

CONCORD: CALL FOR TENDERS

Preamble: Pursuant to Article 4.2 of Annex IV (Contracts for amounts under €200,000) of the contract between CONCORD and its co-financer, the European Commission, CONCORD must follow the rules for a negotiated procedure without publication of a contract notice and must consult at least three service providers of its choice before negotiating contract terms with one or more of them. The total sum of the different contracts, therefore, cannot under any circumstances exceed €200,000. Naturally, this by no means implies that CONCORD here undertakes to issue contracts amounting to the €200,000 total.

INVITATION TO TENDER FOR THE AWARD OF A FRAMEWORK AGREEMENT FOR CONSULTANCY

Over the past five years, CONCORD has regularly called on consultants for assistance in performing various key tasks within the association. Where the cumulative amount of the services provided by a single consultant exceeds €10,000 per year, in order to follow the financial rules of the European Commission we must choose our consultants by means of a call for tenders. Our intention in issuing the call for tenders below, for several different consultancy services, is to comply with this rule. This does not of course in any way presuppose the value of the services that will be contracted for during the year.

The consultancy tasks below are grouped by areas of work:

- Communication and media
- Strategic planning
- Drafting of reports in English
- Facilitation
- Evaluation & Monitoring
- Information Technology
- Graphic Design
- Human Resources

Please send us your best offer for **one or more** of the consultancy services described in the framework agreement below.

Description of services provided

Your offer may be for several types of work or just one kind.

1. Communication and media

Our requirements

- Essential: the consultant must be familiar with the NGO sector, development policy issues and the EU institutions;
- Expertise in communication and media work (strategy, implementation, evaluation);
- Flexibility in terms of timetable (please give your rate per extra hour) and place.
- Familiar with the Social Media

2. Strategic planning

Our requirements

- Essential: the consultant must be familiar with the NGO sector, development policy issues and the EU institutions;
- Expertise in strategic planning and evaluation, in the context of NGO networks and advocacy work;
- Flexibility in terms of timetable (please give your rate per extra hour) and place.

3. Drafting of reports in English

Our requirements

- Essential: the consultant must be familiar with the NGO sector, development policy issues and the EU institutions;
- Experience of inclusive editorial processes geared towards building a consensus;
- Fund-raising experience;
- Flexibility in terms of timetable (please give your rate per extra hour) and place.

4. Facilitation

Our requirements

- Essential: the consultant must be familiar with the NGO sector, development policy issues and the EU institutions;
- Expertise in and experience of facilitating collective processes;
- Expertise in and experience of facilitating international meetings;
- Cultural sensitivity;
- Fluency in English (both oral and written), other languages an advantage.
- Flexibility in terms of timetable (please give your rate per extra hour) and place.

5. Evaluation and monitoring

Our requirements

- Essential: the consultant must be familiar with the NGO sector, project cycle management and (preferably) development policy issues;
- Expertise in strategic planning and evaluation, in the context of NGO networks and advocacy work;
- Experience of research and drafting texts;
- Flexibility in terms of timetable (please give your rate per extra hour) and place.

6. Information Technology

Our requirements

- Essential: the consultant must be familiar with the NGO sector, project cycle management and (preferably) development policy issues
- Expertise in Extranet creation and maintenance, including the assessment of technological needs and possibilities
- Expertise in community management
- Expertise in the development of crowdsourcing tools
- Development of trainings on new technologies.
- Expertise in webinars

7. Graphic Design

Our requirements

- Essential: the consultant must be familiar with the NGO sector, project cycle management and (preferably) development policy issues
- Expertise in creation of logos, posters and banners
- Experience in reports' layout.

8. Human Resources

Our requirements

- Essential: the consultant must be familiar with the NGO sector, project cycle management and (preferably) development policy issues
- Experience in ToR and job description drafting
- Experience in Team building and coaching
- Experience in recruitment
- Experience in staff appraisals
- Experience in accompanying change
- Nice to have: knowledge of Belgian legislation.

General conditions

Your conditions:

Your offer should mention:

- The period of the agreement: must be four years,
- Should indicate the cost per day and per half day of work;
- Your rates, any reductions for volume over a certain period and, where appropriate, any increases in your costs owing to annual indexation,
- Should be inclusive of all taxes;
- Should not include travel outside Brussels or meals, as both these costs will be covered by CONCORD.
- Should give details of your professional profile, your CV and your knowledge of languages;
- The other general conditions applicable.

Our conditions:

Criteria for exclusion from this call for tenders: firms meeting one of the exclusion conditions stipulated in the financial regulation applicable to the general budget of the European Communities are not authorised to respond to this call for tenders. To indicate the contrary, the respondents to this call for tenders must fill in the declaration on honour appended below. A successful candidate will be required to provide proof.

Documents to be provided:

Finances: Declaration on honour attesting to the firm's economic and financial capacity and to the fact that it has shown a positive situation and equivalent assets at the start and the end of the past two years. A successful candidate will be required to provide proof of this.

Professional competence: Candidates must show that they are competent to perform the work specified at points 1, 2, 3 and/or 4. Candidates must supply their CV. Selection criteria here could be a diploma

(essential) and number of years of experience. A photocopy of diplomas will be accepted as proof in response to a call for tenders, while successful candidates will be required to submit the original.

Professional experience: Each candidate must submit a list of work done for NGOs or international organisations, together with at least three references including certificates of completion of work, letters of reference or copies of invoices. Personal statements shall not be accepted as proof. The selection criteria shall cover the work done for NGOs or in the development sector.

Accreditation: Candidates are also asked to indicate whether they have a certificate confirming their professional competence, which may be worth additional points in the assessment.

Deadlines for replies: 28th of February 2014

Decision and follow-up

- CONCORD's choice of service provider will not be made solely on the basis of price. It will be based on a detailed analysis of the particulars relating to both the service provider (competence, previous experience, etc.) and the anticipated services (cost, quality, timelines, etc.).
- If your overall offer is accepted, a framework agreement setting out all the details will be signed between CONCORD and your company. There will, however, be a specific, simplified contract for each individual request for services (e.g. one day of conference interpretation).
- Signing the Framework Agreement shall not bind CONCORD to call on the services of the service provider who is a signatory to the said Agreement.

Contact:

Please send your reply by email to Gaële NICODEME - CONCORD gaele.nicodeme@concordeurope.org

The response can be either in English or French.

For any questions, tel: + 32 (0)2 743 87 68

Annex

Declaration on Honour with respect to the Exclusion Criteria

The undersigned [*name of the signatory of this form, to be completed*]:

representing:

official name in full:

official legal form:

official address in full:

VAT registration number:

declares that he/she or the company or organisation that he/she represents:

1. is not in one of the situations of exclusion as specified in Article 93(1) of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities. In particular,

a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;

c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

f) is not a subject of the administrative penalty referred to in Article 96 (1) of the financial regulation adopted by the European Commission.

2. undertakes to respect the humanitarian principles of humanity, neutrality, impartiality and independence.

Date and signature