 years of relevant experience working in social media, with responsibility in content preparation, management and publication;
* Proven strong and varied portfolio of content created for different audiences (showcasing of such portfolio is expected as part of the application);
* Proven experience in ads management on social media platforms
* Proven track record with international organizations in similar tasks is an asset.
* Fluency in English, oral and written

1. **Event manager**

* University degree would be considered as an asset;
* Minimum 5 years of relevant working experience in organizing events;
* A proven capacity in designing and coordinating complex and multi layered activities related to the event management;
* Fluency in English and at least one WB6 language, oral and written, is required;
* Proven ability to think strategically, to express ideas clearly and concisely, to work both independently and in teams, to demonstrate self-confidence combined with sensitivity to gender and culture;
* Excellent organizational skills with developed attention to detail;
* Excellent computer skills and knowledge of mainstream online platforms;
* Experience with international and national organizations and institutions, donors and similar will be considered as an asset.

1. **Graphic designer**

* University degree in Industrial Art, Graphic Design or diploma on completion of training course on professional graphic design will be considered an asset.
* At least minimum 5 years of experience working as a graphic designer in a multicultural, international environment;
* Demonstrated experience in creating designs in different formats for a variety of audiences;
* Proven track record with international organizations in similar tasks is an asset.
* Fluency in English, oral and written

1. ***Financial offer***

* The objective of this criterion is to examine if the financial offer submitted by the technically qualified tenderers for the implementation of this contract aligns with the quality of the tender and is within the upper limit of budget available for this contract.

**17. Award criteria**: Best price-quality ratio.

**TENDERING**

**18. Deadline for receipt of tenders: 01/04/2021, 17h00.**

**19. Tender format and details to be provided**: Tenders must be submitted using the standard tender form provided in this tender dossier. To prepare their tender, Tenderers must strictly follow all the instructions indicated at “*Instructions to Tender*” part of this tender dossier.

**20. How tenders may be submitted**: Tenders must be submitted in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

* Tenders submitted by any other means will not be considered.
* By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders:**  Tenderers may alter or withdraw their tenders by e mail notification referring to the above given email address prior to the deadline for submission of tenders. No tender may be altered after this deadline.

**22. Operational language:**  All communications for this tender procedure and contract must be in English.

**23.****Offer validity period:** The offer validity period is 90 (ninety) days from the deadline for submission of tenders.

**24. Legal basis:**

- Statute of the Regional Youth Cooperation Office

- RYCO’s Rules for Procurement

- UN-RYCO project “Supporting the Western Balkan's collective leadership on reconciliation: building capacity and momentum for RYCO”

**B: INSTRUCTIONS TO TENDERERS**

**Contract title:** “Regional Communication and Visibility Campaign “YOUth Inspired by Peace”

**Financing :** United Nations Peacebuilding Fund (UNPBF) and United Nations Population Fund (UNFPA)

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, draft contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the specified deadline may lead to the rejection of the tender.

1. The services required by the Contracting Authority are described in the terms of reference (part D of the tender dossier) and form an integral part of the Contract.
2. **Timetable**

|  |  |  |
| --- | --- | --- |
|  | **DEADLINE** | **TIME\*** |
| **Deadline for requesting clarification from the contracting authority** | **Up to 5 (five) working days before the deadline for submission of tenders** | **17:00** |
| **Last date for the contracting authority to issue clarification** | **At the latest 2 (two) working days after receiving them.** | **17:00** |
| **Deadline for submitting tenders** | **01/04/2021** | **17:00** |

**\*** All times are in the time zone of the country of the contracting authority

1. **Participation, qualification and subcontracting**
2. Participation in this tender procedure is open on equal terms to Legal entities registered in the WB6 participating either on their own or as a consortium.
3. Qualification: Upon meeting the selection criteria.
4. Subcontracting is allowed.
5. **Content of tender**

The tender must comprise of a Technical offer and a financial offer.

**4.1. Technical offer**

The technical offer must include the following documents:

1. **Tender submission form according the template given in the tender dossier (ANNEX I of the tender dossier), including:**
2. **“STATEMENT”,**
3. **“DECLARATION ON HONOUR ON EXCLUSION CRITERIA”,**
4. **“FINANCIAL IDENTIFICATION FORM”**

***\**** *The above mentioned form to be completed signed and stamped by the tenderers.*

**The evidences to support the selection criteria** set in the Terms of Reference as follows:

* Technical offer (including methodology and Campaign implementation plan).
* Portfolio and Reference list of the service provider (i.e.: demonstration of previous work in the relevant field including the presentation and links of online applications and any other relevant work to this assignment) with key focus on the last 5 years.
* Curriculum Vitae (CV) of the team leader and of each key personnel part of the team.
* List of partners (in case of consortium/subcontractors) or branches for each of the six locations in WB6 or individuals (event manager) depending on management plan;
* Copy of legal registration.

**4.2. Financial offer**

The Financial offer, must be presented as an amount in Euro and must be submitted using the template of Annex II of this tender dossier.

