Tirana, 11/08/2021

**INVITATION TO TENDER**

**“Monitoring and Evaluation Expert on Regional Volunteering Exchange Program ROUTE WB6”**

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*)

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.

Head of Contracting Authority

Albert Hani

Secretary General

**A: SERVICE CONTRACT NOTICE**

**1. Procedure:** Open procedure

**2. Contract title: “**Monitoring and Evaluation Expert on Regional Volunteering Exchange Program ROUTE WB6”

**3. Financed from:** *The Norwegian Ministry of Foreign Affairs*

**4. Contracting Authority:** *Regional Youth Cooperation Office (RYCO).*

**5.** **Work base:** Western Balkans. The expert will be expected to travel to at least 3 out of 6

evaluation events

**CONTRACT SPECIFICATION**

**6. Nature of contract:**  Global based

**7. Contract description:** RYCO is looking for a monitoring and evaluation expert to measure project performance and the effects that the ROUTE WB6 program has on youth from the WB region. This will be done through the established monitoring and evaluation system with indicators, research instruments and protocol for data collection, ensuring the evidence-based investment in the Program which will also be one of the negotiation positions of RYCO for ensuring institutional and financial sustainability after the project termination. A detailed description of this assignment is provided in the Terms of Reference, part D of the Tender Dossier.

**8. Number and titles of lots:**  Sole lot

**9.** **Maximum budget available:** 6 800 Euro

**CONDITIONS OF PARTICIPATION**

**10. Eligibility:**  Participation in tendering is open on equal terms to individual consultant, team of consultants or legal entities, with the required experience and qualification in WB.

**11. Number of tenders**: No more than one tender can be submitted by a tenderer participating either on their own or as member of a consortium. In the event that a tenderer submits more than one tender, all tenders in which the eligible entity has participated will be excluded

**12. Sub-contracting:**  Sub – contracting is not allowed.

**13. Grounds for exclusion**: As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the listed exclusion situations.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement of the contract:** End of August 2021.

**15. Implementation period of the tasks**: August 2021 – 15 December 2021

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

The following selection criteria will be applied to the tenderers.

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

**Education:**

* Master’s degree in social sciences, international development, political sciences or other related fields.

**Experience:**

- At least 5 years of demonstrated relevant work experience with the evaluation of large-scale regional projects in the field of civil society and social development in WB6 is required.

- Experience with the youth agenda is required. Experience with volunteering, social cohesion, peacebuilding and conflict prevention work is preferable in the WB6.

- At least 5 years of working experience with results-based management evaluation, as well as of participatory M&E methodological and practical considerations in conducting evaluations of development interventions are required.

- Experience in conducting remote evaluations is considered an asset.

**Language skills:**

* Excellent oral and written proficiency in English required.
* Knowledge of at least one official language of the Western Balkans is required

***Financial offer***

*The objective of this criterion is to identify the technically compliant applicant who offers the best price quality ratio.*

**17. Award criteria:**  The award criterion will be the best price quality ratio on a 75/25 basis.

**TENDERING**

**17. Deadline for receipt of tenders: 27/08/2021, 17h00.**

**18. 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*” and “Terms of References” including the annexes, part of this tender dossier.

**18. 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 tenderer accept to receive notification of the outcome of the procedure by electronic means.

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

**20**. **Alteration or withdrawal of tenders:** Tenderers may alter or withdraw their tenders by electronic notification sent in the same email address mentioned in point 18 prior to the deadline for submission of tenders. No tender may be altered after this deadline.

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

**22. Legal basis:**

**-** RYCO’s Rules for Procurement:

- Rules for procurement as stipulated in the Grant Agreement;

- Statute of the Regional Youth Cooperation Office

**B: INSTRUCTIONS TO TENDERERS**

**Contract title**: “Monitoring and Evaluation Expert on Regional Volunteering Exchange Program ROUTE WB6”

**Financed from:**  The Norwegian Ministry of Foreign Affairs

**Contracting authority:** Regional Youth Cooperation Office (RYCO)

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

1. **Services to be provided**

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 this Contract.

