

## **Request for Proposals and Terms of Reference**

### **Consulting services for training in EU project management and mentoring cities for project development**

#### **1. Summary of Requirements**

The Network of Associations of Local Authorities of South East Europe (in the rest of the document referred to as "NALAS"), within the project "Strengthening the network of project teams from selected WB6 cities to make more efficient use of EU and other donor funds", supported by GIZ requests proposals from interested team of two consultants for the provision of professional services to develop and implement training in EU project management and provide mentoring to involved cities in project development.

#### **2. Invitation**

Consultants with proven experience and expertise in EU relations, EU funds, fundraising, EU project development for local governments, EU project management and training of local governments are invited to team up and respond to this Request for Proposals.

#### **3. Request for Proposals Terminology**

The following terms will apply to this Request for Proposals (RfP) and Terms of Reference (ToR) and to any subsequent Contract. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the following terms:

##### Terminology

- a) "NALAS" means the Network of Associations of Local Authorities of South East Europe;
- b) "Contract" means the written agreement resulting from the Request for Proposal executed by the NALAS Secretariat and the successful vendor;
- c) "Contractor" means the successful vendor selected from this Request for Proposal;
- d) "Must", "Mandatory" or "Required" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Consultant" means a team of two individual that submits, or intends to submit, a proposal in response to this Request for Proposal.

#### **4. Closing Date and Location**

To be considered, proposals must be received in electronic form not later than **30 October 2023 (Monday), 16:00 (CET)** at [info@nalas.eu](mailto:info@nalas.eu), with Subject: Offer for consulting services for training in EU project management and mentoring cities for project development.

#### **5. Enquiries**

This Request for Proposal can be downloaded from the NALAS website at [www.nalas.eu](http://www.nalas.eu). For any questions about the content of this RfP, please contact NALAS Programme Director, Ms. Jelena Janevska, at [janevska@nalas.eu](mailto:janevska@nalas.eu).

#### **6. Ownership of Proposals**

All documents, including proposals submitted in response to this Request for Proposals become the property of NALAS. However, only the submissions by the successful contractor will be used. Once a contract has been awarded, the name of the successful consultant will be available to the public upon request.

## 7. Project Overview

The cities and municipalities throughout the Western Balkans face numerous challenges in improving their infrastructure and providing high quality local public services. Although there are number of available EU and other development programmes and projects that might provide an important support, local governments' absorption capacities still remain limited. This is mainly due to the shortage of human resources with the necessary skills for project development, but also limited network of potential partners, when it comes to cross-border and other European projects.

Inspired by this, the City of Sarajevo initiated the establishment of a City Network, which will work on strengthening the municipal project teams in accessing EU and other donor funds and increase their project partnership base, resulting with developed and submitted joint projects for the benefit of the citizens. The City Network was established in March 2023, by signing a Memorandum of Understanding and a Networking Meeting of the cities' officers in charge of EU issues. Since then, the members of the City Network received training in EU project development, mentoring for preparation of project proposals, study visit to Rijeka and Opatija, online exchanges, EU Project Development Guide-dos' and don'ts for local governments, etc. As a result of this, two members of the City Network already won one project proposal.

The City Network is supported by the German Cooperation (GIZ), with the technical assistance of NALAS. The City Network includes 11 cities from WB6 and the activities within this support will be implemented until the end of February 2024.

To strengthen the capacities of the members of the City Network, NALAS intends to provide a training in EU project management, as well as provide on-demand mentoring for developing project proposals for upcoming open calls. For this purpose, NALAS is looking to engage a team of two consultants for providing the training, organise exchange with the cities and mentor them, that is the subject of this RfP.

## 8. Scope and Objectives of the Assignment

The objective of this assignment is to provide expert support in the form of training in EU project management, moderation of networking meeting and provision of on-demand mentoring for project development. The assignment will be implemented in the period **13 November 2023-16 February 2024**.

The **EU project management training** will be organised on 5 and 6 December 2023, with arrival on 4 December, in Tirana, Albania. The training shall include, but not limited to the following topics:

- Activity management
- Budget management
- Relevant procurement and other procedures
- Documentation
- Reporting
- Audit
- Communication and coordination with consortium partners
- Dissemination and visibility
- Project Quality Management
- Managing Project Risks

The second **Networking Meeting** will be organised on 7 December 2023, during ½ day and used to discuss the experiences and lessons learnt in project development and to brainstorm on new joint applications, based on the ongoing calls.

Demand-based **mentoring sessions** will be provided for the most active cities, which will identify relevant calls and have project ideas, as well as show organisational commitment to finalise project applications.

The training and networking meeting shall be provided by a team of two, while the mentoring sessions by one of the consultants.

