**SERVICE CONTRACT NOTICE**

**Contract title: Provision of services –** **Local Facilitators (WP2: PROMOTING LOCAL STRATEGIC PLANNING ON CHILDREN’S RIGHTS)  
Location –** Republic of North Macedonia

**1. Reference**

NDICI-THE-NEAR/2022/174503/5-02

**2. Procedure**

**Single Tender**

**3. Programme title**

2021 EIDHR Supporting a civil society through Country-Based Support Schemes in North Macedonia.

**4. Financing**

Contract No NDICI-THE-NEAR/2022/174503/5-02between The European Union, represented by the European Commission and First Children’s Embassy in the World - Megjashi

**5. Contracting authority**

First Children’s Embassy in the World - Megjashi

str. Kosta Novakovikj no.22a, 1000 Skopje

Republic of North Macedonia

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The purpose of this contract is to facilitate the process of the Local Strategic Planning on Children’s rights WP2 “Promoting Local Strategic Planning on Children’s Rights”. The consultant / the local facilitators should help the Local Strategic Planning expert in securing all necessary needs for developing a planning program and support the carrying out capacities building activities under WP2 and facilitate the drafting of the strategic plans per municipality (5 Municipalities). The organization of the Local Conferences (A2.2.) will be carried out by the expert and the local facilitators organizing the participants and facilitate the overall process in their municipality. The Local Conferences will be aimed to inform local stakeholders of the planned establishment of the Local Children’s Rights Panels and their role in drafting and monitoring the strategies for children’s rights. Also, will participate in organizing the Local Children’s Rights Panels (A2.3.) foreseen to be implemented together with the Local Conferences in the 5 targeted municipalities. The development of a local children’s rights strategy must follow the principles promoted by a child friendly municipality. One of the key principles is children’s participation in issues that concern them, i.e., any activity that relates to children should include ways to involve them. For this foreseen action, are planned Consultations with children (A2.4.), where support from the facilitators will be needed, involving at least 50 children in each of the target municipalities. The consultations will be facilitated by the ECEC and school staff trained within A1.4 Design and implementation of an extensive ToT for ECEC and school staff, and in line with the Consultation Methodology prepared by Megjashi.

The targeted action municipalities are the following:

Gostivar Municipality

Debar Municipality

Kisela Voda Municipality, Skopje

Vinica Municipality

Veles Municipality

In each of the municipalities will be organized Support Sessions (A2.5.), 3 in person supporting sessions per municipality. Covering all the key milestones in the local strategies development, including: i) defining of the priority areas of action which the municipality wishes to influence; ii) defining the aims of the local strategies; iii) development of a logical model (structure of the strategy); iv) setting out the actions that would be taken, expected outcomes and indicators.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 2,100.00 per facilitator (in total EUR 10,500.00)

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 23 below). Participation is also open to international organisations.

**11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**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 exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

09.04.2024

**15. Implementation period of the tasks**

09.04.2024 – 31.12.2024

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**1) Economic and financial capacity of the tenderer (**based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

**Examples of financial criteria for natural persons:**

* the available financial resources of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and
* the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

**2)** **Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

**Criteria for legal and natural persons:**

* has a professional background in Local Authorities Staff or ECEC school staff;
* has a knowledge in Local Strategic Planning programs on municipal level and/or related relevant documentation of the topics in this field;
* knowledge of English language;
* has participated on extensive training for active children’s participation in local planning;
* excellent performance related to preparation and organization working groups on municipal level; professional municipal support in drafting Local Strategic Plans; strong project management abilities;

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last 3 preceding the submission deadline.

* the tenderer has provided services under at least 1 contract in the field of local strategic planning services and active participation of children, or preparation of documentation in the field of the contract, to which was implemented at any moment during the following period: last 3 years.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

**22. Operational language**

All written communications for this tender procedure and contract must be in English.

**23. Legal basis**

Regulation(EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-Accession Assistance (IPA II) - See Annex A2 of the practical guide.

**24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.

The tenderer will be in communication with Contracting Authority’s office set in Skopje. Working hours of the office are 8:00 am – 16:00 pm, Monday – Friday.