1. *Tenderers are reminded that the maximum budget available for this contract, as stated in the contract notice, is 45 000 EUR. Payments under this contract will be made in the currency of the tender.*
2. *In the financial offer submitted by the tenderers all applicable taxes must be included.*
3. *All costs of travel and logistics should be included in the financial offer.*
4. *The financial offer should be split the following way:*

*- UN-RYCO communications campaign (45% of the budget value)*

*- Regional event (55% of the budget value)*

**Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be in English.**

Supporting documents furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

Failure to fulfil the requirements of this clauses will constitute an irregularity and may result in rejection of the tender.

*All documentary proof as well as forms, statements and declarations comprising technical offer and financial offer must be scanned copies of the originals.*

*Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender.*

1. **Additional information before the deadline for submitting tenders**

The tender dossier should be clear enough to avoid tenderers having to request additional information during the procedure. If the contracting authority, either on its own initiative or in response to a request for clarification from a tenderer, provides additional information on the tender dossier, it must make available such information for all the tenderers at the same time.

Tenderers may submit questions to the following email address:

* [procurement@rycowb.org](mailto:procurement@rycowb.org) **up to 5 (five) working days before the deadline for submission of tenders expires, specifying the contract title.**

The contracting authority has no obligation to provide clarification after this date.

The contracting authority must respond to request for clarifications **at the latest 2 (two) working days before the submission deadline.**

Any tenderer seeking to arrange individual meetings with the contracting authority concerning this contract during the tender period may be excluded from the tender procedure.

No information meeting or site visit is foreseen.

1. **Submission of tenders**

Tenders must be sent to the contracting authority withinthe given deadline in point 2 “Timetable” of Instructions to tender. They must include the requested documents specified on clause 4 above and be sent to the following email address :

[procurement@rycowb.org](mailto:procurement@rycowb.org)

* Tenders submitted by any other means will not be considered.
* All tenders submitted after the above given deadline shall be rejected.

1. **Amending or withdrawing tenders**

Tenderers may amend or withdraw their tenders by e mail referring to the above given email address prior to the deadline for submitting tenders. The subject of the email must be ‘Amendment….’ or ‘Withdrawal…’ as appropriate. Tenders may not be amended after this deadline.

1. **Costs for preparing tenders**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer.

1. **Ownership of tenders**

The contracting authority retains ownership of all tenders received under this tendering procedure.

1. **Offer validity period**

The offer validity period is 90 (ninety) days from the deadline for submission of tenders.

1. **Evaluation of tenders**

11.1 **Examination of the administrative conformity of tenders**

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer’s obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

**11.2 Evaluation of technical offers**

The quality of each technical offer will be evaluated in accordance with the award criteria. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

**11.3. Evaluation of financial offers**

Upon completion of the technical evaluation the financial offers will be evaluated in accordance with the award criteria. Financial offers exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

Any arithmetical errors are corrected without penalty to the tenderer such that if there is a discrepancy between the amount in figures and in words, the amount in words will be the amount taken into account;

Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

**11.4. Choice of selected tenderer**

The most economically advantageous tender is the technically compliant tender with the best price-quality ratio, determined by the results of the technical and financial evaluation in accordance with the weighting on 90/10 basis, as per the following grid:

|  |  |  |  |
| --- | --- | --- | --- |
| Technical offer | Max points (90) | Concept and Methodology | 30 |
| Campaign implementation plan | 30 |
| References and Experience (Related to the legal entity/firm and team of experts)  *References/Experience of the legal entity/firm*  *Senior Key Expert – Team Leader*  *Senior PR Expert*  *Social Media and Digital Content Expert*  *Event manager*  *Graphic designer* | 30 |

|  |  |  |
| --- | --- | --- |
| Financial offer | Max points (10) | 10 |

**11.5 Confidentiality**

The entire evaluation procedure from the time of receipt of the tenders is confidential, subject to the contracting authority’s regulation on access to documents. The evaluation committee’s decisions are collective and its deliberations are held in closed session. The evaluation reports and written records are for official use only and may be not communicated to the tenderers.

1. **Ethics clauses / Corruptive practices**

a) Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.

b) Respect for human rights as well as environmental legislation and core labour standards

The tenderer and its staff must comply with human rights and applicable data protection rules. In particular, and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

c) Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract

d) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

e) Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The Contractor Authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

1. **Signature of contract(s)**

**13.1. Notification of award**

The successful tenderer will be informed by electronic means that its tender has been accepted. The successful tenderer shall then re- confirm availability or unavailability within 2 days from the date of the notification of award.

The other tenderers will, at the same time as the notification of award is submitted, be informed that their tenders were not retained, by electronic means, including an indication of the reason. The second best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of inability to sign the contract with the first ranked tenderer.

**13.2. Signature of the contract(s)/ Implementation of the service**

After the expiry of the appeal period (in cases when no appeals have been submitted) or after the end of appeal process if the award decision has not been subject to changes deriving from appeal process. the Contracting Authority will invite the successful tenderer to sign the contract.

Failure of the selected tenderer to comply with this requirement and/or availability may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may decide to award the contract to the second place ranked tenderer or cancel the tender procedure.

Should the Contracting Authority learn that a tenderer has confirmed the availability and signed the contract although the tenderer has deliberately concealed the fact of unavailability for the start of the assignment, the Contracting Authority may decide to terminate the contract

1. **Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation.

