Tirana, 10/11/2023

**INVITATION TO TENDER**

**For:**

**“Research Services for the Study Report of the Regional Youth Cooperation Office”**

This is an invitation to tender for the above-mentioned 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. **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: CONTRACT NOTICE**

**1. Procedure:**  Open procedure

**2. Contract title:** “Research Services for the Study Report of the Regional Youth Cooperation Office”.

**3. Financed from:** German Ministry of Foreign Affairs

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

**CONTRACT SPECIFICATION**

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

**6. Contract description:** RYCO is seeking the services of a qualified Research Agency, Company or team of researchers (individual experts) to design or redesign theoverall research methodology framework and research instruments for the Study report of the Regional Youth Cooperation Office (RYCO) and to implement phase 1 of the Research. A detailed description of the services required is provided in the Terms of References, part D of the Tender Dossier.

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

**8.** **Maximum budget available: 21 900 (twenty-one thousand nine hundred) Euros.**

***(Please refer to the Instructions to tender as well as to the Terms of References, for detailed maximum budgets per each segment/deliverable, as well as the maximum budget available for transport costs and accommodation).***

**CONDITIONS OF PARTICIPATION**

 **9. Eligibility:** Participation in tendering is open on equal terms to Research Agencies, Companies or team of researchers (individual experts) in any of the Western Balkans 6 Contracting Parties.

**10. 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.

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

**12. 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**

**13. Provisional commencement of the contract:** 1st of December 2023

**14. Implementation period**: 1st of December – 31st of December 2023

**SELECTION AND AWARD CRITERIA**

**15. Selection criteria**

The following selection criteria will be applied to the tenderers.

**Exclusion criterion:**

*Tenderers must sign a declaration on honour on exclusion criteria together with their tender, certifying that they do not fall into any of the exclusion situations mentioned in the declaration.*

1. **Professional Suitability:**
* In case the potential tenderer is a legal entity it must be duly registered for this type of activity in one of the 6th Western Balkans Contracting Parties.

**Documentary evidence required:**

1. Copy of legal registration
2. **Technical, professional capacity and experience:**
* Not less than seven years of experience in conducting research for the research team leader and not less than 3 years in the case of other team members.
* Diverse teams in terms of ethnicity and gender are highly encouraged.
* Desirable: One of the team members to be from a group of young researchers (from 18 to 30 years old.)
* Excellent knowledge of written and spoken English of the dedicated staff for this contract.

**Documentary evidence required:**

* Portfolio of the service provider (I.e., demonstration of previous work in the relevant fields)
* The technical proposals/ detailed methodology, as per the description provided above. The applicant is expected to propose a detailed methodology for the services delivery
* CV of the team members who are going to be engaged in this contract
* List of three references.

**16. Award criteria**: The award criterion will be: **Best price – quality ratio on a 70/30% basis;**

70% - Quality of submitted Technical proposal

30% - Financial Offer

**TENDERING**

**17. Deadline for receipt of tenders: 20/11/2023, 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

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 60 (sixty) days from the deadline for submission of tenders.

**22. Legal basis:**

 **-** RYCO’s Rules for Procurement:

 **-** Procurement provisions stipulated in the Agreement

 - Statute of the Regional Youth Cooperation Office

**B: INSTRUCTIONS TO TENDERERS**

**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 3 (three) working days before the deadline for submission of tenders** |   |
| **Last date for the contracting authority to issue clarification** | **At the latest 1 (one) working days before the deadline for submission of tenders**  |   |
| **Deadline for submitting tenders** |  **20/11/2023** |  **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 Research Agencies, Companies or team of researchers (individual experts) in any of the Western Balkans 6 Contracting Parties.
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 Contract Notice, part A of the tender dossier as follows:

*The potential tenderer must submit:*

1. **Portfolio of the service provider (I.e., demonstration of previous work in the relevant fields);**
2. **The technical proposals/ detailed methodology, as per the description provided in the Terms of Reference. The bidder is expected to propose a detailed methodology for the services delivery;**
3. **CV of the team members who are going to be engaged in this contract;**
4. **List of three references;**
5. **Copy of legal registration in case of a legal entity;**
6. **Agreement of entering into a consortium (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 in Euro and must be submitted using the template of Annex II of this tender dossier.