## 9. Deliverables under the contract

Activity	Timeframe	Deliverables
1.Preparations for the training in EU project management	13 November-30 November 2023	Training agenda Training design Participants' pre-assessment summary
2. Preparations for the Networking Meeting	13 November-30 November 2023	Meeting agenda Meeting design List of relevant project calls
3. Delivering the training in EU project management	5-6 December 2023	Presentations Training report
4. Moderating the Networking Meeting	7 December 2023	Meeting report List of project ideas and teams
5. Mentoring for project development	4 December 2023-16 February 2024	Final project proposals

All deliverables under this ToR should be approved by NALAS Programme Director.

## 10. Proposal submission

The complete proposals submitted by the teams of two consultants shall include the following elements:

- a) Cover Letter, explaining consultants' suitability for the assignment, as specified in this RfP and ToR.
- b) Proposed approach, including draft training and meeting agenda and methodology.
- c) Detail CVs of the two consultants, including a reference list with at least 3 similar tasks conducted for each of the consultants. The detail CV shall clearly demonstrate how the consultant meets the criteria stated under Chapter 11.
- d) A Financial Offer submitted in the template below. The breakdown of fees shall be made based on activity/deliverables. The travel and accommodation costs for the training and networking meeting in Tirana shall be covered by the consultants themselves. The prices should be gross and stated in euros. Gross amount should include the personal income taxes and other taxes obligatory under the laws of the Republic of North Macedonia (at the moment 10% from the gross amount) and will be calculated and paid by NALAS. The Consultant will receive the amount reduced for the paid personal income tax.

Activity	Deliverables	Consultant 1 (gross price)	Consultant 2 (gross price)	Total
1. Preparations for the training in EU project management	Training agenda Training design Participants' pre-assessment summary			

2. Preparations for the Networking Meeting	Meeting agenda Meeting design List of relevant project calls			
3. Delivering the training in EU project management	Presentations Training report			
4. Moderating the Networking Meeting	Meeting report List of project ideas and teams			
5. Mentoring for project development	Final project proposals			
<b>Total</b>				

### 11. Technical or professional ability of the team of two consultants

In order to qualify as capable of performing the contract for public procurement in terms of its technical and professional qualifications, the applying team of two consultants must meet the following minimum requirements:

- Each consultant from the team has at least 10 years of experience with local government.
- Each consultant from the team has at least 5 years of experience in local government development through training and other capacity building measures.
- Each consultant from the team has prepared/executed at least 3 similar assignments.
- Each consultant from the team has regional experience, working in South-East Europe.
- Each consultant from the team is fluent in English language and have delivered at least 10 trainings in English language.
- Each consultant from the team is fluent in at least one of the languages of the region.

### 12. Evaluation Criteria and Scoring

Evaluation of proposals will be undertaken by NALAS Evaluation Committee. The proposals will be evaluated and rated based on the criteria set out in this RfP. In order to do so:

- The proposal must be submitted in English;
- The proposal must be submitted by the stated deadline;
- The proposal must clearly list, in details, what services will be provided with the associated costs for each component;
- The proposal must be complete, containing all the elements listed in Chapter 10 of this RfP.
- The listed 3 references of similar tasks must include contact names and telephone numbers of the clients.

The Evaluation Committee will evaluate the proposals based on the following criteria:

- 50% Team's Capacity: relevance of the team, expertise and experience for fulfilling the tasks under this RfP. Previous experience with NALAS and familiarity with NALAS' capacity development approach and quality standards will be considered as an asset.
- 20% Technical Offer: proposed approach, draft training course agenda and methodology.
- 30% Financial Offer.

### 13. Terms of Payment

The payment will be done in 2 instalments after receiving all specified documents:

- First instalment after delivering and approval of the deliverables under activities 1, 2 3 and 4 in Chapter 9 of this RfP, namely: Training agenda, Training design, Participants'

pre-assessment summary, Meeting agenda, Meeting design, List of relevant project calls, Presentations, Training report, Meeting report and List of project ideas and teams.

- Second and final instalment of the remaining budget, after completing the assignment and approval of all other deliverables, as described in Chapter 9 of this RfP. *(to be submitted no later than 20 February 2024).*

#### **14. Modification of Terms**

NALAS reserves the right to modify the terms of the RfP at any time at its sole discretion.

#### **15. Consultant Expenses**

Consultants are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with NALAS. Short-listed proposals may be asked to make a presentation to the Evaluation Committee, which will be solely at the Consultants own expense.

#### **16. Acceptance and Rejection of Proposals**

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Consultants who have responded. NALAS reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Network.

#### **17. Contract Negotiation**

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

#### **18. Ownership**

All materials, documents and information prepared, developed or adjusted by the contractor for the purposes of realisation of the assignment under this ToR, remain the property of NALAS. The contractor agrees that no part of the training materials, documents and information may be reproduced or distributed in any form, or by any means, or stored in a database or retrieval system, for any other purposes and objectives than those related to this ToR.

Thank you for your interest in submitting a proposal. It is hoped that the information provided is of value and should anything be unclear, please contact NALAS directly.