

Simplified Tender Dossiers for Service Contract

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	EU4M - 28
2. Project Title:	EU for Municipalities “EU4M”
3. Subject of the contract:	Project Expert for Communication and Visibility
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 5,400.00 (five thousand four hundred euro) VAT excluded
6. Deadline for application:	26.12.2023, at 17:00

7. Contract description

The expert will help in:

- Supporting the EU4Municipalities project team in the communication and visibility of the results achieved by the project, including:
 - o The update of project website and social media with content as per the project activities.
 - o Development of project publications such as: case studies of successful projects in written or video format, brochure on EU4M financed projects; catalogue of municipal infrastructure projects in EU and SEE.
 - o Development of up to 1 project newsletter.
 - o Contribute to the organisation of the EU4M closing conference.
 - o Coordinate with EU delegation communication team.
- Support EU4M partner municipalities (grantees) in communicating the results achieved b.the EU4M financed projects for the local communities.
- Hands-on technical assistance on communication and visibility of the grants.

8. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills:

- University degree in communication, public relations, journalism, media and press relations, social sciences, public administration or other related fields (diploma on

academic achievements).

- Previous relevant work experience in communication and visibility management, public relations management, press and media, or any other related field.
- Previous experience with international or local organisations or institutions, and/or with EU or other donor funded projects will be an asset.
- Good coordination skills and high sense of responsibility (reference letters).

General Work Experience indicating the required qualification as the following:

- At least 7 years of work experience relevant to the assignment, in charge of communication and public relations,

Specific Work Experience indicating the required qualification as the following:

- At least 3 years of experience on communication and visibility, media and press relations, public relations and experience in organisation and communication for conferences.

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 invited 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*’ in the subject of their electronic post mail (e-mail).

The outer envelope (or alternatively each of the e-mails) should provide the following information:

- a) the address for submitting tenders indicated above.
- b) the reference code of 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 26.12.2023, 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

Email: info@eu4municipalities.al

- 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.