Tenderers are reminded that the maximum budget available for this contract, as stated in the contract notice is: **21 900 (twenty-one thousand nine hundred) Euro in total.**

For the 1st segment of the contract:

I Redesign or design of the overall research methodology framework, including research instruments the maximum budget available is: **8 250 (eight thousand two hundred fifty) Euro.**

For the 2nd segment of the contract:

**II** Implementation of PHASE I of the research the maximum budget available is: **11 250 (eleven thousand two hundred fifty) Euro**

**Maximum budget available for travel and accommodation costs is 2 400 (two thousand fur hundred) Euro.**

In the financial offer submitted all applicable taxes must be included as well as transport and accommodation costs.

**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 **up to 3 (three) 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 1 (one) 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

* 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**

 For tenders that fulfil the requirements concerning formal responsiveness, RYCO shall then proceed to evaluate the eligibility and, the technical qualification of the tenderers. in accordance with the selection and award criteria and on the basis of the required documentary evidence

If a tender does not technically 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.

**9.3. 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 amounts 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 award criterion will be: Best price quality ration on a 70/30% basis, specifically 70% technical offer (quality of technical proposal) & 30% financial offer.

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 working 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 SERVICE CONTRACT**

**FOR**

**“THE PROVISION OF RESEARCH SERVICES FOR THE STUDY REPORT ON BEHALF OF THE REGIONAL YOUTH COOPERATION OFFICE.”**

This Service Contract the “Contract”, is signed on December 1st, 2023 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 the Secretary General, Mr. Albert Hani, adult, with full legal capacity to act, hereinafter referred to as the “*Contracting authority*” or “*RYCO*”.

*of the one part*,

and

1. ***[insert the full name of the company],*** a company incorporated under the laws of ***[insert the Contracting Party]***, having its registered office at: ***[insert the exact address]*** registered with the unique registration number (NUIS) ***[insert the registration number]***, legally represented for the purposes of the signature of this Contract by ***[insert the name of the full name of the Legal Representative]***, ***[insert the tittle]****,* adult, with full legal capacity to act, referred to “*Service provider*” or “*the Contractor*”.

*of the other part*

Hereinafter each of them referred to as the “Party” and collectively as the “Parties”.

**Preamble**

This Contract is financially supported by the Project “RYCOGNIZED - YPS Advocacy Efforts in WB6”, implemented by the Regional Youth Cooperation Office.

**Article 1**

**Object of the Contract**

1. The main object of the Contract is the provision of services from the contractor on research services for the study report for the RYCOgnized project.
2. The Contractor hereby states and warrants to RYCO that it is fully capable to provide the services as envisaged in this Contract and has no other commitments or engagements to other persons, organizations or entities which could prevent it from performing its obligations under the present Contract. The Contractor shall be responsible to carry all duties and tasks as envisaged in the Terms of Reference, integrated and inseparable part of this Service contract.

**Article 2**

**Definitions**

1. In this Contract, the following terms shall be interpreted as indicated:
2. “The Contractor” means the organization, company, firm or legal entity providing the Services under this Contract.
3. “The Contract” means this agreement entered by and between RYCO and the Contractor, including all attachments and annexes, and specifically the terms of reference and the financial offer.
4. “The Contract Price” means the price payable to the Contractor by the Contracting authority under the Contract for the full and proper performance of its contractual obligations.
5. “The Services” means services to be provided by the tenderer/bidder including any documents, which the Contractor is required to provide to RYCO under this Contract.
6. “Day” means calendar day.

**Article 3**

**Term of the Contract**

This Contract shall enter into full force and effect on December 1st, 2023, and shall remain in full force and affect until December 31th, 2023.

**Article 4**

**Deliverables and Services**

1. The Contractor agrees to provide the following services:

|  |
| --- |
| **I Redesign or design of the overall research methodology framework, including research instruments**  |
| 8.250,00 **EUR** |
| **II Implementation of PHASE I of the research**  |
| 11.250,00 **EUR** |
| *The maximum available budget for the I and II segments is 19.500,00* ***EUR****and**for travel and accommodation costs for the service activities the maximum available budget is 2.400,00* ***EUR*** |