Cancellation may occur, for example, where:

* the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
* exceptional circumstances or force majeure render normal performance of the contract impossible;
* all technically acceptable tenders exceed the financial resources available;
* there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition.

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

1. **Appeals**

Tenderers believing that they have been harmed by an error or irregularity allegedly committed as part of a selection procedure or that the procedure was vitiated by any maladministration may file a complaint, which should be sent electronically to the Contracting Authority, at the same e mail address tenders were submitted, ***up to 3 days after receiving evaluation results.*** The Contracting Authority should respond to the tenderer by electronic means too at the latest 2 (two) days after receiving the compliant. In such cases the potential claimant shall be informed of the characteristics and relative advantages of the successful tender(s) and the contract value. However, certain information may be withheld where its release, would be contrary to data protection, or would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them.

**C: DRAFT CONTRACT**

**FOR**

**COMMUNICATION AND VISIBILITY SERVICES**

**FOR THE “YOUTH INSPIRED BY PEACE” CAMPAIGN**

This Service contract,the “*Contract”*, is entered into on m / d / 2021 by and between:

1. **The Regional Youth Cooperation Office (RYCO),** duly established and organized under the laws of Albanian, under registration number L71911452J having its registered address and Head Office at Rruga “Skenderbej”, 8/2/2 in Tirana, Albania, legally represented by Secretary General, Mr. Djuro Blanusa, adult, with full legal capacity to act, hereinafter referred to as “*RYCO*” or the “*Contracting authority*”

*on the one part*

and

1. --------------------------a company incorporated under the laws of ----------, having its registered office in ---( *insert address full address*)--, registered with the unique registration number -----------------, legally represented for the purposes of the signature of this Contract by M/Mrs (*name surname*), (Administrator, CEO), adult, with full legal capacity to act, referred to “*Service Provider*” or the “*Implementing Partner*”,

*on the other part,*

Hereinafter referred to individually as the “Party” and collectively the “Parties” to this Service contract.

By signing this Contract, the Parties confirm that they have read, understood and accepted the Contract as well as all its terms and conditions.

**Preamble**

This Contract is connected to the Project “Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for RYCO” (*the Project*) supported by the United Nations Peace-building Fund (*UNFPA*) and implemented by RYCO.

**Article 1**

**Subject of the Contract**

1. The subject of this Contract is the provision of services and support by the Service Provider to RYCO for the implementation of the communication and visibility of the “YOUth Inspired by Peace” campaign, within the frame of Output 4 of the Project, as defined in the UN-RYCO campaign communication plan, part of and attached to this Contract.
2. The “YOUth Inspired by Peace” campaign shall be implemented in parallel in all 6 (six) RYCO’s Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia.
3. RYCO shall retain the Service Provider and the Service Provider shall assist RYCO upon the terms and conditions outlined herein, in the UN-RYCO campaign plan and in the Terms of Reference, part of and attached to this Contract.
4. The Service Provider hereby states that it is fully capable to provide the Services under this Contract and has no other commitments or engagements to other persons, which could prevent from performing the obligations under this Contract.

**Article 2**

**Term of the Contract**

1. The implementation period of this Contract shall enter in force on April 1st, 2021 and shall continue in full force and effect until May 7th, 2021.
2. The Service provider cannot, under any circumstances, start work before the date on which this Contract enters into force.

*\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence*

**Article 3**

**Scope of Work**

The Service provider is responsible to carry out the implementation of the “YOUth Inspired by Peace'' campaign, by providing a communication and visibility services on the results achieved through the implementation of the project “Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for RYCO”. The Service provider will implement the campaign based on the campaign plan provided by RYCO.

**Article 4**

**Deliverables and timeline**

1. Under the guidance of the RYCO Team the Service provider shall undertake and deliver the following deliverables:
2. Full-service communications campaign, as per the UN-RYCO campaign plan; and
3. Regional event, as per the Concept note and agreement with the Contracting authority.
4. The Service provider shall implement the “YOUth Inspired by Peace” campaign according to the following indicative plan and timeline:

|  |  |  |
| --- | --- | --- |
| no. | Activity | Timeframe |
|  | Umbrella campaign. | At least 3 (three) weeks and to extend beyond May 7th, with unpaid promotion. (*Maximum until May 31st, 2021*). |
|  | “Acceptance and understanding” sub-campaign. | At least 10 (ten) days. |
|  | “Education” sub-campaign. | At least 10 (ten) days. |
|  | “Cooperation” sub-campaign | At least 10 (ten) days. |

1. The Service provider must provide the methodology (concept) for each deliverable, together with a preliminary working plan and milestones for completion of tasks. The developed concept should also include a backup plan in case of abrupt changes due to external circumstances.

