

Athens, 26th February 2021

Global Water Partnership – Mediterranean (GWP – Med)
Legally and lawfully represented by the non-profit society
MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT
– MIO ECSDE

ANNOUNCES THE PRESENT CALL 8/2021/ADA FOR OFFERS

For the

***Preparation and implementation of 2 online Gender Capacities
Development Workshops in the Drina and Drin basins***

SUBMISSION OF OFFERS BY: 9th March 2021, at 17:00h CET

MAX AVAILABLE BUDGET: EUR 12,000 including VAT.

This amount includes all other costs, income taxes, VAT and any other amount payable or cost that may be required for the completion of the work/service, including travel-related costs.

Description of the Assignment

GWP-Med is announcing the present Call for Offers for the Preparation and implementation of 2 online Gender Capacities Development Workshops in the Drina and Drin basins, in the framework of the ADA-supported Project “Promoting the Sustainable Management of Natural Resources in Southeastern Europe, through the use of Nexus approach”, implemented by GWP-Med in partnership with the UNECE.

The objective of the project is to introduce the Nexus approach and catalyse action for its adoption and implementation in South East Europe (SEE) at the national and transboundary basin levels.

The aim of the Assignment under the Call is the preparation, organisation and implementation of two online Gender Capacities Development Workshops in the Drina and Drin basins, in coordination with and with the support of GWP-Med’s Senior Gender Advisor. The overall aim of the Workshops is to increase awareness and capacities of targeted stakeholders on Nexus and gender issues, and to cross-fertilise through sharing of experience and best practices.

For a detailed description of the Assignment, please refer to the respective ToR.

Procurement

The procurement will proceed having regard to:

- ✓ General principles of EU law on procurements.
- ✓ Internal Rules and Regulations of MIO-ECSDE/GWP-MED.
- ✓ The present CALL FOR OFFERS and its supporting documents.

Offer Submission

Interested participants should submit an offer including the following:

1. **Cover letter** (1-page max) explaining why they are suitable for the advertised assignment, also providing an outline of relevant experience, qualifications and competencies
2. **CV** - clearly addressing the qualifications and experience requirements (in case of a group of experts / company please submit at least the CV of the lead expert).
3. **Solemn Self Declaration** (available in Annex 1)
4. **Financial offer**

Please read carefully the section “Place & Time of Offers Submission” of the present call, on how exactly you are required to submit your offer

Offers must be submitted for the entire Assignment. Offers for part of the Assignment will not be accepted.

The Participants shall bear all costs associated with the preparation and submission of their offer. The Contracting Authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure. The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the participants for any site visits and inspections or any other aspect of their offer.

Deadline for submission of offers

The **deadline** for submission of offers is set to be **9th March 2021, at 17:00h CET**.

The successful participant will be informed within 10 working days following the submission deadline.

Eligibility Conditions – Participation Requirements

Participation in the present call for offers is open, on equal terms, to any natural or legal person or entity who meet the legal, financial and technical conditions laid down in this Call where they possess adequate professional experience and capacity.

Grounds for exclusion – disqualification (ON/OFF)

Participants should verify by submitting a **solemn declaration** (annexed to the present Call) that they are not bankrupt or subject of proceeding for a declaration of bankruptcy, that they are in good standing, operate under no legal restrictions, are not under any liquidation procedure or the subject of proceedings for declaration of liquidation or any similar situation and that they have not been convicted for any one of the following legal offences: participation in a criminal organization, corruption, bribery, fraud, money laundering, terrorist, child labour and human trafficking.

Please refer to the **Solemn Self-Declaration Statement in Annex 1** which should be filled in and signed as indicated. Failure to comply with the requirements included in the Self Declaration is considered ground for exclusion.

Selection Criteria (Pass/Fail)

Successful participants must have: (in case of a group of experts / company the experience listed below applies for the lead expert).

- MSc on Gender issues OR Social Sciences OR Communication (for the Team Leader in case the participant is a legal entity)
- Excellent oral and written communication skills in English and in at least one of the languages spoken in SEE (Proficiency level at a minimum).

Qualification and Experience

The required and desired qualifications (for the company or/and the lead expert) are presented below. **Failure to provide the minimum required qualifications is considered ground for disqualification.** Qualifications additional to the minimum requested per category will receive additional score under the evaluation process as described in the section Evaluation of Technical offers. Desired qualifications will be awarded additional points as indicated in section Evaluation.

Work experience (Required)

- Minimum one assignment/project implemented in SEE on gender issues in direct relation to water resources management OR sustainable energy OR agriculture/rural development OR environmental protection
- Minimum 4 years of experience in SEE relevant to water resources management OR sustainable energy OR agriculture/rural development OR environmental protection
- Responsible for the organisation/management of at least 2 workshops/meetings/events in SEE in the past 5 years relevant to gender and/or Nexus-related issues

Work experience (Desired)

- Minimum 4 years of experience in Communication / Stakeholders engagement / Public Affairs in SEE relevant to gender issues OR water resources management OR sustainable energy OR agriculture/rural development OR environmental protection

Awarding Criterion and Evaluation process

The Award criterion is the most economically advantageous tender on the basis of best price / quality ratio. Offers shall be evaluated as follows:

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under section "Qualification and Experience", as follows:

Name of Firm / Participant:			
(1) Criterion	(2) weighting (w)	(3) points of criterion (c) 100p Base +10p for extra criteria over base up to 50 additional points	(4) Score = (2) x (3)
Required qualifications			
Minimum one assignment/project implemented in SEE on gender issues in direct relation to water resources management OR sustainable energy OR agriculture/rural development OR environmental protection	40%		
Minimum 4 years of experience in SEE relevant to water resources management OR sustainable energy OR agriculture/rural development OR environmental protection	25%		
Responsible for the organisation/management of at least 2 workshops/meetings/events in SEE in the past 5 years relevant to gender and/or Nexus-related issues	25%		
Desired qualifications			
Minimum 4 years of experience in Communication / Stakeholders engagement / Public Affairs in SEE relevant to gender issues OR water resources management OR sustainable energy OR agriculture/rural development OR environmental protection	10%		
Total	100%		