The Contractor shall deliver the following services:

|  |  |
| --- | --- |
| **Deliverable** | **Explanation** |
| **Inception report:**- Desk analysis brief on relevant available data on youth, peace, and/or security in the region,- Screening of the pilot research methodology from 2020 (research scope and objectives, approaches, research sample, instruments, protocols, etc.),- Results of consultations on the data gaps and formulation of the data collection needs. | The inception report should inform decision-making during the workshop (step 2) to avoid overlapping in data collection, map the data gaps, and check the usability of the instruments and framework developed during the pilot research from 2020.The consultation process will be conducted with the youth-led and youth organizations to define the needs for data gathering (one of the suggested consultation methods should be a quantitative survey). |
| **Methodology (re)design workshop:**To deliver an exploratory workshop with RYCO relevant staff to define the research scope and topics and connect it with the associated purpose. | This activity will support RYCO's decision-making on the research approach, scope, and research topics to be covered. |
| **Methodology framework: (re)design with developed instruments for qualitative and quantitative data collection**  | The methodology framework package should be prepared to include all relevant supporting documents (instruments, protocols, sampling, guidelines, etc.). The methodology should consist of qualitative and quantitative research segments. |

1. Service Implementation of PHASE I of the research

 The research will be conducted in two phases:

* Phase I: Development of a comprehensive methodology framework and implementation of the qualitative research (covered by this contract).
* Phase II: Quantitative research and publication of the study (scheduled for the first quarter of next year).

|  |  |
| --- | --- |
| Deliverable | Explanation |
| Preparatory research package - list of interviewees, invitation letters, timeline, interviews and focus group protocols, letter of consent etc.  | The researchers should prepare the schedule of the research activities (focus groups, interviews etc.).inputs from regional and CP levels (12 Focus groups in 6 CP and 2 regional focus groups) should be collected. Based on the researcher's instructions, a list of targeted interviewees and focus group participants will be prepared in cooperation with the LBOs in each CP. |
| Final Report on findings and conclusions – Phase I of the research | The qualitative data collection will be conducted in phase I of the research that is the subject of this contract. The final report will include the following:Introduction and purpose,Methodology review,Research findings, Conclusions and insights. |

**Article 5**

**Price and Payment modality**

1. The total Price for the research services and the study report under this Contract is **21.900 *(twenty-one thousand and nine hundred)* EUR,** VAT included.
2. Upon delivery and acceptance of Services by RYCO, the Contractor shall submit to RYCO the respective invoice (*signed original*). The payment shall be conducted in 2 (two) equal instalments upon receiving the reports foreseen in the respective Terms of Reference, I. (inception report); II. (following the delivering and approval of the methodology framework package and report on findings, from the implementation of the qualitative data collection.). The payment shall be transferred following the successful delivery of the envisaged deliverables, and issuance of the respective Invoices, within December 31st, 2023.
3. RYCO shall execute the payment in EUR, in one single instalment, to the following bank account:
4. *Bank account holder name:* ***[insert the bank account holder]***
5. *Bank name:* ***[insert the designation of the bank]***
6. *Address of the bank:*  ***[insert the exact address of the bank]***
7. *IBAN/Account number:* ***[insert IBAN]***
8. *SWIFT:*  ***[insert SWIFT]***
9. *Currency:* ***EUR***
10. RYCO shall consider the payment as executed when it submits from its Bank account the transfer order for the payment to the bank account of the Contractor.
11. The Price specified in the provision 5 point 1, is the total charge to RYCO. The Contractor shall be responsible for the payment of all taxes, duties, and charges assessed on it in connection with this Contract, in accordance with the applicable Laws.
12. RYCO shall be entitled, without derogating from any other right it may have, to defer payment of part or all of the Price until the Contractor has completed, to the satisfaction of RYCO, the delivery of the services to which those payments relate.

**Article 6**

**Suspension of the Contract**

1. The Contracting authority may suspend the implementation of the Contract or any part of it, if the Contractor is not able to fulfil the obligation to carry out the work required.
2. The Contracting authority must formally notify the Contractor of its intention, include the reasons why and invite it to submit any observations within 5 (five) 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 7**

**Obligations of RYCO**

RYCO shall:

1. Provide the necessary support to the Contractor for the performance of all required services and to achieve the objective of this Contract;
2. Undertake the final control and acceptance of the deliverables;
3. Sign every acceptance act of the work processes, or make any remarks or suggestions;
4. Provide feedback and guidance; and
5. Communicate on a regular basis with the Contractor.