**Article 5**

**Price of Contract and Payments Modality**

1. The total gross amount dedicated to the execution of this Contract is [*insert amount in numbers and letters, in both EUR and USD]*
2. The total gross amount of this Contract includes and covers the costs of travel, accommodation, and logistics or any other such expenses incurred by the Service provider during the execution of this Contract.
3. The Contracting authority shall execute the payment for the performance of the services under this Contract in 2 (two) instalments, as follows:
4. The 1st instalment, representing 30% of the price of the Contract, shall be disbursed upon approval by RYCO of the Campaign Management plan (including Regional event management and defined targets);
5. The 2nd instalment shall, representing 70% of the price of the Contract, amount shall be disbursed upon approval of the Final report of the Campaign.
6. RYCO will execute the payment for each instalment within 30 (*thirty*) days from the submission of the invoice by the Service provider. RYCO shall execute all payments in EUR to the following bank account:

*Bank account holder name:*

*Address of the bank:*

*Account number:*

*IBAN:*

*SWIFT:*

1. For the payment of each instalment the Service provider will be requested to submit the approved deliverables and reports, which should be in English, and irrespective invoice(s) (*signed originals*) using the templates which will be provided by RYCO.
2. The payment shall be considered as executed by RYCO when RYCO submits to the Bank the bank order for the transfer of the monthly amount to the bank account of the Service Provider.
3. The Contracting authority may at any point suspend the payment deadline if a request for payment cannot be processed because it does not comply with the Contract’s provisions. The Contracting authority must formally notify the Service provider of the suspension and the reasons for it.
4. The suspension takes effect on the day the notification is sent by the Contracting authority. If the condition for suspending the payment deadline as referred to is no longer met, the suspension will be lifted and the remaining period will resume.
5. If the payment deadline has been suspended due to the non-compliance of the reports or deliverables and the revised report or deliverables is not submitted or was submitted but is also rejected, the Contracting authority may also terminate the Contract.
6. The Contracting authority may reject (parts of) or reduce the fees if they do not fulfil the conditions or if the Service provider is in breach of any of the obligations under this Contract.

**Article 6**

**Reimbursement of Expenses**

The Contracting authority may recover any amount that was paid but was not due under this Contract. In this case the Service provider must repay the amount specified in the debit note to the Contracting authority, within 15 (*fifteen*) days upon reception of the notification.

**Article 7**

**Suspension of the Contract**

1. The Contracting authority may suspend implementation of the Contract or any part of it, if the Service provider is not able to fulfil its obligations.
2. The Contracting authority must formally notify the Service provider of its intention, include the reasons why and invite it to submit any observations within 5 (five) day of receiving notification. If the Contracting authority does not accept these observations, it shall formally notify confirmation of the suspension.
3. The suspension will take effect on the date the notification is sent by the Contracting authority.
4. If the reasons for suspending implementation of the Contract are no longer valid, the suspension may be lifted and implementation may be resumed.

**Article 8**

**Termination of the Contract**

1. The Contracting authority may at any moment terminate the Contract if the Service provider:
   1. is performing the tasks poorly,
   2. is not performing the tasks; or
   3. has committed substantial errors, irregularities or fraud.
2. The Contracting authority must formally notify the Service provider of its intention, including the reasons why and is to submit any observations within 5 (days) days of receiving notification. If the Contracting authority does not accept these observations, it will formally notify confirmation of the termination. The termination will take effect on the date the notification is sent by the Contracting authority.
3. The Service provider may at any moment terminate the Contract if it is not able to fulfil its obligations. The Service provider must formally notify the Contracting authority and include the reasons. The termination will take effect on the date the Contracting authority will formally notify confirmation of the termination.
4. Only fees for days actually worked and expenses for actually carried out before termination may be paid.

**Article 9**

**Performance of the Contract**

1. The Service provider must perform the Contract in close collaboration with RYCO’s staff, within the set deadlines and to the highest professional standards, as well as in accordance to the Contracting authority’s internal rules, procedures and regulations and.
2. If the Service provider cannot fulfil its obligations, it must immediately inform the Contracting authority.

**Article 10**

**Independent Contractor**

1. The Service Provider shall provide the Services under this Contract as an independent contractor and not as an employee, partner, or agent of RYCO.
2. The Service provider shall have sole responsibility for the staff who executes the tasks assigned to it.

**Article 11**

**Taxes**

The Service Provider is solely and exclusively responsible for paying income taxes, health and social contributions, as well as other obligations in compliance with the relevant tax requirements and legislation, related to this assignment.

**Article 12**

**Notifications**

1. Any notices, notifications or other communications in relation to the Contract between the Parties shall be made in writing, be delivered by hand and/or sent via mail or e-mail to the following addresses:
2. Contracting authority: RYCO:

*Address:*

*Contact point: [Name/Surnname/ Position]*

*Tel:*

*E-mail:*

1. Service Provider:

*Address:*

*Contact point: [Name/Surnname/ Position]*

*Tel:*

*E-mail:*

1. The Service Provider has to notify RYCO in writing immediately for any changes of its address or electronic mail address, otherwise any notification issued by RYCO shall be deemed as received by the Service Provider to the address provided in this Contract.
2. Both Parties undertake the obligation to notify immediately one another of any changes, such as registration, residence or legal representation, which may have an impact on the execution of present Contract and on their professional relationship.

**Article 13**

**Amendments**

Amendments to this Service contract may be done only in written by consent from both parties. The Party receiving the request must formally notify its agreement or disagreement to the other Party, within 30 (thirty) days of receiving notification.