1. **Timetable**

|  |  |  |
| --- | --- | --- |
|  | **DEADLINE** | **TIME\*** |
| **Deadline for requesting clarification from the contracting authority** | **Up to 5 (five) working days before the deadline for submission of tenders** |  |
| **Last date for the contracting authority to issue clarification** | **At the latest 2 (two) working days before the deadline for submission of tenders** |  |
| **Deadline for submitting tenders** | **27/08/2021** | **17:00** |

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

1. **Participation, qualification and subcontracting**
2. **Participation:** Participation in tendering is open on equal terms to individual consultant, team of consultants or legal entities, with the required experience and qualification in WB.
3. **Qualification:** Upon meeting the selection criteria.
4. **Sub – contracting:** Sub - contracting is not allowed.
5. **Content of tender.**

**The tender must include 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.*

***2.*****The evidences to support the selection criteria** set in the Terms of Reference part D of the tender dossier as follows:

*The potential tenderer must submit:*

* Technical offer (including methodology and working plan);
* CV of the Expert/s (I.e.: demonstration of previous work in the relevant field);
* Cover letter;
* Scanned copy of the diploma/s;
* Agreement of entering in a consortium/cooperation agreement between experts (if applicable).

Documentary proof should be scanned copies of the original or notarized copies.

Statements must be in original. Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender.

**4.2. Financial offer**

The financial offer must be presented as an amount in Euro (all applicable taxes included) and must be submitted using the template of Annex II (Financial offer form) of this tender dossier.

Tenderers are reminded that:

* The financial offer cannot exceed 6 800 Euro
* The service provider is responsible for paying all the taxes related to this contract.
* The accommodation and travel expenses of the Expert/s are to be included in the financial offer.

**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 these clauses will constitute an irregularity and may result in rejection of the tender.

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

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, 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 after receiving them.**

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.

- Information meeting: No information meeting is foreseen.

1. **Submission of tenders**

Tenders must be sent to the contracting authority within the 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. **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. **Evaluation of tenders**

**9.1** **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 set 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 report.

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.

**9.2 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.

**9.3. 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.

1. **Choice of selected tenderer / Award Criteria**

The most economically advantageous tender is the technically compliant tender with the best price-quality ratio, determined by the composite results of the technical and financial evaluation on a 75/25% basis as per the division provided in the Terms of Reference, part D of the Tender Dossier.

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. **Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority’s legislation 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).

1. 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**

**14.1. Notification of award**

The successful tenderer will be informed by electronic means that its tender has been accepted.

The other tenderers will, at the same time as the notification of award is issued, 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 awarded tenderer.

The contracting authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers.

**14.2. Signature of the contract/ Implementation**

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 and upon confirmation of availability 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 best 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 and the implementing of the contract, 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;
* there are fundamental changes to the economic or technical data of the project;
* 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;
* the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

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 in the same e mail address tenders were submitted ***up to 3 days after receiving evaluation results.*** The Contractor Authority should respond to the tenderer by electronic means too at the latest 2 (two) days after receiving the compliant.

**C: DRAFT CONTRACT**

**FOR**

**“MONITORING AND EVALUATION EXPERT FOR THE REGIONAL**

**VOLUNTEERING EXCHANGE PROGRAM ROUTE WESTERN BALKANS 6”**

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

1. **The Regional Youth Cooperation Office (RYCO),** duly established and organized under the laws of Albania, 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. Albert Hani, adult, with full legal capacity to act, hereinafter referred to as “*RYCO*” or the “*Contracting authority*”

*on the one part*

and

1. *a)*--------------------------a company incorporated under the laws of the 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*), born on month/date/year, in *City/ Country*, bearer of ID/passport no.\_\_\_\_\_\_\_\_\_\_\_, adult, with full legal capacity to act, referred to as the “*Monitoring and Evaluation Expert*” or the “ *Expert*”.

Or

*b) In case of an individual (registered, or not, within the local tax authorities or business centre physical person*) (*Name surname*), born on month/date/year, in *City/ Country*, bearer of ID/passport no*.\_\_\_\_\_\_\_\_\_\_\_,* having its registered address (*insert address*) (and tax registration number) (insert number), adult, with full legal capacity to act, referred to as the “*Monitoring and Evaluation Expert*”or the“*Expert”*.

*on the other part,*

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

By signing this Contract, the Expert confirms that s/he has read, understood and accepted the Contract as well as all its obligations and conditions.

**Preamble**

This Contract is linked to the project “ROUTE WB6”, Contract No. RER-18/0017 (*hereinafter* referred to as the “Project”) financed by the Norwegian Ministry of Foreign Affairs and implemented by RYCO.

