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

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| **Name and address of the contracting authority:** Regional Agency for Socio Economic Development – Banat Ltd., Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Specialized consultancy for Labour Market Analyses  **Reference number:** 389/RDABanat/TD6  **Date of launching:** 09.08.2019 |

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

Subject of the contract:

The subject of this tender is:

Implementation of services as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **19.08.2019. at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published. Questions regarding this procedure may be submitted to irena.zivkovic@rcrbanat.rs.

Financial information

The tenderers are reminded that the maximum available value of the contract is 14250 EUR.

The Financial offer must be presented as an amount in EUR or 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: 40 points
* Proposed inputs: 40 points
* Time frame: 20 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 7 days 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:

* Copy of legal registration\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult)
* CV(s) of key expert(s)

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

* Name and address of the tenderer
* Title of the tender: Specialized consultancy for Labour Market Analyses
* Reference number: 389/RDABanat/TD6
* 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:

Regional Agency for Socio Economic Development – Banat Ltd., Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia

Irena Živković +381 23 510 567

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. Activity 1: Specialized consultancy for Labour Market Analyses

Description of expected outputs / results to be achieved

Service will include:

* Analyse the situation of the labour market on both sides of the border (Banat on Serbian and Romanian side).
* Elaboration of **questionnaire,** as support of process to support Contracting Authority and its project partners to contact potential employers, from eligible territory in order to identify the special needs and expectations regarding the skills of the personnel to be hired.
* Moderation and keeping of 4 workshops. Relating the process of preparation of the study it will be organized four two-days Joint workshops during the period of labour market analysis which will be mechanism for involvement of all relevant target groups, in order to be able include all aspect of labour market in covered territory. Workshop venue will be provided by Contracting Authority, two in Zrenjanin and two in Timisoara.
* Contractor will analyse results and integrate in the Study, by given directions. The scope of this document is to provide an accurate and updated analysis of the labour market in Banat region.
* Beside general analysis, the Study will deal with needs and opportunities for employment of underprivileged persons. Final result will be a document which, on the one hand presents the analysis of actual situation, defining objectives, measures and priorities, and on the other, gives proposals, measures and activities to overcome current shortcomings.
* The Study will be focused to:
  + Create a comprehensive picture of the labour market in the area;
  + Identify the main areas in which intervention is required;
  + Analyze situation of employment and provide recommendations and opportunities for disadvantaged persons
  + Identify the institutions with responsibilities in employment domain, in education and training of the unemployed/inactive/disadvantaged persons, any other institutions with relevant responsibilities in the targeted domain;
  + Include a section regarding the legal aspects of the employment on the other border side;
  + Determine the qualifications most sought by economic operators in the area;
  + Detail the unemployment rate (general and per categories) in the cross border area and the available workforce in the targeted area;
  + Detail the situation of the inactive persons (unregistered unemployment), showing: the categories of these persons (age, specialisation, gender, etc.), unemployment reasons, and other relevant data;
  + Include a SWOT Analysis and a Diagnosis Analysis based on the current situation of the labour market in the targeted area.
  + The document will be made in English language
* Contractor will create also extract of Study with a purpose of supporting Contracting Authority in creating brochure.
* Contractor is expected to provide presentation of Study and Study results on promotion conference to be held after Study is finished with a specific purpose of public promotion of Study in Zrenjanin (Serbia) and Timishoara (Romania).

Required inputs

Key experts, personnel, premises, supplies, equipment and other backstopping support required for service contract implementation. Contractor is expected to cover all expences of engaged experts and personel including accomodation and travel during preparation of Study as well participations on conferences in Zrenjanin/Serbia and Timisoara/Romania

**Required qualifications for the Experts:**

Required experience for the Team Leader:

* At least BSc in economics, finance, public policy, sociology or relevant field;
* At least three (3) years’ experience in designing and conducting research, analysis and assessments;
* At least three (3) years’ experience in cross-border cooperation programs and projects;
* Proven experience in design and carrying out at least three (3) cross-border research assignments;
* Experience with quantitative and qualitative research methods, tools, and techniques, such as design and analysis of baseline and labour force surveys, interviews;
* Experienced in leadership, in particular in leading research teams;
* Very good computer skills including use of statistical software;
* Fluency in written and spoken English is required. Knowledge of Serbian and/or Rumanian is an asset;

**Required qualifications for the Labour Market Expert:**

* At least BSc degree, in economics, finance, public policy or relevant field;
* At least three (3) years’ experience in the field of Employment and Social Policies, Labour economics, Labour Market Trends, etc.
* Proven experience in design and carrying out at least one (1) research assignment in the field of labour market analysis;
* Experience with quantitative and qualitative research methods, tools, and techniques, such as design and analysis of baseline and labour force surveys, interviews;
* Very good computer skills including use of statistical software;
* Fluency in written and spoken English is required. Knowledge of Serbian and/or Rumanian is an asset;

Required time frame

*August 2019-April 2020*

Study must be finished before end of February 2020.

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:** Specialized consultancy for Labour Market Analyses

**REF:** 389/RDABanat/TD6

**Concluded between:**

*Regional Agency for Socio Economic Development – Banat Ltd.,*

*Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia*

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the Specialized consultancy for Labour Market Analyses 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 EUR/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”
* Any other supporting documentation if applicable

For any issues not defined in this contract agreement the rules of General conditions will be applied

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| B8d | Draft contract : General conditions (Annex I) | [b8d\_annexigc\_en.pdf [http://ec.europa.eu/europeaid/prag/images/documents/f_pdf_16.gif](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en)](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en) |

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**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 RSD, 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** |  | **<EUR/RSD>** |
| 2 | Interim payment | <28 % of the contract value / Absolute amount > |
| 5 | Interim payment | <45 % of the contract value / Absolute amount > |
| 8 | Balance final payment | <27 % of the contract value / Absolute amount > |
|  | **Total** | <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 8 Months.

Commencement date is date of signature of the contract by both parties.

**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 Serbian competent Court of Law 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: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-2)