**Article 14**

**Entirety of the Contract**

1. This Contract covers all arrangement between the Parties, related to the object herein and substitutes all and any previous agreements and understandings between the Parties, whether written or verbal.
2. The Contract shall be interpreted by considering its terms and conditions as an entirety. Any clause or wording that may create uncertainty must be viewed in the context of the entire Contract and in the view of the purposes that caused both Parties to enter into this Contract.
3. If any provision of this Contract shall become invalid, illegal or unenforceable, such provision shall be become null and void; nevertheless, all other provisions of this Contract shall remain in full force and effect.

**Article 15**

**Information and confidentiality**

1. RYCO shall provide to the Service provider all information necessary in order to carry out the Services in a full and proper manner.
2. The Service provider shall keep RYCO constantly informed of all information of which the Service provider becomes aware during the term of this Contract and relating to the Services.
3. The Service provider agrees that all data, documents, discussion, or other information developed, received or provided for the performance of this Contract are deemed confidential and shall not be disclosed by the Service provider without prior written authorization by RYCO. RYCO shall grant such authorization if disclosure is required by law. Upon request, all RYCO’s data shall be returned to RYCO upon the termination of this Contract. The Service provider’s duty of confidentiality shall survive the termination of this Contract.

**Article 16**

**Records and Supporting Documentation**

1. The Service provider must keep records and other supporting documentation (original supporting documents) as evidence that the Contract is performed correctly and the expenses were actually incurred. These must be available for review upon the Contracting authority’s request.
2. The Service provider must keep all records and supporting documentation for 5 (five) years starting from the date of the last payment. If there are on-going checks, audits, investigations, appeals, litigation or pursuit of claims, the service provider must keep the records and supporting documents until these procedures end.

**Article 17**

**Ownership and Use of the Results**

1. RYCO must fully and irrevocably acquire the ownership of the results under this Contract including any rights in any of the results listed in this Contract, including copyright and other intellectual or property rights and information contained therein, produced in performance of the Contract. RYCO shall acquire all the rights from the moment the results are delivered by the Service provider and accepted by RYCO. Such delivery and acceptance are considered to constitute an effective assignment of rights from the Service provider to RYCO.
2. RYCO may use, publish, assign or transfer these results as it sees fit, without any limitations (geographical or other), unless intellectual property rights already exist.

**Article 18**

**Applicable Law and Dispute settlement**

1. This Contract shall be governed by, executed and interpreted in accordance with the laws of Albania, as the Host Country of the Contracting authority, and in compliance with RYCO’s internal rules and regulations.
2. In the event of disputes arriving out of or in connection with this Contract, parties undertake to first reach an amicable settlement.
3. If an amicable solution to a dispute arising from the application of this Contract with regard to its interpretation, or application cannot be reached, the complaining party may appeal to the competent court in Albania.

**Article 19**

**General Provisions**

1. The language of the written correspondence between the contracting Parties of this Contract shall be in English.
2. None of the parties shall be responsible to the other for any delay in the fulfilment of its obligations herein, if this delay is caused by a *Force majeure*. However, this Force majeure clause applies only if the events take place after the signature of this Contract, so that it makes impossible or unduly burdensome for one of the parties to fulfil its obligations.

The entire Agreement between the parties is composed of the:

1. Contract;
2. Terms of reference;
3. UN-RYCO campaign plan;
4. Expression of Interest; and
5. Financial offer.
6. Methodology

Done in English in 3 (three) originals documents, 2 (two) originals being for the Contracting authority and 1 (one) original being for the Service Provider:

For the Contracting authority: For the Service Provider:

M. Djuro Blanusa M. / Mr./ [*Insert name surname*]

Secretary General, [*Insert Title/Position*]

Regional Youth Cooperation Office [*Insert name of the organization*]

**D: `TERMS OF REFERENCE**

**Regional Communication and Visibility Campaign “YOUth Inspired by Peace”**

**Organization:** Regional Youth Cooperation Office (RYCO)

**Type of Services Required:** Communication and Visibility Campaign

**Title of the project:** “Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for RYCO”

**Title of the Campaign:** “YOUth Inspired by Peace”

**Term of the contract:** 1 April - 7 May 2021

**Location:** Western Balkans 6

**Financing Institution:** United Nations Peacebuilding Fund (UNPBF) and United Nations Population Fund (UNFPA)

**Background on RYCO:**

Regional Youth Cooperation Office (RYCO) is an intergovernmental organization that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkan (WB6) Contracting Parties (CPs): Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. RYCO’s program focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural, and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. A key instrument enabling RYCO to fulfil its mission is grant-making; developing tailored calls for proposals that enable CSOs and schools to engage in initiatives that contribute to mutual understanding of youth from various communities across RYCO’s Contracting Parties, thus contributing to reconciliation and youth participation.