**Article 1**

**Object of the Contract**

1. The object of this Contract is to measure the project performance and the effects of the ROUTE WB6 program on the youth from the Western Balkans 6 region.
2. RYCO shall retain the Expert and the Expert shall assist RYCO upon the terms and conditions outlined herein, and in the Terms of Reference, part of and attached to this Contract.
3. The Expert 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**

**Scope of work**

* 1. The Expert shall be in charge to conduct a comprehensive desk review and analysis of relevant project-related documents and internally developed data collection tools, including but not limited to the following:

1. Strategic Plan of RYCO for the period 2019- 2021;
2. Relevant project documents;
3. Pre-Departure questionnaire for participants/volunteers;
4. After activity (volunteering experience) questionnaire for the participants/volunteers;
5. After activity (volunteering experience) questionnaire for the organizers of volunteering:
6. The Pilot Program package of documents (MINI, MIDI and MAXI), such as narrative report template - number of participants reached based on the target group, the number of activities, participants list, press clipping etc;
7. Applicants survey - delivered after the selection of the organizers of volunteering - to collect feedback on the application procedure;
8. Survey for organizers of volunteering - delivered after the closure of the Pilot Program - to check the overall satisfaction of cooperation with the ROUTE WB6 consortium; and
9. Other relevant publications in the field.

1.2 The Expert shall present the desk review and analysis in the Inception report that shall cover the following aspects:

1. Overall approach and methodology;
2. Key lines of inquiry;
3. Review and the analysis of data collection tools and mechanisms; and
4. A work plan and timeline, to be agreed upon with the ROUTE WB6 project team.

1.3 The Expert shall include in the Inception report a list of key risks, limitations and risk management strategies for the evaluation, particularly under the constraints of the COVID-19 pandemic.

1.4 The Expert shall conduct interviews with the staff, both from RYCO and from the project partners. RYCO shall advise 6-7 interviews with its own staff and the partners’ staff. Based on the need for more input and in cooperation with the Project coordinator, the Expert may change who and when the persons will be interviewed.

1.5 On the basis of the provided answers, the Expert shall to analyze the data and provide RYCO with a detailed analysis of the questionnaires (findings) that shall be used for the final evaluation report as well as for communications purposes.

1.6 The Expert shall conceptualize and participate in 6 (six) evaluation events, 1 (one) for each Contracting Party. In close cooperation with the Project team, the Monitoring and Evaluation Coordinator of RYCO and the Program Design Expert, the Expert shall develop the concept of the two-day events, focusing on the evaluation of the intercultural experience in the context of the respective Contracting Party. The conceptualization and participation are going to be coordinated with the Program Design Expert.

1.7 The Expert shall prepare the draft of the final Evaluation report and submit it for review to the Project Coordinator, the Monitoring and Evaluation Coordinator of RYCO and ROUTE WB6 project team. The final Evaluation report shall go through 2 (two) rounds of comments and must include, but not necessarily be limited to, the following:

1. Title and opening pages;
2. Table of contents;
3. List of acronyms and abbreviations;
4. Executive summary;
5. Introduction;
6. Project Overview and Description of the intervention;
7. Evaluation scope and objectives;
8. Evaluation methodology;
9. Data analysis;
10. Findings;
11. Conclusions and recommendations;
12. Bibliography; and
13. Report annexes.

1.8 In the final Evaluation report, the Expert shall provide an overview of key volunteering for peace recommendations that are appropriately tailored to specific actors, clearly articulated, in order to be used future programming needs. The final Evaluation report should include the following:

1. The key actors to whom the recommendation is addressed;
2. The main programming factors of success;
3. The main programming challenges and gaps;
4. The main implementation factors of success;
5. The main implementation challenges; and
6. The main gaps and challenges and potential ways to address them.

1.9 Recommendations shall reflect the fact that the pandemic has influenced the implementation so far and might continue to be an influencing factor for the next 2 years, during the implementation of other similar initiatives.

**Article 3**

**Deliverables and timeline**

The Expert shall undertake and deliver 4 deliverables according to the following timeline:

|  |  |  |
| --- | --- | --- |
| **Deliverable no.** | **Title of the deliverable** | **Deadline** |
| **1** | Methodology and Desk Review for the Inception Report. | September 15th, 2021 |
| **2** | Analysis of the results of the questionnaires for the final Evaluation report. | November 8th, 2021 |
| **3** | Conceptualization and participation in 6 (six) evaluation events. | November 29th, 2021 |
| **4** | Preparation and submission of the Final Evaluation Report. | December 15th, 2021 |

**Article 3**

**Term of the Contract**

1. The implementation period of the Contract shall be from d/m, 2021 until d/m, 2021.
2. The Expert cannot, under any circumstances, start work before the date on which this Contract enters into force.
3. The Expert must perform the Contract within the set deadlines and to the highest professional standards. Timely provision of the Services is of the essence of the Contract.
4. If the Expert cannot fulfil its obligations, it must immediately inform the Contracting authority.