**Article 8**

**Termination of the contract**

1. The Contracting authority may at any moment terminate the Contract if the Contractor:
	1. is performing its 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 Contractor of its intention and include the reasons why. The termination will take effect on the date the notification is sent by the Contracting authority.
3. The Contractor may at any moment terminate the Contract if it is not able to fulfil its obligations in carrying out the work required. The Contractor must formally notify the contracting party and include the reasons. The termination will take effect on the date the Contracting party 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 Obligations of the Service provider**

1. The Contractor must perform the Contract within the set deadlines and to the highest professional standards, in compliance with its provisions as well as in accordance to the Contracting authority’s internal rules, procedures and regulations.
2. The contractor will report to the “RYCOgnized,” Project Manager, emphasizing that the Contractor shall primarily discuss with RYCO for all activities and deliverables that she shall undertake in the frame of this Service contract.

**Article 10**

**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 the 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 11**

**Force Majeure**

Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Contract if such delay or failure is caused by force majeure, such as civil disorder, military action, natural disaster and other circumstances which are beyond the control of the Party in question. In such event, the party will give immediate notice in writing to the other Party of the existence of such cause or event and of the likelihood of delay.

**Article 12**

**Independent Contractor**

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

**Article 13**

**Records and Supporting Documentation**

The Contractor agrees to maintain financial records, supporting documents, statistical records and all other records in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the services under this Contract. The Contractor shall make all such records available to RYCO or its designated representative at all reasonable times until the expiration of 2 (two) years from the date of final payment, for inspection, audit, or reproduction. On request, employees of the Contractor shall be available for interview.

**Article 14**

**Dispute Resolution**

1. This contract is construed and governed 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 30 (thirty) days from the commencement of such negotiations, the complaining party may appeal to the competent court in Albania.

**Article 15**

**Confidentiality**

1. All information which comes into the Service provider’s possession or knowledge in connection with this Contract is to be treated as strictly confidential. The Service provider should not communicate such information to any third party without the prior written approval of RYCO. These obligations shall survive the expiration or termination of this Contract.
2. The Parties hereby, commit on regulating their contractual relationship and all the related terms for the provision of the respective services as envisaged in this Contract, in conformity with the requirements under the applicable data protection legislation, “The Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data (CETS No. 108)”, GDPR Regulations and other respective International Standards applied for the collection and processing of the Personal Data.

**Article 16**

**Notices**

1. All communication by and between the Service provider and RYCO concerning the execution of this Contract shall be directed toMs. Evis Myftari on behalf of RYCO, to the following e-mail address: evis.myftari@rycowb.org,and toMr./Ms. ***[insert the full name of the Legal Representative]*** on behalf of the Service Provider, to the following email address: ***[insert the email address of the Contractor].***
2. Both Parties undertake to notify immediately one another of any changes, such as registration, residence, legal representation, or any other changes which may have an impact on the execution of present Contract and on their professional relationship.

**Article 17**

**Status of RYCO**

Nothing in this Contract affects the privileges and immunities enjoyed by RYCO as an Intergovernmental Organization vested with a Diplomatic Mission Status. The official logo and name of RYCO may only be used by the Service Provide in connection with this Contract and with the prior written approval of RYCO.

**Article 18**

**Assignment and Subcontracting**

1. The Contractor shall not assign or subcontract the Contract or any work under this Contract in part or all, unless agreed upon in writing in advance by RYCO.
2. Any subcontract entered into by the Contractor without approval in writing by RYCO may be cause for termination of the Contract.
3. In certain exceptional circumstances by prior written approval of RYCO, specific jobs and portions of the Contract may be assigned to a subcontractor. Notwithstanding the said written approval, the Contractor shall not be relieved of any liability or obligation under this Contract nor shall it create any contractual relation between the subcontractor and RYCO.
4. The Contractor remains bound and liable there under and it shall be directly responsible to RYCO for any faulty performance under the subcontract.
5. The subcontractor shall have no cause of action against RYCO for any breach of the subcontract.

**Article 19**

**Amendments**

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 5 (five) days of receiving notification.

**Article 20**

**Severability**

If any part of this Contract is found to be invalid or unenforceable, that part will be severed from this Contract and the remainder of the Contract shall remain in full force and effect.

**Article 21**

**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 22**

**Governing Language**

The language of this Contract is English. All correspondence and other documents pertaining to this Contract, which are exchanged by the parties, shall be written in the same language.

