

SERVICE CONTRACT NOTICE

Engagement of Project Assistant Resen, Municipality of Resen , Republic of North Macedonia Municipality of Pustec , Republic of Albania

1. Reference

17-1489/1

2. Procedure

Single tender

3. Programme title

Project "Cultural Spaces for All" with UNESCO ref.no. TW1-016 , financed by the Project "Culture and Creativity for the Western Balkan (CC4WBs) , financed by European Union under direct supervision of the Head of Sarajevo Antenna of the Regional Bureau for Science and Culture in Europe."

4. Financing

Contract for Services no. 4500506215 , signed between UNESCO Office in Venice and Municipality of Resen, on 18/03/2024 year.

5. Contracting authority

Republic of North Macedonia
Municipality of Resen
Square Car Samoil no. 20 , 7310 Resen,
+389 47 551 770

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Municipality of Resen in the frame of the project intended to hire Project Assistant to support municipal staff in the implementation of the project Cultural Spaces for All. The assignment of the present contract is to provide support to municipal employees in coordination and day-to-day management of project activities. During the implementation of the project, the contractor will support all the activities related to the project in accordance with project management team.

-) Provides day-to-day support to project and thematic activities implementation with the aim to enable conformity to expected results, outputs, objectives and work-plans
 -) Maintains working-level contacts with partners and stakeholders.
 -) Manages the organization of events, workshops, roundtables, including the preparation and dissemination of information, and their follow-up communications.
 -) Follows up of travel arrangements for participants of events organized.
 -) Assists in the organization of field visits and staff missions as required by the project and thematic activities.
 -) Prepares all related background materials for discussions, correspondence and briefing sessions.
 -) Takes minutes of meetings
- Project Activity 1.1. Management, coordination, way of communication and visibility of the project
 - 1.1.1. Project coordination meeting will be held in North Macedonia - Municipality of Resen.
 - 1.2. Researching the possibilities for affirmation, development and better use of the Visual Arts
 - 1.3. Three-day workshop for the preparation and adoption of the Plan for arranging, equipping and devising activities in two open spaces in the Municipality of Resen and Pustec
 - Visibility Activity 1...Creation of a logo, lettering, slogan, website and Facebook profile of the company and training of a selected group of young people for the implementation of the Plan for visibility and marketing activities
 - Project Activity 2.1. A campaign to better inform the target groups and the general public about the project.
 - 2.2. Integrating cultural heritage in both areas in the curricula for preschool children, primary and secondary schools in the Prespa region.
 - 2.3. Consulting, on-the-job training and involvement of the local population (especially young people), donors in adapting, equipping, arranging and designing multifunctionality of the two spaces.
 - 2.4.1. Creation of an assembly multi-functional station using personnel, materials, products from the previous activities.
 - 2.4.2. Conception, production, promotion and sale of Prespa souvenirs
 - 2.4.3. Contribution to affirmation, nurturing, protection and development of crafts in Prespa
 - 2.4.4. Interventions in both spaces
 - 2.5. Sustainable ongoing management and programming of the development of the two public spaces after the completion of the works and the holding of the events
 - Visibility Activity 2...Attachments, information in printed and electronic media, on the website and Facebook profile of the project and the website and mobile application

Prespa2Go; branding activities in both spaces; marketing by phone-Tmarketing; portals, blogs; banners, flyers placed on decorative stands

- Project Activity 3.1. Preparation of the cultural programs of the two spaces with the application of a chain of cultural animation
- 3.2. Strengthening of vulnerable groups through culture.
- 3.3. Support of youth initiatives

3.3.1. Development of youth skills for employment in the cultural sector.

3.3.2. Cooperation of the project team with youth organizations.;

3.3.3. Preparation and organization of an event to present popular culture called Prespa Fest;

3.3.4. Presentation of the rich spiritual music culture and tradition of Prespa and promotion of coexistence through a short music program in an open space"

- 3.4. Holding of both events accompanied by an additional event to improve international cultural exchange in the Prespa region

- Visibility Activity 3 Continuation of the Internet campaign; press conferences, presentations during cultural events, presentations, contributions during tourist tours; billboards; reports; meetings with citizens of both areas

The contractor should perform duties on the site such as organizing, managing and setting up meetings and site visits. He/She will work with project team and stakeholders to meet project expectations.

The Contractor should deliver to Contracting authority progress reports and final report for its work under the Contract.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 1000 without VAT

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under Article 8 of 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.

Participation is also open to international organisations.

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014** and Annex IV of the ACP-EU Partnership Agreement***, are to be understood as including natural or legal persons residing or established in, and to goods originating in, the United Kingdom ****. Those persons and goods are therefore eligible under this call.

* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

** 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.

*** Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014).

**** Including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.]

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 no allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

20.08.2024 year

15. Implementation period of the tasks

The intended start date is the date of Contract signing by both parties and the period of implementation of the contract will be till the complete implementation of the Project Cultural Spaces for All.

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

1) 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.

Has sufficient ongoing resources and expertise to be able to handle the proposed contract

This assignment is expected to be carried out by an individual consultant expert as the Project Assistant and there should be evidence of in-depth knowledge covering culture, stakeholder communication, and project management methods.

The specific profile is provided below:

Qualifications and Skills

- Bachelor degree
- Computer literate, and competent in Word Processing, Spreadsheet Applications specialized PowerPoint Presentations.

General Professional Experience

At least 3(three) years of work experience in administrative and management support of project implementation preferably projects in the field of culture and tourism development.

Specific Experience

- J Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- J Applies principles of ethics, integrity, transparency and non-discrimination and follows the organisation's ethos.
- J Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. - Treats all people fairly without favouritism.
- J Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies

- Strong skills for project implementation.
- Strong interpersonal skills, communication skills, ability to manage external collaborators.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations

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 three years preceding the submission deadline.

The tenderer has provided services under **at least 1 contract** with a budget of at least that of this contract in the fields of the contract which was implemented at any moment during the following period: last three years from the deadline of submission of the tender. (provides invoices or other relevant documents or statement with confirmation).

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

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.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for submission of tenders

The deadline for submission of tenders is 14.08.2024 year.

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: [https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), 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:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Short description (in free format) of the organization and implementation of the tasks that are noted in to the Terms of reference document
- Cv for the key expert (in free format)

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 sent to the contracting authority before 14.08.2024 year.

EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip¹, to:

*Municipality of Resen / Project Green Inter-e-Mobility
Square Car Samoil no 20 , 7310 Resen, Republic of North Macedonia*

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:

*Municipality of Resen / Project Green Inter-e-Mobility
Square Car Samoil no 20 , 7310 Resen, Republic of North Macedonia
starting at 08: 00 till 14:00*

Tenders must be submitted in English exclusively to the contracting authority.

Tenders submitted by any other means will not be considered.

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.

22. Operational language

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

23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR [<ISO code of national currency> only for indirect management in the following cases: (i) when legal or local constraints exceptionally impose using the national currency; (ii) when needed, for contracts within the imprest component of a programme estimate] shall be made in accordance with the InforEuro exchange rate of [<MONTH and YEAR> of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications], which can be found at the following address:
<http://ec.europa.eu/budget/graphs/inforeuro.html>.

¹ It is recommended to use registered mail in case the postmark would not be readable.