

Simplified tender dossiers for service tender

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	PSGA4 – P6
2. Project Title:	PLATFORMA – Local & Regional International Action
3. Subject of the contract:	Engagement of Experts for Conducting a Study on EU Integration and the Role of Local Government Associations: Principles, Models, Practices and Lessons for Moldova
4. Contracting Authority:	NALAS – Network of Associations of Local Authorities of South East Europe
5. Maximum Budget:	Maximum budget available: • Team Leader EUR 2,000 (VAT excluded). • Key Expert EUR 2,000 (VAT excluded).
6. Deadline for application:	29.07.2026

7. 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).

NALAS is a network of associations of local authorities of South-East Europe (SEE). The Network brings together 14 Local Government Associations (LGAs) representing approximately 9,000 local authorities. NALAS promotes decentralization and local self-government reforms through policy dialogue, capacity development, knowledge exchange and advocacy initiatives.

In the framework of the PLATFORMA Eastern Partnership Programme, NALAS supports the institutional development and advocacy efforts of Local Government Associations in Eastern Partnership countries.

The Congress of Local Authorities from Moldova (CALM) has actively supported decentralization, local governance reforms and local democracy in Moldova. As Moldova advances in its EU accession path, there is a need to better understand how LGAs can contribute to the accession process, what models have proven effective in other countries and what institutional mechanisms should be developed to maximize local government engagement.

To support evidence-based policy dialogue, NALAS and CALM will cooperate in the development of a study analysing the role of LGAs in EU integration processes, reviewing practical experiences from EU Member States and candidate countries and developing recommendations for Moldova.

The study aims to support both CALM and national authorities in strengthening the contribution of local governments to Moldova's European integration process.

The overall objective of this assignment is to develop a comprehensive study on the role of Local Government Associations in supporting EU integration processes and to formulate recommendations for strengthening the engagement of CALM and local governments in Moldova's accession process.

The specific objectives of this assignment are to:

- Analyse the role of local governments and LGAs in EU accession and implementation of the EU acquis.
- Review principles and institutional mechanisms for involving local governments in EU integration processes.
- Examine practical experiences and models from selected EU Member States and candidate countries.
- Identify successful tools, mechanisms and services provided by LGAs to support municipalities during EU integration.
- Develop recommendations for strengthening local government participation and CALM's role in Moldova's EU integration process.

8. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications for the Team Leader

Qualifications and Skills

- Advanced university degree in Public Administration, European Studies, Political Science, Law, Economics or related field.
- Excellent command of written and spoken English. Knowledge of Romanian is an asset.
- Strong analytical, facilitation and report-writing skills.

General Work Experience

- At least 10 years of relevant professional experience in Moldova

Specific Work Experience

- At least 7 years of experience in EU integration, decentralization, multi-level governance, local governance or public administration reform.
- Demonstrated experience conducting analytical studies and policy research.
- Experience working with local government associations or with EU related institutions.
- Experience with international organizations or development partners is an advantage
- Knowledge of South-East Europe and/or Eastern Partnership countries will be considered an advantage.

Qualifications for the Key Expert

Qualifications and Skills

- Advanced university degree in Public Administration, European Studies, Political Science, Law, Economics or related field.
- Excellent command of written and spoken English and Romanian.
- Strong analytical, facilitation and report-writing skills.

General Work Experience

- At least 10 years of relevant professional experience in Moldova.

Specific Work Experience

- At least 7 years of experience in decentralization local governance, municipal capacity development, policy advocacy, EU integration, or public administration reform.
- Demonstrated experience conducting analytical assessments and studies
- Strong understanding of Moldova's local government system.
- Experience with international organizations or development partners is an advantage
- Knowledge of South-East Europe and/or Eastern Partnership countries will be considered an advantage.

9. Award criteria

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

10. 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.

Candidates may apply for one of the following positions: Team Leader or Key Expert. Separate contracts will be awarded for each position.

a) 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

b) Financial offer

The financial offer must be presented as global price, in Euro and must be submitted using the template Financial Offer as given by the Contracting Authority.

11. 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 Point 10 above and be sent:

- By electronic post,

Email: 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.

12. 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

13. Notification of award

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

14. Other

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