

## ANNEX I

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### TERMS OF REFERENCE (ToR)

#### Support services to the organisation of the AI-NURECC PLUS events and to stakeholder engagement and networking

AI-NURECC Plus – Agreement No. 2020CE160AT045

#### Subject

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Selection procedure for obtaining three (3) comparable offers for the provision of support services for the execution of the following tasks:

1. Task 1 – Organisation of AI-NURECC Plus events;
2. Task 2 – Stakeholder engagement and networking.

The services are necessary for the implementation of the activities entrusted to the Adriatic Ionian Euroregion (hereafter AIE) under the AI-NURECC Plus project, and in particular for the development and delivery of the first AI-NURECC Plus event in North Macedonia, foreseen to take place in October 2021, and for the promotion of the AI-NURECC Plus among stakeholders and especially among young people and youth organisations of the 9 EUSAIR countries with a view to their active engagement in the project.

#### Background

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The Adriatic Ionian Euroregion (hereinafter referred to as AIE) is an international association for the promotion of trans-national and inter-regional cooperation between regional and local authorities of the Adriatic and Ionian basin (<http://www.adriaticionianeuroregion.eu>).

The AIE is implementing the **AI-NURECC Plus**, financed by DG REGIO, European Commission. The AI-NURECC Plus is a preparatory action which capitalises on a previous initiative, the Adriatic Ionian Network of Universities, Regions, Chambers of Commerce and Cities (**AI-NURECC**), with a view to enhance Regional and Local Authorities' appropriation of the EU Strategy for the Adriatic and Ionian Sea Region (**EUSAIR**) main objectives and opportunities, by promoting an efficient participatory and bottom-up approach.

The Action is expected to support the implementation of the EUSAIR cross-pillar topics: "Research and Innovation" and "SMEs Development" and "Skills Development" and, therefore entrepreneurship, transnational clusters and digital innovation hubs activities for the EUSAIR. Special attention is paid to **Youth** as a strategic target group for the sustainable development of the

EUSAIR area, also through initiatives addressed to sport, integration and social inclusion, tools that are expected to further encourage community cohesion and solidarity in the area.

The AI-NURECC PLUS operates in the following fields: **Sustainable Tourism, Cultural and Creative Industries** and **Circular Economy**. Through a series of High-level Conferences, the AI-NURECC Plus aims at encouraging multi-actor networking and collaboration among representatives of the private and public sector and civil society, as to foster coordination among EU, national, regional, and local policies.

In this framework, the AIE is in charge of organising a series of events, among which the following two are expected to take place in October 2021:

- October 2021 – “**AI-NURECC PLUS High-level Conference on Sustainable Tourism**” to be organised in Skopje (North Macedonia);
- October 2021 – “**Adriatic Ionian Youth Organisations Forum (AIYOF+<sup>1</sup>) in North Macedonia**” back-to-back to the AI-NURECC PLUS High-level Conference on Sustainable Tourism.

The events will be attended by the Staff of the Secretariat, project partners, external experts, representatives of EU institutions, representatives of national, regional and local authorities, chambers of commerce, cities and universities, local stakeholders. Also, the events will be attended by young people and youth organisations of the 9 EUSAIR countries, who will be the specific target audience of the AIYOFs.

Within this context, the AIE has undertaken market research in order to identify a qualified service provider to support the development and delivery of the first AI-NURECC Plus event in North Macedonia foreseen to take place in October 2021, and to the promotion of the AI-NURECC Plus among stakeholders, especially among young people and youth organisations of the EUSAIR countries, with a view to their active engagement in the project. The exploratory market research was conducted respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.

By comparing the curricula present in the Euroregion's database and evaluating them against the professional experience and technical skills needed, the AIE has identified three (3) suppliers to submit their offer in response to the specifications described in the next section (“Services description”). The contract will be awarded to the most economically and technically advantageous proposal.

## **Services description**

### **Objectives of the contract**

The main objective of the contract is to contribute to the goals of the AI-NURECC Plus project by subcontracting services that are necessary for the implementation of the tasks forming part of the

activities that the AIE needs to carry out within the project. The services will be accomplished through the execution of the tasks as described in the following paragraph.

### Detailed description of the tasks to be performed and deliverables to be achieved

#### **TASK 1 – Development of the AI-NURECC Plus events**

In order to implement Task 1, the AIE needs specialised support to the development, facilitation, overall management and reporting of the AI-NURECC PLUS event in North Macedonia.

In particular, the service provider will:

- Support to the development of events' agendas, save the dates, invitations and registration links, automatic messages, power point presentation templates, reminders etc;
- Assist the Project Manager in creating materials to implement event banners, transition slides, speaker's biographies, links to videos and materials, background information, registration form, contact form, data privacy policy etc.;
- Support the Project Manager in implementing all external communication activities including creating digital content to be uploaded and disseminated through the AIE web communication channels (social media profiles and official website) and ensure dissemination to contacts on available and expanding mailing lists;
- Provide technical assistance to event implementation, coordination of speakers' contributions, event recording and post-event analysis, provision of onboarding support to attendees and presenters, technical testing and troubleshooting;
- Be responsible for taking screenshots or photos during the events to be used for communication and reporting;
- Organise translation services, as per need and as agreed with the AIE, for a maximum of four (4) more languages.
- Support minute taking and reporting of the event.