**Article 4**

**Price of Contract and Payments Modality**

1. The total gross amount dedicated to the execution of this Contract is (*amount in numbers*), (*amount in letters*) Euro, including all expenses and other applicable taxes.
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 Expert.
3. The Contracting authority shall execute the payment for the performance of the services under this Contract in 4 (four) separate instalments, as follows:
4. The 1st instalment, representing 15% of the price of the Contract, for Deliverable no. 1;
5. The 2nd instalment, representing 30% of the price of the Contract, for Deliverable no. 2;
6. The 3rd instalment, representing 25 % of the price of the Contract, for Deliverable no. 3;
7. The 4th instalment, representing 30% % of the price of the Contract, for Deliverable no. 4.
8. RYCO will execute the payment for each instalment, in EUR, upon acceptance of each deliverable and within 30 (*thirty*) days from the submission of the respective invoice by the Expert. RYCO will execute the payment to the following bank account:
9. *Bank account holder name:*
10. *Address of the bank:*
11. *IBAN / Account number:*
12. *SWIFT:*
13. *Bank name:*
14. *Currency: EUR*
15. The payment shall be considered as executed when RYCO submits to the Bank the bank order for the transfer of the amount to the bank account of the Expert.
16. 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 expert of the suspension and the reasons for it.
17. 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.
18. 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.
19. The Contracting authority may reject (parts of) or reduce the fees if they do not fulfil the conditions or if the Expert is in breach of any of the obligations under this Contract.

**Article 5**

**Suspension of the Contract**

1. The Contracting authority may suspend implementation of the Contract or any part of it, if the Expert is not able to fulfil his/her obligation to carry out the work required.
2. The Contracting authority must formally notify the Expert of its intention, include the reasons why and invite him/her to submit any observations within 10 (ten) days of receiving notification. If the Contracting authority does not accept these observations, it will 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 6**

**Termination of the Contract**

1. The Contracting authority may at any moment terminate the Contract if the Expert:
   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 Expert of its intention, include the reasons why. The termination will take effect on the date the notification is sent by the Contracting authority.
3. The Expert may at any moment terminate the Contract if s/he is not able to fulfil their obligations in carrying out the work required. The Expert must formally notify the
4. contracting party and include the reasons. The termination will take effect on the date the Contracting party will formally notify confirmation of the termination.
5. Only fees for days actually worked and expenses for actually carried out before termination may be paid.

**Article 7**

**Obligations of the Expert**

The Expert is responsible for providing all necessary equipment, materials and other resources required for the execution of this Contract.

**Article 8**

**Obligations of RYCO**

RYCO shall:

1. communicate on a regular basis with the Expert;
2. provide feedback and guidance on the performance of the Expert;
3. provide all other necessary support in order to achieve the object of this Contract;
4. remain aware of any upcoming issues related to Expert ’s performance and quality of work.

**Article 9**

**Reporting**

1. The Expert shall work under the direct supervision of the ROUTE WB6 Project Coordinator.
2. All activities and deliverables undertaken by the Expert shall be primarily discussed and planned in consultation with RYCO.

**Article 10**

**Refund**

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

**Article 11**

**Ownership and Copyrights**

1. RYCO shall 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 must acquire all the rights from the moment the results are delivered by the Expert and accepted by RYCO. Such delivery and acceptance are considered to constitute an effective assignment of rights from the Expert to RYCO.
2. RYCO may use, publish, assign or transfer these results as it sees fit, without any limitations, geographical or other.

**Article 12**

**Records and Supporting Documentation**

1. The Expert 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 Expert must keep all records and supporting documentation for 2 (two) years starting from the date of the last payment. If there are on-going checks, audits, investigations, appeals, litigation or pursuit of claims, the trainer must keep the records and supporting documents until these procedures end.

**Article 13**

**Notices**

1. Any communication or notice related to this Contract shall be in writing using electronic means.
2. All communication by and between RYCO and the Expert concerning the execution of this Contract shall be directed to Ms. ---------------------, on behalf of RYCO, to the following e-mail address: -------------------------- and to Mr/Mrs/Ms---------------------------, the Expert to the following email address: -----------------------
3. Both Parties undertake the obligation to notify immediately one another of any change in their registration such as residence or contact details, which may have an impact on the execution of present Contract and on their professional relationship.