**Article 23**

**Final Clauses**

The entire Agreement between the Parties is composed of the:

1. Contract,
2. Terms of reference, and
3. Financial offer.

Done in English in 3 (three) originals: 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:**

Mr. Albert Hani ***[insert full name of the Service provider]***

Secretary General ***[insert the tittle]***

Regional Youth Cooperation Office ***[insert the company]***

**D: TERMS OF REFERENCE**

**“Research Services for the Study Report of the Regional Youth Cooperation Office”**

**General information**

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

**Indicative starting date of the contract**: 1st of December 2023

**Maximum duration of the service**:  Until 31st of December 2023

**Maximum available budget:**  21.900,00 EUR

**Background**

**The Regional Youth Cooperation Office (RYCO)** is an intergovernmental organization focused on peacebuilding, reconciliation, and cooperation in the Western Balkans (WB6). It was established by the governments of Albania, Bosnia and Herzegovina, Kosovo[[1]](#footnote-1), Montenegro, North Macedonia, and Serbia (jointly called – Contracting Parties or shortly CPs) in July 2016 within the Berlin Process. Read more about it on the website [www.rycowb.org](http://www.rycowb.org).

In regards to the ongoing project “RYCOGNIZED - YPS Advocacy Efforts in WB6”, RYCO is looking for a service provider who can develop a research methodology and ensure qualitative data collection from youth from the WB6.

**RYCOGNIZED** project is, among other topics, dedicated to promoting the Youth Peace and Security (YPS) Agenda, adopted by the United Nations in 2015. You can read more about it on the [UN website](https://www.un.org/youthenvoy/youth-peace-and-security/), [Youth4Peace website](https://youth4peace.info/UNSCR2250/Introduction), and [Progress Study on Youth, Peace, and Security](https://youth4peace.info/ProgressStudy). As part of RYCO's evidence-based approach towards cooperation, knowledge, and practical engagement among youth, institutions, and civil society organizations involved in youth, peace, and regional collaboration, RYCO intends to launch its comprehensive research study in 2024. This research is building on a previous study [conducted in 2021](https://shared-futures.com/wp-content/uploads/2021/06/Shared-Futures-Youth-Perceptions-on-Peace-in-the-Western-Balkans.pdf). The study's objectives include mapping the critical concerns that young people are passionate about, gaining insight into their perspectives on critical issues such as democratization and EU integration, and evaluating RYCO's effectiveness in reconciliation, intercultural dialogue, and peacebuilding. The research should strive to reflect diverse perspectives of young people in the Western Balkans, taking into account different age cohorts, gender identities, and intersectional approach in overall, while combining quantitative and qualitative research methods.

**Research Study Report**

The **Research Study Report** is intended to serve the following purposes (the list is not exhaustive):

* Providing information on youth's perceptions of peace and their priorities for achieving sustained peace.
* Serving as a reference source to leverage the results for creating high-quality and relevant programs or policies for young people.
* Becoming one of the primary sources of youth input that will inform RYCO's strategic planning and choice of relevant approaches in youth cooperation and peacebuilding in the Western Balkans (WB6).
* Supporting youth-led advocacy efforts on youth, peace, and security.
* Providing comparative data to ensure long-term progress monitoring in areas influenced by RYCO, as examined in the research.
* Encouraging academic research activities in the field of youth, peace, and security in the WB6 (open data principle).
* Bridging data gaps in research-related topics not covered by existing comparable studies.

**Eligibility**

The applicants eligible to participate in this contract may be, companies, research agencies or a team of researchers (individual experts).

**Required Services**

|  |
| --- |
| **I Redesign or design of the overall research methodology framework, including research instruments**  |
| 8.250,00 **EUR** |
| **II Implementation of PHASE I of the research**  |
| 11.250,00 **EUR** |
| *The maximum available budget for the I and II segments is 19.500,00* ***EUR****and**for travel and accommodation costs for the service activities the maximum available budget is 2.400,00* ***EUR*** |

**I Service**

**Redesign or design of the overall research methodology framework and research instruments**

In 2020, RYCO, in cooperation with UNDP and UNFPA, conducted a pilot research project that provided information on young people's perceptions of peace in the Western Balkans and their priorities for sustainable peace. This effort resulted in the comprehensive 'Shared Future' study, published the same year.

Throughout 2024, RYCO will carry out an extensive strategic planning process to define its direction and development for 2025 - 2027. As RYCO values the practice of involving young people in its program planning, this Research Study Report is recognized as one of the primary mechanisms for ensuring the participation of young people in RYCO programming while adhering to the principle of intersectionality.

