# Simplified tender dossiers for service tender

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

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| 1. **Publication reference:** | **PSGA4 – P1** |
| 1. **Project Title:** | P**LATFORMA – Local & Regional International Action** |
| 1. **Subject of the contract:** | Engagement of Lead Experts for Conducting a Study on Social Service Decentralization in Georgia |
| 1. **Contracting Authority:** | NALAS – Network of Associations of Local Authorities of South East Europe |
| 1. **Maximum Budget:** | Maximum budget available **EUR 3,000.00** |
| 1. **Deadline for application:** | **15.08.2025** |

1. **Contract description/technical specification**

PLATFORMA is the pan-European coalition of local and regional governments engaged in international cooperation for sustainable development. PLATFORMA federates local and regional governments with their national, European and global associations, and is hosted by the Council of European Municipalities and Regions (CEMR).

In the framework of the PLATFORMA Eastern Partnership (EaP) Programme, NALAS is supporting the advocacy efforts of the LGAs of Moldova, Georgia and Ukraine. Supporting effective policy dialogue at national and international levels as well as the institutional development of the Associations of Local Authorities in the EaP countries are key priorities for PLATFORMA.

To support effective policy dialogue in Georgia, in the framework of PLATFORMA, NALAS and NALAG (National Association of Local Authorities Georga) will cooperate to develop a study to analyze the transfer and decentralization of social services and draw lessons learned from the experience of decentralized social service provision in South-East Europe. The study aims to support advocacy efforts of NALAG and informed policy dialogue and strategic planning for the next phase of decentralization reform in Georgia. The study can also help inform discussions over shifting responsibilities for social services are relevant in several other European countries.

The overall objective of this assignment is to conduct a comprehensive study on the decentralization of social services in Georgia, with comparative insights from a relevant South-East European (SEE) country. The study will assess which services are best managed at the central level and which can be transferred to local authorities as delegated or exclusive (own) responsibilities, based on criteria such as accessibility, quality, equity, efficiency, governance capacity, and financial feasibility. For more information please refer to the Terms of Reference part of this tender dossier.

1. **Selection Criteria**

The following selection criteria will be applied to candidates:

**Qualifications and skills:**

* Advanced degree in public administration, social policy, governance, or a related field.
* Fluency in English is required; knowledge of Georgian is an asset.
* Strong analytical, facilitation, and writing skills.

**General Work Experience**

* At least 10 years of proven work experience.

**Specific Work Experience**

* At least 7 years of experience in decentralization, local governance, or social service delivery.
* Demonstrated experience conducting policy research and comparative analysis.
* Familiarity with Eastern Europe or post-Soviet countries is an advantage.

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:**

* **Legal Entity File (LEF) – Template given by the Contracting Authority**
* CV of the Applicant
* Copy of Diplomas, Certificates, Letter of References supporting the experience and qualifications declared on the CV.
* Copy of ID documents

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 invited Applicants will specify the Daily Fee they offer.

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’ in the subject of their electronic post mail (e-mail).*

The outer envelope (or alternatively each of the e-mails) should provide the following information:

a) the address for submitting tenders indicated above;

b) the reference code of 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 the deadline set at Point 6 of this document. They must include the requested documents in Point10 above and be sent:

1. By electronic post,

**Email:** [**info@nalas.eu**](mailto:info@nalas.eu)

* 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, Network of Associations of Local Authorities of South East Europe**

**Varshavska 36 A1000 Skopje, 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:

**NALAS, Network of Associations of Local Authorities of South East Europe**

**Varshavska 36 A1000 Skopje, Republic of North Macedonia**

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

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 score is specified as follows:

|  |  |
| --- | --- |
|  | **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.