**Article 14**

**Applicable Law and Dispute settlement**

1. This Contract is governed and construed by the laws of Albania.
2. Any dispute, controversy or claim arising out of or in connection to this Contract, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.
3. If an amicable solution to a dispute arising from the application of this Contract with regard to its interpretation or application has not been reached within 10 (ten) days from the commencement of such negotiations, the complaining party may appeal to the competent court in Albania.

**Article 15**

**Independent Expert**

The Expert shall provide the deliverables under this Contract as an independent Expert and not as an employee, partner, or agent of RYCO.

**Article 16**

**Taxes**

The Expert shall be solely responsible for paying all taxes and other obligations required under the laws and regulations in force at the place where the services under this Contract are to be executed.

**Article 17**

**Amendment**

Amendments to this Contract may be done only in written by consent from both parties. The party receiving the request must formally notify its agreement or disagreement, within 10 (ten) days of receiving notification.

**Article 18**

**Assignment**

Neither this Contract nor any rights under this Contract may be assigned or otherwise transferred by the Expert, in whole or in part, to a third party.

**Article 19**

**Confidentiality**

1. All information which comes into the Expert’s possession or knowledge in connection with this Contract is to be treated as strictly confidential. The Expert should not communicate such information to any third party without the prior written approval of RYCO.
2. The Expert shall comply with the Data Protection Law in Albania in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Contract.
3. These obligations shall survive the expiration or termination of this Contract.

**Article 20**

**Status and Use of RYCO’s Name**

1. The official logo and name of RYCO may only be used by the Expert in connection with this Contract and with the prior written approval of RYCO.
2. Nothing in this Contract affects the privileges and immunities enjoyed by RYCO as an intergovernmental organization.

**Article 21**

**Severability**

If any provision of this Contract shall become invalid, illegal or unenforceable, such provision shall become null and void; nevertheless, all other provisions of this Contract shall remain in full force.

**Article 22**

**Entirety**

1. 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.
2. 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.

**Article 23**

**General Provisions**

1. The language of this Contract, deliverables and written correspondence between the Parties shall be in English only.
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.
3. The entire Agreement between the Parties is composed of the:
4. Contract;
5. Terms of reference; and
6. Financial offer, and
7. Methodology and working plan.

This Contract is done in English in 3 (three) originals documents, 2 (two) originals being for the Contracting authority and 1 (one) original being for the Expert.

For the Contracting authority: For the Expert:

Mr. Albert Hani Mr/Mrs/Ms [*insert name /surname*]

Secretary General

Regional Youth Cooperation Office

**D: TERMS OF REFERENCE**

**Monitoring and Evaluation Expert on Regional Volunteering Exchange Program ROUTE WB6**

**General information about the assignment:**

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

**Type of Services Required:** Monitoring and Evaluation Expert on Regional Volunteering Exchange Program ROUTE WB6

**Duration of the service:** August 2021–15 December 2021​

**Work base:** Western Balkans, the expert will be expected to travel to at least 3 out of 6 evaluation events

**Provisional starting date of the contract:** 25 August 2021​

**Background**

**About RYCO:**

RYCO is an intergovernmental organization that stewards and promotes regional, cross- border and intercultural cooperation within and among its six Western Balkan Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia. 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 policymaking 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 a 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*

1. **Background:**

**About the Project:**

**ROUTE WB6 project** is ​a regional project led by RYCO that promotes cross-border long-term, and short-term volunteering as a tool that will contribute to the reduction of social and ethnic distance among young people in the region as well as to raise their prosocial and European values that will lead to reconciliation, stability and prosperity of the WB6 region. The project is contributing to a) Creation of the regional policy foundation on volunteering; b) Establishment of the Regional Volunteer Service and regional volunteer program ROUTE WB6; c) Scaling up of the Regional Volunteer Program ROUTE WB6.

RYCO INTERVENTION LOGIC THROUGH ROUTE WB6 PROJECT

Cross-border volunteering for peace and reconciliation is the tool that combines community engagement and peace education. This way we are strengthening the civic and intercultural competence which is important for the reconciliation and democratization of the WB societies. Through the project’s implementation and its scaling, RYCO and its project partners will use cross-border volunteering as a tool that will contribute to the reduction of social and ethnic distance among young people in the region and raise their pro-social and European values leading to reconciliation, stability and prosperity of the WB6 region.

