

Simplified tender dossiers for service contract

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	EU4M - 29
2. Project Title:	EU for Municipalities “EU4M”
3. Subject of the contract:	Expert on EU financing, municipal budgeting and procurement procedures
4. Contracting Authority:	NALAS, Network of Associations of Local Authorities of Southeast Europe; NALAS Branch Albania, for “EU for Municipalities” Project
5. Maximum Budget:	Maximum budget available EUR 6,0000.00 (six thousand euro) VAT excluded
6. Deadline for application:	15.01.2024, at 17:00

7. Contract description

The expert is expected to develop a policy paper to support improving the policy and institutional framework supporting municipalities in implementing EU financial assistance. The Expert shall work in close collaboration with the EU4Municipalities team and the Ministry of Finance and Economy.

The policy paper is expected to include:

- a review of the legislation on local government budget planning, execution and reporting with EU funds, including laws and bylaws providing how municipalities should plan, amend, execute and report on their budgets financed with EU funds;
- a review of the legislation on public procurement, including laws and bylaws providing how municipalities should initiate procurement procedures with EU and donor funds, including during the election periods.
- up to two case studies describing how specific EU4M grantees have adopted and modified their municipal budget with decisions of the municipal councils, in the aftermath of the signature of the contract with EU4M and the budget re-allocations needed throughout the project implementation.
- up to two case studies with different models/approaches of procurement procedures followed by EU4M grantees for the investment components financed with EU funds;
- good practices from Albania’s neighboring countries as regards: a) instruments supporting local governments on pre-financing of EU funded projects; b) instruments for co-financing

of EU funded projects; c) VAT payment exemptions or reimbursements and d) procedures for opening project bank accounts by municipalities.

- recommendations for improving the legislative framework for:
 - procedures for the opening of the project bank accounts by municipalities;
 - procedures to be followed by municipalities on budgeting and procuring with EU funds;
 - support municipalities in the areas of pre-financing, co-financing and VAT payments.

The expert is expected to actively contribute to the technical workshops to be organized by EU4Municipalities and the Ministry of Finance and Economy to support the processes of improving municipal practices towards donor funded project implementation.

8. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills:

- Master's degree in economics, finance, law, public administration, development studies or other related fields (diploma on academic achievements).
- Previous relevant work experience in the areas of local public finance, public administration, municipal capacity building or any other related field.
- Previous experience with international or local organizations or institutions, and/or with EU or other donor funded projects will be an asset.
- Good coordination skills and high sense of responsibility (up to two reference letters).

General Work Experience indicating the required qualification as the following:

- At least 3 years of work experience relevant to the assignment, as expert/coordinator in the area of decentralization and local government, public policy issues and donor funded projects.

Specific Work Experience indicating the required qualification as the following:

- At least 2 years of experience on municipal budgeting processes and procedures, public finance management at local levels, municipal capacity building, supporting municipal administrations in budgeting phases and procurement procedures.

9. Award criteria

The best price-quality ratio established by weighing technical quality against price on an 80/20 basis.

10. Application procedure

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

The tender must comprise a **technical offer** and a **financial offer**, which must be submitted in separate envelopes or through specific electronic post mail messages.

a) **Technical offer**

The applicant must send the technical offer that is composed by the following documents:

- CV of the Applicant in EU format
- Copy of Diplomas, Certificates, Letter of References supporting the experience and qualifications declared on the CV, shall be requested to be submitted only to the best ranked candidate.
- Legal Entity File (LEF) – Template given by the Contracting Authority
- Copy of ID document.

b) **Financial offer**

The financial offer must be presented as an amount in Euro and must be submitted using the template Financial Offer as given by the Contracting Authority in which the applicants will specify the Daily Fee they offer.

Expert must be independent and free from conflicts of interest in the responsibilities they take on.

11. Submission of tenders

Tenders may be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words '*Envelope A — Technical offer*' and the other '*Envelope B — Financial offer*'. All parts of the tender other than the Financial Offer template must be submitted in Envelope A.

Alternatively, tenders may be submitted using two specific electronic post mails, specifying '*Envelope A — Technical offer*' and the other '*Envelope B — Financial offer*'.

The outer envelope should provide the following information:

- a) the address for submitting tenders indicated above.
- b) the reference code for the tender procedure.
- c) the words 'Not to be opened before the tender-opening session'.
- d) the name of the tenderer.

Tenders must be sent to the contracting authority before 15.01.2024, at 17:00 p.m. They must include the requested documents in clause 10 above and be sent:

- by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

NALAS Branch in Albania

**Address: “Donika Kastrioti” Street, Tekno-Project bldg.
ENT. 14th floor, Apt. 3/1, Tirana, Albania**

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

NALAS Branch in Albania

**Address: “Donika Kastrioti” Street, Tekno-Project bldg.
ENT. 14th floor, Apt. 3/1, Tirana, Albania**

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

12. Evaluation of tenders

The tenders will be evaluated on the basis of conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

Evaluation Grid for the technical score is specified as follows:

	Maximum
Qualifications and skills	30
General professional experience	30
Specific professional experience	40
Overall total score	100

13. Notification of award

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

14. Other

For more information the applicants may consult the Terms of Reference attached to this tender procedure.