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

**Background on the Project:**

With the support of the United Nations Peacebuilding Fund, in partnership with UNDP – United Nations Development Program, UNFPA – United Nations Population Fund, UNICEF - The United Nations Children's Fund, RYCO is implementing the project “Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for RYCO”. The project aims to enable RYCO to enhance mutual trust and reconciliation across the Western Balkans, by building RYCO’s capacity and aiding its ability to engage hard-to-reach youth and high school students and teachers. The project catalyzes new and untapped cadres of young citizens to engage in advocacy, peacebuilding and sustaining peace across national, ethnic, socio-economic and cultural divides, and creates platforms for youth to communicate with their peers and policymakers on their priorities for the region. The already implemented project activities entailed a series of strategies such as youth empowerment and participation, capacity building of schools and teachers, smart transfer of knowledge and youth peer education, as well as studies and research on youth perception and peace. The project focuses also on hard-to-reach youth, marginalized groups and gender equality issues. By implementing activities and workshops that tackle and address these issues, it contributes to SDG 4 for Quality Education, SDG 5 for Gender Equality, SDG 16 for [Peace and Justice Strong Institutions](http://www.un.org/development/desa/disabilities/envision2030-goal16.html) and SDG 17 for [Partnerships to achieve the Goal](http://www.un.org/development/desa/disabilities/envision2030-goal17.html).

**On the Campaign and its Objectives:**

The overall objective of the campaign “YOUth Inspired by Peace” is to promote the RYCO-UN project “Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for RYCO”, its outcomes and achievements.

More specifically, the campaign aims to:

* Promote RYCO’s activities, results and programs, especially RYCO’s impact in the Western Balkan region.
* Position RYCO as a leading intergovernmental organisation that promotes and strengthens reconciliation, trust, cooperation, peace and dialogue in the WB6 through youth exchange programs with a focus on educational, cultural, civic and social activities.
* Reach and inform all project target groups, by promoting and raising awareness on the role and contribution of youth to peacebuilding and reconciliation in the region.
* Promote the cooperation between RYCO and the UN and raise awareness of UN agencies supporting RYCO (UNPBF, UNDP, UNFPA and UNICEF).

Given the complexity of the project and its outputs, the campaign will be developed and implemented through an umbrella campaign and three other sub-campaigns related to RYCO’s program areas. The service provider will receive detailed information about the campaign, including the Campaign Plan and the Regional Event Concept.

**Timeframe:** The campaign "YOUth Inspired by Peace" will be realized following the plan below:

* Umbrella campaign: at least 3 weeks and to extend beyond 7May with unpaid promotion
* “Acceptance and understanding” sub-campaign: at least 10 days
* “Education” sub-campaign: at least 10 days
* “Cooperation” sub-campaign: at least 10 days

Order of launching sub-campaigns is changeable depending on the proposal from the service provider.

1. **Scope of Work and Outputs**

To carry out the implementation of the campaign “YOUth Inspired by Peace'', RYCO is seeking a service provider for implementation of communication and visibility campaign on the results achieved through the implementation of the project “Supporting the Western Balkan's Collective Leadership on Reconciliation:Building Capacity and Momentum for RYCO”. Service provider will implement the campaign based on the campaign plan provided by RYCO.

1. **Deliverables**

Under the guidance of the RYCO Team and supervising unit of this tender, the service provider will be expected to undertake and deliver the following:

1. Full-service communications campaign, as per the UN-RYCO campaign plan (attached)
2. Regional event, as per the Concept note and agreement with the Contractor
3. **Methodology**

The service provider must provide the methodology (concept) for each deliverable, together with a preliminary working plan and milestones for completion of tasks. The developed concept should also include a backup plan in case of abrupt changes due to external circumstances.

1. **Qualifications and Experience**
2. **Overall requirements:**

* The service provider must be a legal entity registered in the WB6 and has the capacity to organize all the planned activities in the region (individually and locally, in cooperation with branches or partners/subcontractors);
* Demonstrated capacities and experience in campaign management, production of multimedia events and materials, digital communication assets and production of promotional materials;
* Skilled and experienced writers, proofreaders and editors, both in English and local language/s needed for this task;
* Skilled and experienced videographers, video-editors, photographers and graphic designers dedicated for this task;
* Experienced team dedicated to this task (CVs of key personnel, including consultants and subcontractors and of the Team Leader to be submitted in the application);
* Quantifiable services offered pro bono will be taken into account during the selection process;
* Fluency of team members in English (written) is a requirement.
* Previous experience with comparable organizations (donor agencies, grantmaking agencies, international and intergovernmental organizations) is required.
* Previous experience in the topics covered by the campaign (youth, peacebuilding, intercultural dialogue) is an asset.

Overall required soft skills for the team delivering the services:

* Ability to think creatively and strategically
* Excellent interpersonal and communications skills
* Understanding of the local and regional context: ability to understand audiences and plan for desired outcomes
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Consistently approaches work with energy and a positive, constructive attitude;
* Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills;
* Excellent organizational and time management skills;
* Responds positively to feedback;

1. **Team requirements/Staff requirements**
2. **Senior Key Expert – Team Leader**

* University degree in Communications, Journalism, Media or relevant area;
* Fluency in English and at least one other WB6 language, written and oral, is required
* Minimum 7 years’ experience in project management or leading teams is required;
* Minimum 5 years’ of previous working experience as communications or media specialist is required;
* Proven experience in managing PR and digital campaigns for a variety of audiences;
* Proven experience on at least two high level campaigns and/or events focused on development issues, including delivery of substantive communications, content development and production
* Previous experience working with international organizations is an asset;
* Previous work in the Western Balkan context is an asset;

.