RYCO implements this project in consortium with the following organizations from WB6 – Beyond Barriers, Institute for Youth Development KULT, Lens, Youth Cultural Center Bitola, Association for Democratic Prosperity Zid and Young Researchers of Serbia, South East European Youth Network is an advisory partner.

To achieve its objectives, the influencing strategy goes into the three directions according to which the Consortium plans to produce the three project outcomes:

1) Volunteering policy reform – to influence an enabling policy environment for volunteering development to increase the number and the outreach of young people who volunteer; this project pillar contributes to the creation of the regional policy foundation on volunteering that partner organizations (National volunteer services – NVSs in WB6) will use as the framework for advocacy efforts on volunteering policy reforms in WB6.

2) Establishment of the Regional Volunteer Service and regional volunteer program ROUTE WB6 – The Regional Volunteer Services will serve as the regional resource center onmvolunteering that will collect resources and coordinate the work of the National Volunteer Services in each of the WB6, with a purpose to make available regional volunteering practice, ensure regional advocacy effort for volunteering policy; promote cross-border volunteering for peace and reconciliation; maintain regional program ROUTE WB6; provide capacity building to CSOs and youth beneficiaries of the regional program as well as to monitor and evaluate regional volunteer initiatives.

3) Scaling up of the (Pilot) Regional Volunteer Program ROUTE WB6 – the newly designed regional program will be scaled up to support the exchange of around 400 young people through individual volunteer exchanges. These exchanges will consist of the two components – community engagement and education component, to facilitate the process of relationship transformation and intercultural dialogue. The project activities focus on strengthening and consolidating RYCO’s competencies as a regionally-owned mechanism with the capacity to promote reconciliation, mobility, diversity, democratic values, participation, active citizenship and intercultural learning.

**About the Program**

The ROUTE WB6 Regional Cross Border Volunteer Pilot program (further on: The Program) is designed to serve as one of the main mechanisms for youth mobility, volunteering and peacebuilding in the region of Western Balkans. The Program will contribute to the experiential learning and development of young people to act as drivers of reconciliation and societal reconstruction in the region. Youth would thus have the best chances to acquire intercultural and teamwork competencies, be sensitized and driven by relevant causes across the region, as well as be equipped to critically deconstruct the negative narratives.

The Program results from a design-thinking process, being designed by young people for young people. Young people- the potential volunteers- are a key target group. The Program creates synergies between young people of different identities, supporting them to become multipliers and role models to their peers. They register for participation in the Program via the web platform [routewb6.org](https://routewb6.org/join-us). Their registrations are reviewed, evaluated, and based on their profile then matched with the appropriate WB6 local community project that needs volunteer support.

Therefore, the ROUTE WB6 Program also focuses on local communities as the project beneficiaries, but also the implementing partners. The Program has three LOTs:

|  |  |  |
| --- | --- | --- |
| **PROGRAM LOT** | **TYPE OF VOLUNTEERING** | **TOTAL No OF VOLUNTEERS** |
| **LOT 1**  MINI CROSS-BORDER VOLUNTEER EXCHANGE (up to 7 days) | FESTIVALS AND SPORTS EVENTS VOLUNTEERING | **UP TO 225** |
| **LOT 2**  MIDI CROSS-BORDER VOLUNTEER EXCHANGE (up to two weeks) | COMMUNITY-BASED VOLUNTEER PROJECT | **UP TO 140** |
| **LOT 3**  MAXI CROSS-BORDER VOLUNTEER EXCHANGE (up to two months) | VOLUNTEER SERVICE | **UP TO 35** |

In the MINI and MAXI exchange, organizers of volunteering are recruited by invitation, responding to the expression of interest that has been sent to them, while in the MIDI exchange they apply to the open call.

2. **Scope of the assignment**

The general objective of the assignment is to measure project performance and the effects that the ROUTE WB6 program has on youth from the WB region. This will be done through the established monitoring and evaluation system with indicators, research instruments and protocol for data collection, ensuring the evidence-based investment in the Program which will also be one of the negotiation positions of RYCO for ensuring institutional and financial sustainability after the project termination. This would influence the feasibility of the existing strategy for financial and institutional sustainability and show the degree to which the progress and contribution of the Program have been, to achieving the desired outcomes and addressing the key problems described in the project documents. The evaluation document will compile the learning and positive examples as well as provide recommendations for future programming with the volunteering thematic area. The evaluation should enable the Project Consortium and other stakeholders to draw on positive lessons and models/examples, for future similar interventions and regional volunteering. The evaluation will also highlight areas where the project, through the Program performed less effectively than anticipated, the rationale behind that, and the related recommendations to be considered in similar future interventions.