As the starting point for the methodology design, researchers are expected to utilize the methodology developed for the 'Shared Future' study in 2020. This continuity is essential for comparative data collection.

The methodology framework package should be designed to meet RYCO's long-term data collection needs, supporting its decision-making processes in the field of youth, peace, and security in the Western Balkans."

The selected service provider should deliver in English:

|  |  |
| --- | --- |
| **Deliverable** | **Explanation** |
| **Inception report:**- Desk analysis brief on relevant available data on youth, peace, and/or security in the region,- Screening of the pilot research methodology from 2020 (research scope and objectives, approaches, research sample, instruments, protocols, etc.),- Results of consultations on the data gaps and formulation of the data collection needs. | The inception report should inform decision-making during the workshop (step 2) to avoid overlapping in data collection, map the data gaps, and check the usability of the instruments and framework developed during the pilot research from 2020.The consultation process will be conducted with the youth-led and youth organizations to define the needs for data gathering (one of the suggested consultation methods should be a quantitative survey). |
| **Methodology (re)design workshop:**To deliver an exploratory workshop with RYCO relevant staff to define the research scope and topics and connect it with the associated purpose. | This activity will support RYCO's decision-making on the research approach, scope, and research topics to be covered. |
| **Methodology framework: (re)design with developed instruments for qualitative and quantitative data collection**  | The methodology framework package should be prepared to include all relevant supporting documents (instruments, protocols, sampling, guidelines, etc.). The methodology should consist of qualitative and quantitative research segments. |

**II Service**

**Implementation of PHASE I of the research**

The research will be conducted in two phases:

* **Phase I:** Development of a comprehensive methodology framework and implementation of the qualitative research (covered by this contract).
* **Phase II:** Quantitative research and publication of the study (scheduled for the first quarter of next year).

After developing a detailed research framework package, following the steps outlined in the description of the service I, the researchers will implement qualitative research. The findings report of the qualitative research and the research methodology framework package mark the completion of the work for the first phase of the research, as specified by this ToR.

The second research phase is planned for the beginning of the following year as a separate tender. However, the framework for quantitative research, which will be developed during the first phase of the research, will be utilized."

The selected service provider should deliver in English :

|  |  |
| --- | --- |
| Deliverable | Explanation |
| Preparatory research package - list of interviewees, invitation letters, timeline, interviews and focus group protocols, letter of consent etc.  | The researchers should prepare the schedule of the research activities (focus groups, interviews etc.).inputs from regional and CP levels (12 Focus groups in 6 CP and 2 regional focus groups) should be collected. Based on the researcher's instructions, a list of targeted interviewees and focus group participants will be prepared in cooperation with the LBOs in each CP. |
| Final Report on findings and conclusions – Phase I of the research | The qualitative data collection will be conducted in phase I of the research that is the subject of this contract. The final report will include the following:Introduction and purpose,Methodology review,Research findings, Conclusions and insights. |

**Price of the contract**

Applicants should indicate the prices for segments I and II, as well as the total cost of the contract. Fees must be expressed in EUR, with VAT included.

**Reporting Requirements**

The service provider will report to RYCO. RYCO’s person in charge will regularly communicate with the contractor and provide feedback and guidance on its performance and all other necessary support to achieve the objectives of the assignment, as well as remain aware of any upcoming issues related to the contractor’s performance and quality of work. If deliverables do not fulfill RYCO expectations as per ToRs, RYCO reserves the right to request new proposals and improvement of deliverables.

**Payment**

The awarded service provider will be invited to sign a service contract with RYCO. The Contract will be realized in EUR, and the Payment will be conducted in two equal installments upon receiving the below reports from the service provider about the successful delivery of the following **until December 25th the latest**:

Report about deliverables:

1. Upon delivery and approval of the inception report.

Report about deliverables:

1. Upon delivery and approval of the research methodology framework package and Report on findings from the implementation of the qualitative data collection.

Payment will be made upon the submission of invoices, but the last payment will be paid no later than 31st of December 2023.

**The copyrights**

The service provider will provide RYCO with the raw data that will be available for use by other researchers interested in the topic. The copyrights of the work conducted during the assignment shall remain the property of RYCO.