1. **Senior PR Expert**

* University degree in Communications, Journalism, Media or relevant area;
* Fluency in English and at least one other WB6 language, written and oral, is required;
* At least 5 years’ experience in designing and implementing communications campaigns is required;
* Demonstrated experience in conducting PR campaigns for a variety of audiences;
* Proven track record of successfully delivering PR campaigns and events;
* Capability and proven experience crafting massages and products in various formats (press releases, websites, success stories, audio, video, blog entries, tweets and similar) targeting a variety of audiences;
* Experience creating communications products on peacebuilding is an asset;
* Experience creating communications/advocacy products focusing on and targeting young people, or working together with youth is an asset;
* Experience with international and national organizations and institutions, donors and similar will be considered as an asset;
* Previous work in the Western Balkan context is an asset;
* Demonstrated experience in creating campaigns for cross-border initiatives is an asset.

1. **Social Media and Digital Content Expert**

* University degree will be considered an asset.
* At least 3 years of relevant experience working in social media, with responsibility in content preparation, management and publication;
* Proven strong and varied portfolio of content created for different audiences (showcasing of such portfolio is expected as part of the application);
* Proven experience in ads management on social media platforms
* Proven track record with international organizations in similar tasks is an asset.
* Fluency in English, oral and written

1. **Event manager**

* University degree would be considered as an asset;
* Minimum 5 years of relevant working experience in organizing events;
* A proven capacity in designing and coordinating complex and multi layered activities related to the event management;
* Fluency in English and at least one WB6 language, oral and written, is required;
* Proven ability to think strategically, to express ideas clearly and concisely, to work both independently and in teams, to demonstrate self-confidence combined with sensitivity to gender and culture;
* Excellent organizational skills with developed attention to detail;
* Excellent computer skills and knowledge of mainstream online platforms;
* Experience with international and national organizations and institutions, donors and similar will be considered as an asset.

1. **Graphic designer**

* University degree in Industrial Art, Graphic Design or diploma on completion of training course on professional graphic design will be considered an asset.
* At least minimum 5 years of experience working as a graphic designer in a multicultural, international environment;
* Demonstrated experience in creating designs in different formats for a variety of audiences;
* Proven track record with international organizations in similar tasks is an asset.
* Fluency in English, oral and written

1. **Duration of the Assignment**

The intended start date is 1 April 2021 and the overall assignment will be completed by 7 May 2021

1. **Budget & payment of deliverables**

Total available budget allocated for this contract is 45,000 EUR ($ 54,500) The financial offer should split the following way:

1. UN-RYCO communications campaign (45% of the budget value)
2. Regional event (55% of the budget value)

The contract will be realized in EUR, and the payment will be conducted in 2 installments:

1. 30% of the fee to be released after the approved Campaign Management plan (including Regional event management and defined targets)
2. 70% of the fee to be released after the approved Final report of the Campaign
3. **Applications process**

Applications should be submitted via email to [procurement@rycowb.org](mailto:procurement@rycowb.org) containing the following information, no later than 1st  of April 2021, at 17h00, as specified in the instructions to tenderers. Please, keep the title subject of the application correspondence as follows: “Provision​ of Services for UN-RYCO Communication and Visibility Campaign".

Interested and qualified service providers need to enclose following documents to the application:

1. Technical offer (including methodology and Campaign implementation plan).
2. Portfolio and Reference list of the service provider (i.e.: ​demonstration of previous work in the relevant field including the presentation and links of online applications and any other relevant work to this assignment) with key focus on the last 5 years.
3. Curriculum Vitae (CV) of the team leader and of each key personnel part of the team.
4. List of partners (in case of consortium/subcontractors) or branches for each of the six locations in WB6 or individuals (event manager) depending on management plan;
5. Financial offer.
6. Copy of legal registration.
7. Bank account details to which the payments shall be made (mandatory).
8. **Evaluation process**

Tenderers will be evaluated on the basis of information provided in the submitted tender documents under this call.

The process will consist of several stages where the fulfillment of the basic requirements, the technical offer, the financial offer and the qualifications of the experts in human capacities will be evaluated. Tenderers shall be excluded from the evaluation process if there is an absence of key required documents.

The overall evaluation will be done based on scores composed of the following:

* 10% for the Financial Offer
* 30% for the Concept and Methodology
* 30% for the References and Experience
* 30% for the Campaign implementation plan

**E: ANNEX I**

**SERVICE TENDER SUBMISSION FORM**

***Contract title:*** Regional Communication and Visibility Campaign “YOUth Inspired by Peace”

***Financing:*** United Nations Peacebuilding Fund (UNPBF) and United Nations Population Fund (UNFPA)

Please supply one signed and stamped **tender including completed signed and stamped statement, declaration on honour on exclusion criteria, and financial identification form.** All data included in this application must concern only the entity making the tender.