The consultant will work under the direct supervision of the ROUTE WB6 Project Coordinator, in close consultation with the RYCO Monitoring and Evaluation Coordinator and project and advisory partners. The project team will provide administrative and logistical support as needed.

The consultant will be responsible to deliver two reports: 1) project performance (process evaluation and achievements of the proposed outcomes and outputs) and 2) effects of the Program on target groups – through volunteer exchanges. The framework for process evaluation is already given in the Result Framework which consists of smart indicators for which we have available sources of information, while additional indicators could be set up for evaluation of the effects that the ROUTE WB6 Program has on youth. In the proposed result framework, we have 3 types of indicators – quantitative, qualitative and process indicators with baselines.

In more specific terms, the evaluation will be focusing on the following:

1. Conducting the ***Desk Review Phase***; - Conduct a comprehensive desk review of relevant project-related documents and internally developed data collection tools, including but not limited to:

1. **RYCO Strategic Plan 2019-2021**
2. **Relevant project documents**
3. **Pre-Departure questionnaire for participants/volunteers;**
4. **After activity (volunteering experience) questionnaire for the participants/volunteers;**
5. **After activity (volunteering experience) questionnaire for the organizers of** volunteering:
6. **The Pilot Program package of documents (MINI, MIDI and MAXI) (e.g Narrative report template** - number of participants reached based on the target group; the number of activities; participants list, press clipping etc);
7. **Applicants survey** - delivered after the selection of the organizers of volunteering - to collect feedback on the application procedure;
8. **Survey for organizers of volunteering** - delivered after the closure of the Pilot Program - to check the overall satisfaction of cooperation with the ROUTE WB6 consortium;
9. **Other relevant publications in the field (RYCO resources and others)**

Desk review and analysis shall be presented in the inception report. The report shall cover the following:

* Overall approach and methodology
* Key lines of inquiry
* Review and the analysis of data collection tools and mechanisms
* A work plan and timeline, to be agreed upon with the ROUTE WB6 project team.

The Inception Report should also include a list of key risks, limitations and risk management strategies for the evaluation, particularly under the constraints presented by the COVID-19 pandemic.

**2. Interviews with relevant RYCO and project partners' staff.** RYCO will advise 6-7 interviews with the staff and partners. The evaluator in consultation with the Project Coordinator may change who/when will be interviewed, based on the need for more input.

**3. Analysis of the results of the above-mentioned questionnaires.** The selected expert will be provided with the excel spreadsheet with the answers, to analyze the data and to provide RYCO with analysis of the questionnaires. The findings from the analysis will be used to feed the final evaluation report and for communications purposes.

**4. Conceptualization and participation in six evaluation events (one per Contracting Party).** In close cooperation with the project team, RYCO Monitoring and Evaluation Coordinator and Program Design Expert, the selected consultant will develop the concept of the two-day events where the special focus will be on evaluating the intercultural experience in the context of the respective CP. The conceptualization and participation are going to be coordinated with the Program Design Expert.

**5**. **The Final Evaluation Report*; -*** Draft the Final Evaluation report and submit it to the Project Coordinator, Monitoring and Evaluation Coordinator and ROUTE WB6 project team for feedback. The report will go through two rounds of comments. The final evaluation report must include, but not necessarily be limited to, the following:

* Title and opening pages;
* Table of contents;
* List of acronyms and abbreviations;
* Executive summary;
* Introduction;
* Project Overview and Description of the intervention;
* Evaluation scope and objectives;
* Evaluation methodology;
* Data analysis;
* Findings;
* Conclusions and recommendations;
* Bibliography
* Report annexes.

**Key Recommendations**

The evaluation should provide an overview of key volunteering for peace recommendations that are appropriately tailored to specific actors. They should be articulated clearly so that they can be used for any future programming needs. The following should be included:

* + The key actors to whom the recommendation is targeted;
  + The main programming factors of success;
  + The main programming challenges and gaps;
  + The main implementation factors of success;
  + The main implementation challenges;
  + The main gaps and challenges and ways to address them.

Recommendations shall take into account that not only implementation was affected by the pandemic, but also the fact that pandemic may be an influencing factor in the forthcoming 1-2 years when other similar initiatives might be implemented.

