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| **PART A: INFORMATION FOR THE TENDERER** |

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| **Name and address of the contracting authority:** Centre of volunteers’ and nature conservation movement of Pančevo, Svetog Save 10, 26000 Pančevo Serbia  **Title of the tender:** Engagement external evaluator for project and LP activities  **Reference number: RORS-39/CVNCMP/71463/04**  **Date of launching:** 22/03/2018 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

* 1. The subject of this tender is: Engagement external evaluator for project and LP activities as described in 2. Technical information

Deadline for submission of the tenders:

The deadline for submission of tenders is **30/03/2018 at12.00 hours**. Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

Financial information

The tenderers are reminded that the maximum available value of the contract is EUR 6.000,00/708076.8 RSD (InforEuro for March 2018).

The Financial offer must be presented as an amount in RSD and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be InforEuro exchange rate for the month when the tender is launched

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

***In case more than one offer received***: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

* Organization and methodology: 50 points
* Proposed inputs: 40 points
* Time frame: 10 points

TOTAL: 100 points

***In case one offer received***: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme website. The estimated time of publishing is 7days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

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

* CV of evaluation expert

The tenders will be submitted in sealed envelopes, containing the following information:

* Name and address of the tenderer
* Title of the tender: Engagement external evaluator for project and LP activities
* Reference number: **RORS-39/CVNCMP/71463/04**
* The words: ‘’Not to be opened before the tender opening session’’and, “Ne otvarati pre sastanka za otvaranje ponuda’’)

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer”- part B and "Financial offer" -Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

The tenders will be submitted in person, by post or courier service to the following address:

Pokret gorana i centar volonetera Pančevo,

Svetog Save 10, 26000 Pančevo, Serbia

Contact person: Sandra Konevski

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

* 1. Title of activity 1: Engagement of external evaluator for LP activities

Evaluation of project activities is needed to assess key activities in relation to five criteria: relevance, effectiveness, efficiency, sustainability and impact. Based on them, it will be evaluated whether certain objectives and results of the project have already been accomplished and how they were accomplished. The Contractor is obliged to evaluate LP project activities in close cooperation with the project team. One final and three interim evaluation reports will be delivered to the Contracting Authority.

First interim report will cover the implementation period of the project Eco Tamis from the beginning (14.06.2017) to December 2017.

Second interim report will cover the period from December 2017 to June 2018, and third interim from June 2018 to the end of project implementation (13.12.2018).

The final report will cover entire project’s implementation period.

**Task list:**

* Preparation of assessment plan and methodology
* Designing and development of set of evaluation documents
* Evaluation of project activities with the special emphasis to indicator's achievement
* Monitoring of corelation between implemented activities and achieved results
* Statistic processing and qualitative analysis of gathered data
* Reporting on about level and quality of project activities implementation and results achieving

The Consultant is obliged to develop necessary documents and procedures for monitoring and evaluation. Afterword, the Consultant should organize monitoring and evaluation of the project activities and results and to prepare reports regarding it. In order to assure the transparent and efficient use of the funds, internal evaluation will be conducted for the following periods of time:

First interim report will cover the implementation period of the project Eco Tamis from the beginning (14.06.2017) to December 2017.

Second interim report will cover the period from December 2017 to June 2018, and third interim from June 2018 to the end of project implementation (13.12.2018).

The final report will cover entire project’s implementation period.

Reports must be followed up by relevant presentations. Presentations shall be done in format appropriated for the project team or Joint Steering committee meetings.

Evaluation should be prepared based on the following inputs, provided by the Contracting Authority:

* LP quarterly narrative reports
* LP quarterly financial reports
* Consolidated project reports
* Project team meeting’s minutes
* JSC meeting’s minutes
* FLC and JS comments and requests
* Procedural changes (if applicable), such as: project team members replacements, addendums, contract annexes, etc

The results of evaluation will serve as guidance for improvement of the use of the fund in the following period. This way we want to ensure realization of activities according to the action plan and roles. Based on the evaluation findings stipulated in above mentioned reports, the preventive and corrective measures shall be proposed to project team by relevant managing body.

Quality parameters for the above stated services will be validity, accuracy and relevancy of obtained assessment’s results. The quality of rendered services will be monitored and evaluated by Project manager, who will inform Contractor of any requests, objections and suggestions in writing.

Required inputs

The Contractor must provide the evaluation expert with following qualification and skills:

Qualifications and skills:

* Minimum High school education
* Significant knowledge of English Language in written and spoken

Specific professional experience:

* Evaluation/assessment of at least one project/project proposal/application financed by foreign donors

Required time frame

April 2018 – December 2018 (evaluator will assess period from the beginning to the end of the project life time June 2017. – December 2018.).

First interim report will encompass period from 14.06.2017. to 13.12.2017, second from 14.12.2017. to the 13.06.2018, third interim from 14.06.2018. to the 13.12.2018. and final report will be evaluation of all the project lifetime from 14.06.2017. to the 13.12.2018.

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the successful tenderer and post an announcement on the website with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

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 members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

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| NOT TO BE FILED IN BEFORE CONTRACT SIGNING  NOT TO BE SUBMITTED WITHIN THE OFFER!!! |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE:** Engagement external evaluator for project and LP activities

**REF:** RORS-39/CVNCMP/71463/04

**Concluded between:**

Centre of volunteers’ and nature conservative movement of Pančevo

Svetog Save 10, 26000 Pančevo, Serbia

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-1)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the Engagement external evaluator for project and LP activities as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: <XXX RSD.

The contract shall be exempt from all duties and taxes, including VAT.

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Contractor’s financial offer –“ Part C:Format of financial offer”
* CV of evaluation expert

For any issues not defined in this contract agreement the rules of General conditionswill be applied (Annex B8dofPRAGb8d\_annexigc\_en.pdf)

<http://ec.europa.eu/europeaid/prag/previousVersions/annex.do?num=2015.0&lang=en>

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

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| **Month** |  | **RSD** |
| End of April | Interim payment | 30% of the contract value |
| July | Interim payment | 30% of the contract value |
| December | Balance final payment | 40 % of the contract value |
|  | **Total** | 100% of the Total contract value |

The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 9 months.

Commencement date is a date after the both signed the contract.

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Pančevo court in accordance with the national legislation of the state of the Contracting Authority.

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| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: | Prof Ljiljana Konevski |
| Title: |  | Title: | Chairperson |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)