**1. SUBMITTED by (i.e. the identity of the tenderer)**

|  |  |
| --- | --- |
| **Insert: Full name of the legal entity** |  |
| **State the legal form of entity:** |  |
| **Insert: Name of the representative of the entity and the title (CEO/Administrator)** |  |
| **In case of consortium, subcontractors or branches for each of the six locations in the WB6 insert the names of the partners.** |  |
| **Insert: Full official address of entity** |  |
| **In case of consortium, subcontractors or branches for each of the six locations in the WB6**  **Insert full addresses of the partners** |  |

**1.1 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

**2. TENDERER’S STATEMENT**

**As part of their tender, the Entity identified under point 1 of this form, must submit a completed and signed statement form using the following format.**

**STATEMENT**

I, the undersigned, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above.

1. I offer to provide the services requested in the tender dossier in accordance with Terms of reference and other conditions and requirements stated in the tender dossier without reserve or restriction.
2. I present this tender on the basis of the following documents, submitted attached to this form, in response to your requirements stated in “Instructions to Tenderers” and “Terms of Reference”, which comprise my technical offer, and financial offer,

List the documents submitted attached:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The total price of my tender is (insert total price in numbers and words) (in EUR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a) The price for the UN RYCO communications campaign is (insert price in numbers and words) (in EUR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) The price for the regional event is (insert price in numbers and words) (in EUR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In my offer, all *applicable taxes as well as travel and logistic costs are included.*

1. I am making this tender in my own right. As capacity-providing entity, I confirm to be jointly and severally bound in respect of the obligations under the contract.
2. I state that I have the technical, professional and financial capacity referring to this call of tender for performing the contract according to the Terms of Reference and other conditions set for this tender by the Contractor Authority.
3. I understand that if I fail to comply with contract obligations the award may be considered null and void.
4. I agree to abide accordingly to the Terms of Reference and instructions to tenderers requirements and conditions.
5. In particular, I fully agree to abide to the stipulations settled in point 12: Ethic Clauses/Corruptive practises and I have no conflict of interests or any equivalent relation which may distort competition with other tenderers or other parties in the tender procedure at the time of the submission of this tender. Furthermore, I have not been involved in the preparation of the project that is the subject of this tender procedure.
6. I will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. I also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other potential contracts.
7. I declare that I am not in a situation of unavailability and I am able and willing to work for the whole period scheduled for my input to implement the tasks set out in the Terms of Reference. if this tender is successful.
8. I declare that the key experts, branch partners, subcontractors or individuals (event managers depending on the management plan) to be engaged in this contract are not in a situation of unavailability and able and willing to work for the whole period set out in the Terms of Reference. if this tender is successful.
9. I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor, I shall address myself to the latter and/or to the competent jurisdictions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |

**3. TENDERER DECLARATION ON HONOUR ON EXCLUSION CRITERIA**

**As part of their tender, the legal Entity identified under point 1 of this form (each legal Entity in case of consortium), must submit a signed declaration on honour on exclusion criteria stating that they are not in any of the exclusion situations using the following format:**

**DECLARATION ON HONOUR ON EXCLUSION CRITERIA**

I, the undersigned, hereby declare that I am not in any of the exclusion situations listed below:

**Situation of exclusion**

1. It is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
2. It has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;
3. It has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence including in particular any of the following:

* Fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
* Entering into agreement with other persons with the aim of distorting competition.
* Violating intellectual property rights;
* Attempting to influence the decision-making process of the contracting authority during the award procedure
* Attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;***

1. It has been established by a final judgement thatr the persons with representative power, decision making control is guilty for fraud, corruption, involvement in a criminal organization, money laundering, terrorist activities or other criminal offences.
2. Make use of child labour or forced labour and/or practice discrimination, and/or does not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |

**Note:**  *In any case The Contractor Authority has the right to further investigate and request evidences to support the declarations if it has reasonable ground to doubt the content of such information.*

**4. TENDERER FINANCIAL IDENTIFICATION**

**As part of their tender, the Entity identified under point 1 of this form, must submit a signed form to indicate the bank account into which payments should be made if the tender is successful using the following format.**

**BANKING DETAILS**

|  |  |
| --- | --- |
| ACCOUNT NAME |  |
| IBAN/ACCOUNT NUMBER |  |
| CURRENCY |  |
| SWIFT CODE |  |
| BANK NAME |  |
| BRANCH CODE |  |
| FULL OFFICIAL ADREESS OF BANK BRANCH |  |

**ACCOUNT HOLDER’S DATA**

|  |  |
| --- | --- |
| ACCOUNT HOLDER’S NAME |  |
| ACCOUNT HOLDER’S ADRESS |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |

**F: ANNEX II**

**FINANICIAL OFFER**

**Regional Communication and Visibility Campaign “YOUth Inspired by Peace”**

* + - 1. Please insert your offer in the third column as per the following indicators

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Maximum budget (in EUR)*** | ***Offer*** |
| UN-RYCO communications campaign | (45% of the budget value) |  |
| Regional event | (55% of the budget value) |  |
| **TOTAL** | 45 000 |  |

1. Please insert total price in numbers and words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in EUR)

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Stamp** |  |
| **Date** |  |

In my all applicable taxes, as well as travel and logistic costs are included.