**Required Qualifications and Experience of Applicant**

* Not less than seven years of experience in conducting research for the research team leader and not less than 3 years in the case of other team members.
* Diverse teams in terms of ethnicity and gender are highly encouraged.
* Desirable: One of the team members to be from a group of young researchers (from 18 to 30 years old.)
* Excellent knowledge of written and spoken English of the dedicated staff for this contract.
* In case of a legal entity, it must be duly registered for this kind of activity.

**Award criterion**

The best price-quality ratio.

* 70 % quality of submitted technical proposal
* 30% Financial offer

**Evidence and Quality of the Technical proposals**

* Portfolio of the service provider (I.e., demonstration of previous work in the relevant fields)
* The technical proposals/ detailed methodology, as per the description provided above. The bidder is expected to propose a detailed methodology for the services delivery
* CV of the team members who are going to be engaged in this contract
* List of three references
* Copy of legal registration in case of a company
* Agreement of entering into a consortium (if applicable)

**E: ANNEX I**

 **TENDER SUBMISSION FORM**

***Contract title:***“Research Services for the Study Report of the Regional Youth Cooperation Office”

***Financed by :***  German Ministry of Foreign Affairs

 *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 legal entity making the tender.*

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

|  |  |
| --- | --- |
| **Insert: Full official name/s**  |  |
| **State the form of the entity: legal entity Companies/Research Agencies or team of researchers (individual experts)**  |  |
| **Insert: Name of the representative of Entity**  |  |
| **Insert: Full official name of leader and members (In case of consortium)** |  |
| **Insert: Name of the representatives of the Members (In case of consortium)**  |  |
| **Insert: Full official address of Entity** |  |
| **Insert: Full official address of Members (in case of consortium)** |  |

***In case of a consortium (If applicable)***

***[We are making this application, for this tender as partner in the consortium led by [insert name of the leader]. We confirm that we are not tendering for the same contract in any other form. We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorized to bind, and receive instructions for and on behalf of, each member, that the performance of the contract, including payments, is the responsibility of the lead partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance].***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the members (in case of consortium)** | **1** | **2** | **3** |
| **Signature & Stamp** |  |  |  |
| **Date** |  |  |  |

* 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, the Legal 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. a) The price of my tender is (insert total value in numbers and words) (in EUR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *In my total offer, all applicable taxes, travel and accommodation costs are included.*

1. I am making this tender in my own right. I confirm, to be jointly and severally bound in respect of the obligations under the contract.
2. I state that I have the technical 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 Contracting 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 practices 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 recognize 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 contract as per the requirements set 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** |  |
| **Stamp**  |  |
| **Date** |  |

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

**As part of their tender, each Legal Entity, (each member in case of consortium), 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, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
2. it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
3. it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
4. 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;
5. entering into agreement with other economic operators with the aim of distorting competition;
6. violating intellectual property rights;
7. attempting to influence the decision-making process of the contracting authority during the procurement procedure;
8. attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
9. it has been established by a final judgment that the economic operator is guilty of any of the following: i) fraud; ii) corruption; iii) conduct related to a criminal organization; iv) money laundering or terrorist financing; v) terrorist-related offences or offences linked to terrorist activities; vi) child labour or other forms of trafficking in human beings;
10. the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract;
11. it has been established by a final judgment or final administrative decision that the person or entity has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business
12. has misrepresented the information required by RYCO as a condition for participating in the procedure or has failed to supply that information;
13. was previously involved in the preparation of procurement documents used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise.

|  |  |
| --- | --- |
| **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 FORM**

**As part of their tender, each Legal 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 |  |
| FULL OFFICIAL ADREESS OF BANK BRANCH |  |

**ACCOUNT HOLDER’S DATA**

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

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

**F: ANNEX II**

 **FINANCIAL OFFER**

***Contract title:***“Production of online content for the project's activities of Regional Youth Cooperation Office (RYCO)”

|  |
| --- |
| **I Redesign or design of the overall research methodology framework, including research instruments**  |
|  **My financial offer for segment I is**: (insert offer in numbers and words) |
|  **II Implementation of PHASE I of the research** |
| **My financial offer for segment II is**: (insert offer in numbers and words) |
|  **Travel and accommodation costs:** (insert amount in numbers and words)  |

Total value in numbers and words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR, all applicable taxes, travel and accommodation costs included.

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

1. 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. [↑](#footnote-ref-1)