**Deliverables, timeline and payment modality:**

Specific tasks include the following with the timelines indicated:

* ***Deliverable 1:*** (15% of total amount); Methodology and Desk Review of relevant documents to produce the Inception Report (by 15th September 2021);
* ***Deliverable 2:*** (30% of the total amount); Analysis of the results of the questionnaires to gather data for the Final Evaluation Report (by 8th November 2021);
* ***Deliverable 3:*** (25% of total amount) – Conceptualization and participation in six evaluation events (by 29th November 2021);
* ***Deliverable 4***: (30% of total amount) – Preparation and submission of the Final Evaluation Report incorporating the feedback provided by the ROUTE WB6 project team and RYCO in two rounds of comments. (by 15th December 2021);

The maximum budget available is 6800 EUR (travel and accommodation costs included).

**Required Skills and Experience**

**Education:**

* + Master’s degree in social sciences, international development, political sciences or other related fields.

**Experience:**

* + At least 5 years of demonstrated relevant work experience with the evaluation of large scale regional projects in the field of civil society and social development in WB6 is required.
  + Experience with the youth agenda is required. Experience with volunteering, social cohesion, peacebuilding and conflict prevention work is preferable in the WB6.
  + At least 5 years of working experience with results-based management evaluation, as well as of participatory M&E methodological and practical considerations in conducting evaluations of development interventions are required.
  + Experience in conducting remote evaluations is considered an asset.

**Language skills:**

* + Excellent oral and written proficiency in English required.
  + Knowledge of at least one official language of the Western Balkans is required

**Evaluation of Applicants**

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants’ qualifications and financial proposal.

The shortlist will consist of candidates whose offers have been evaluated and determined as:

a) Responsive/compliant/acceptable, and

b) Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.

Only the highest-ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation. Interviews with the shortlisted candidates may be considered, before taking a final decision for the candidate who will be granted the contract.

**Technical Criteria - 75% of total evaluation:**

Criteria A - (At least 5 years of demonstrated relevant work experience with the evaluation of youth cooperation interventions in WB6) – max points: 20 %

Criteria B - (Experience with volunteering, social cohesion, youth agenda, peacebuilding and conflict prevention work, in the WB6 region) – max points: 20 %;

Criteria C - (Extensive knowledge of results-based management evaluation, as well as of participatory M&E methodological and practical considerations in conducting evaluations of development interventions is required– max points: 25 %

Criteria D - (Language proficiency) – max 10 %

**Financial Criteria - 25% of the total evaluation**

**Evidences and supporting documents**

* Technical offer (including methodology and working plan);
* CV of the Expert/s (I.e.: ​ demonstration of previous work in the relevant field)
* Cover letter
* Scanned copy of the diploma/s
* Agreement of entering in a consortium/cooperation agreement between candidates (if applicable)
* Financial offer (expressed in EUR) and including all the applicable taxes. The accommodation and travel expenses of the Expert/s are to be included in the financial offer.

**E: ANNEX I**

**SERVICE TENDER SUBMISSION FORM**

***Contract title:*** *Monitoring and Evaluation Expert on Regional Volunteering Exchange Program ROUTE WB6*

***Financed from:*** *Regional Youth Cooperation Office (RYCO)*

*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 applicant** |  |
| **Insert: Full Address of the applicant** |  |
| **Insert: Full Contacts of the applicant** |  |
| **Insert: Full name of the team of consultants. (If applicable)** |  |

* 1. **CONTACT PERSON/s (for this tender)**

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

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

**2. TENDERER’S STATEMENT**

**As part of their tender, each entity identified under point 1 of this form, must submit a 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:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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- In my offer all applicable taxes as well as accommodation and travel costs are included.

1. I am making this tender in my own right. I confirm, as capacity-providing entity to be jointly and severally bound in respect of the obligations under the contract.
2. I state that I have the technical, financial and professional 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 which 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 note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.
8. I declare that I am not in a situation of unavailability and I am able and willing to work for the whole period scheduled to implement the tasks 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 (if applicable)** |  |
| **Date** |  |

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

**As part of their tender, each entity identified under point 1 of this form, 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 are 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 that the person 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 (if applicable)** |  |
| **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 FORM**

**As part of their tender, each Legal Person/Company 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(if applicable)** |  |
| **Date** |  |

**F: ANNEX II**

**FINANCIAL OFFER**

**Contract title:** Monitoring and Evaluation Expert on Regional Volunteering Exchange Program ROUTE WB6

**Financed from:** The Norwegian Ministry of Foreign Affairs

1. My financial offer is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert price in numbers and words) EUR.
2. In my offer all applicable taxes as well as accommodation and travel costs, are included.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp (if applicable)** |  |
| **Date** |  |