# Simplified tender procedures

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

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| 1. **Publication reference:** | **02-2024** |
| 1. **Project Title:** | **One voice for LGAs in Albania, phase 2** |
| 1. **Subject of the contract:** | Local Government Expert |
| 1. **Contracting Authority:** | NALAS Network of Associations of Local Authorities of South-East Europe, Branch in Albania |
| 1. **Maximum Budget:** | Maximum budget available **EUR 3,600.00** (three thousand six hundred euro) VAT excluded |
| 1. **Deadline for application:** | **05.12.2024, at 16:00** |

1. **Contract description**

NALAS is supporting Albanian municipalities in creating a unified local government association (LGA) that can effectively represent the interests of all municipalities within the country. This initiative follows the principles set out in the Strasbourg Agreement reached by the delegation of Albanian municipalities from the ruling party and opposition.

The objective of this assignment is to:

* Support the preparation of a declaration of the opposition mayors on their support of the consensual unification of the voice of local authorities in Albania in one Local Government Association, initiated by NALAS and the Congress of Local and Regional Authorities of the Council of Europe.
* Support the preparation of a roadmap for the unification of the voice of local authorities in one association, from the technical and political perspective
* Provide recommendations on the priority areas of the technical committees of the local government association as a backbone of the advocacy role of the unified association.

The scope of the work and the detailed deliverables are specified in the TORs document, attached to this simplified tender procedure.

1. **Selection Criteria**

The following selection criteria will be applied to candidates:

• At least 10 years of direct experience on local governance and municipal associations, particularly within the Albanian and/or South-East European context.

• At least 10 years of experience in conducting participatory decision-making processes, the development of policy papers and position papers, in working with technical committees of local government associations.

• Familiarity with relevant frameworks governing the organization and functioning of local government associations in Europe.

• Strong analytical and reporting skills.

1. **Award criteria**

The best price-quality ratio established by weighing technical quality against price on an 80/20 basis.

1. **Application procedure**

**Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.**

**The tender must comprise a technical offer and a financial offer, which must be submitted in separate envelopes or through specific electronic post mail messages.**

1. **Technical offer**

**The applicant must send the technical offer that is composed by the following documents:**

* **CV of the applicant in EU format.**
* **Cover letter for the expression of interest.**
* **Copy of ID document.**

1. **Financial offer**

The financial offer must be presented as an amount in Euro and must be submitted using the template Financial Offer as given by the Contracting Authority in which the applicants will specify the daily fee they offer.

**Expert must be independent and free from conflicts of interest in the responsibilities they take on.**

1. **Submission of tenders**

Tenders may be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘*Envelope A — Technical offer*’ and the other ‘*Envelope B — Financial offer’*. All parts of the tender other than the Financial Offer template must be submitted in Envelope A.

Alternatively, tenders may be submitted using two specific electronic post mails, specifying ‘*Envelope A — Technical offer*’ and the other ‘*Envelope B — Financial offer’.*

The outer envelope should provide the following information:

a) the address for submitting tenders indicated above.

b) the reference code for the tender procedure.

c) the words ‘Not to be opened before the tender-opening session’.

d) the name of the tenderer.

Tenders must be sent to the contracting authority before 05.12.2024, at 16:00. They must include the requested documents in clause 10 above and be sent:

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

**NALAS Branch in Albania**

**Address: “Donika Kastrioti” Street, Tekno-Project bldg.**

**4th floor, Apt. 3/1, Tirana, Albania**

* 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:

**NALAS Branch in Albania**

**Address: “Donika Kastrioti” Street, Tekno-Project bldg.**

**4th floor, Apt. 3/1, Tirana, Albania**

* Applications can be submitted also by email at the following email address: [info@nalas.eu](mailto:info@nalas.eu), by specifying in the subject the title of the expertise they are applying for.

1. **Evaluation of tenders**

The tenders will be evaluated on the basis of conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

Evaluation Grid for the technical evaluation is specified as follows:

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| --- | --- |
|  | **Maximum** |
| Qualifications and skills | 30 |
| General professional experience | 30 |
| Specific professional experience | 40 |
| **Overall total score** | **100** |

1. **Notification of award**

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

1. **Other**

For more information the applicants may consult the Terms of Reference attached to this tender procedure.