Failure to provide the minimum requirements in any of the above is considered ground for disqualification

Each Section/evaluation criterion is evaluated autonomously. The final scoring of each evaluation criterion is the outcome of its scoring multiplied by the corresponding weighting factor. The overall score of the technical offer is the sum of the final scoring of all the Sections/evaluation criteria. The overall score of the technical offer is calculated on the basis of the following formula:

$$B_i = w_1 \times c_1 + w_2 \times c_2 + \dots$$

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 90%, and the financial offer with 10%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$L_i = 0,9 * (B_i/B_{max}) + 0,1 * (K_{min}/K_i).$$

Where:

Bmax: the max score received by the best of the technical offers received

Bi: the score of the technical offer

Kmin: The cost of the financial offer with the minimum price offered.

Ki: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ .

In case of equality of overall scores, the retained proposal is the one whose corresponding technical proposal received the highest rating.

Duration of the Contract

The overall duration of the contract will be maximum 4 months.

Contract Price, Deliverables and Schedule of Payment

The maximum fee for this assignment is 12.000 EUR. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

For a detailed description of Tasks, please refer to the ToR. Deadlines to be possibly adapted based on the actual dates that the workshops will take place.

Schedule of payments:

- 20% with the contract signature
- 40% after the successful implementation of the first workshop
- 40% after the successful implementation of the second workshop

Termination / cancelation / repetition / reformulation of the procurement procedure

Termination of a procurement procedure, partial cancellation and repetition of a procedure, reformulation of procedure results.

1. GWP-Med/MIO-ECSDE may, by a reasoned decision, and after the opinion of the competent body, cancel the procurement procedure by annulling the respective Call, either due to failure to submit a tender or the rejection of all tenders or the exclusion of all Participants in accordance with the terms and conditions of the Call.

2. Cancellation of the procurement procedure may take place by a reasoned decision of the GWP-Med/MIO-ECSDE, in the following cases:

- i. due to the irregularity of the procurement procedure
- ii. if the financial and technical parameters related to the award process have changed substantially and the execution of the contractual object is no longer of interest to GWP-Med/MIO-ECSDE
- iii. if due to force majeure, the contract cannot be properly executed
- iv. if the tender selected is deemed not economically advantageous
- v. in case of expiry of the bids
- vi. in case the needs of GWP-Med/MIO-ECSDE and / or of the beneficiary (-ies) of the project have changed

- vii. in case the circumstances have changed resulting in the inability to deliver the contract / project (eg local community reactions, inability to fund, etc.).
 - viii. in case of other imperative reasons of public interest such as for purposes of public health or environmental protection.
3. If errors or omissions are found at any stage of the award procedure, the GWP-Med/MIO-ECSDE may, after the opinion of the competent body, either cancel the proceedings partially or reshape the outcome accordingly or decide to repeat the procedure from the point where the error occurred. or omission.
4. GWP-Med/MIO-ECSDE also reserves the right, after the opinion of the competent body, to decide, in addition to the cancellation of the procurement procedure or the annulment of the Call, the repetition of any phase of the concluding procedure, as well, with or without modifying its terms or recourse to the negotiation process, provided it is in conformity with the Internal Rules and Regulations of GWP-MED /MIO-ECSDE.
5. Under no circumstances shall GWP-MED /MIO-ECSDE be obliged to pay to Participants any compensation for expenses or other positive or consequential damages that may have been incurred by their participation in the proceedings.

Objections

Objections against any act of the Contracting Authority can be submitted within five (5) days from the notification of the Contracting Authority's act.

An objection to the call for offers can be submitted within a period that extends up to half the period from the publication of the call in the Contracting Authority's website and the final date of submission of offers. For the calculation of this period's deadline, the dates of the publication of the call and the submission of the offers are considered. Objections are submitted in written, by courier, by fax or by email.

Objections are submitted to the Contracting Authority, which shall decide within ten (10) days from the notification of the objection. In the event of an objection to the call for offers, the Contracting Authority shall decide in any case before the closing date for the submission of offers. In case the Contracting Authority has not answered within the above deadline, the rejection of the objection is presumed.

Place & Time of Offers Submission

Exceptionally and due to the restrictive measures in force due to the coronavirus pandemic, the submission of offers can be done via e-mail.

Therefore, you are kindly requested to prepare and send to procurement@gwpmed.org writing in the email subject line: Call for Offers 8/2021/ADA before the above-mentioned closing date for submission of offers the following two folders:

1. A compressed folder (.zip or .rar) containing the cover letter, your CV and the Solemn Declaration and any other supporting documents
2. **A password-protected compressed folder (.zip or .rar)** containing only your financial offer. The password for opening the password protected folder with your financial offer should be sent to the same email address ONLY at the request of the contracting Authority which will send a follow up email to all participants that their technical offer has passed the technical evaluation.

In case the password is sent together with the offer file, the offer will be rejected.

Offers submitted after the specified date shall not be taken into consideration.

The Contracting Authority bears no liability whatsoever for any late delivery of offers or for the contents of its accompanying folders.

For any clarifications on the present call for offers please contact:

Mr. Tassos Krommydas | Tel: +30-2103247267, -2103247490 |

e-mail: tassos@gwpmed.org

The present call for quotations is posted on the website of GWP-Med (www.gwp-med.org).

The Chairman of GWP-Med/MIO-ECSDE

Prof. Michael J. Scoullou