In order to efficiently and smoothly attain the above-mentioned task, the service provider must guarantee to:

- Coordinate and communicate with the Project Manager and other relevant colleagues and respond to queries and demands;
- Closely monitor the progress of the preparation and report to the Project Manager regularly;

#### **TASK 2 – Stakeholder engagement and networking**

Execution of Task 2 requires strategic advice on how to engage stakeholders and promote networking within the framework of the AI-NURECC Plus. In particular, the AIE needs support in the implementation of the actions targeting EUSAIR youth and in particular EUSAIR youth organisations.

The service provider will provide strategic advice on how to effectively engage youth organisations and will include:

- Support the implementation of the already existing database of youth organisations of the EUSAIR areas (Croatia, Greece, Italy, Slovenia, Albania, Bosnia Herzegovina, Montenegro, Serbia), so to revamp their engagement, as well as to extend the outreach of the AI-NURECC Plus to new organisations with a focus on North Macedonia;
- Support the Project Manager in re-assessing and expanding the youth organisations' database;
- The creation and launch of an official "Call for Expression of Interest" could be used as a tool to reach out to more youth organisations;
- Support the Project Manager in creating and implementing a database of stakeholders to be involved in the project (e.g. speakers in the events);
- The service provider will be requested to provide support with reference to all related communication activities;

### Other specifications

To ensure the quality of the service, the Contractor will guarantee appropriate and consistent standards in its execution. Moreover, the Contractor must produce task related documents in a high-level of English.

### Reporting

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The Contractor must report to the AIE about the activities carried out by submitting a report each time an invoice is issued.

### Final report

At the end of the contract period, the Contractor must submit a final report, which must be written in English.

The final report must include comprehensive information on the activities put in place with a view to provide the services required.

### Duration

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The work of the contractor will be carried out under the supervision of and in close collaboration with the AIE, and under the overall supervision of the Project Manager.

Execution of the services is to start upon the entry into force of the contract, which will take place from the date on which the service contract is signed. The service contract will last for 6 months, most probably from mid- or end of September 2021 until mid- or end of March 2022, with the possibility of extension subject to satisfactory performance.

## Eligibility requirements

- A request for offer will be sent by the AIE only to three (3) potential service providers, established in the countries of the EUSAIR, previously identified through an exploratory market research carried out by comparing the curricula present in the Euroregion's database;
- Service providers shall have full technical ability to perform the service described in this ToR;
- Service providers shall be in possession of their full civil and political rights;
- Against the applicant bidders, no charges shall be pending such as disqualification, prohibition, suspension or decadence, or even indictments, pending convictions and/or preventive measures, pursuant to current legislation;
- The maximum available value for the contract is **€ 20.000,00** (twenty thousand euros), VAT excluded.

## Minimum Qualification

- The service provider must confirm compliance with all qualification requirements set in this ToR;
- The service provider must have no less than five (5) years of proven experience in managing international and/or EU-financed projects as well as in overall project management and reporting. Experience with programmes for youth will be considered an asset;
- The service provider must have adequate and experienced staff, fully skilled in providing the required services and proficient in the English language (written and oral);
- The service provider must be able to develop, maintain and capitalise cross-country and multi-actor networks and international relations.

## Submission of the offer

All interested bidders should submit a quotation respecting the following requirements:

Instruction to Proposers	Specific Requirements
Deadline for Submission the offer	<b>20 September 2021 – 18:00</b> (Zagreb/Rome time GMT+1) Any proposal received after this date and time will not be accepted
How to submit the offer	Companies wishing to respond to this call shall send the offer with the economic proposal to the following email address: <a href="mailto:secretariat@adriaticionianeuroregion.eu">secretariat@adriaticionianeuroregion.eu</a> and attach an updated CV.
Language for submitting the offer	English
Overall ceiling for the quotation	The economic offer must not exceed the amount of <b>20.000,00 €</b> (twenty thousand euros), VAT excluded
Currency	EURO (€)

## Invitation process, selection and award criteria

As a subcontractor, the AIE will award the service on the basis of the *most economically and technically advantageous tender*, with a maximum date of 25 September 2021. The award will be final.

- The AIE will invite at least three (3) service providers to send a bid. Service providers were previously identified through an exploratory market research carried out by comparing the curricula present in the Euroregion's database and evaluating professional experience and technical skills, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.
- Information about the present procedure is published in AIE's official website on **10<sup>th</sup> September 2021**.
- The bidders wishing to respond to the invitation shall send their offers **no later than 20<sup>th</sup> September 2021 at 18:00** to [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu). The offers received after the aforementioned deadlines will not be evaluated.
- The offer must include the overall total cost of the service (**VAT excluded**), indicating the currency.
- The sending of the offer does not and in any way constrain the AIE to request the services.
- The AIE will first of all assess if the service providers meet the eligibility requirements and the experience and required skills. Secondly, the AIE will evaluate the offers on the basis of the *most economically and technically advantageous tender*. The offer that gathers the maximum score will be selected.
- **The maximum amount payable for the services may not exceed the amount of € 20.000,00 (VAT excluded)**. Any higher offer will be declared ineligible.

## Selection procedure

The selection of the service provider (individual consultant/expert or consultancy firm/organisation) will be based on the evaluation of the technical and financial offers, as follows:

- Evaluation of the experience of the consultant or consultancy firm/organisation. Special emphasis will be put on experience with international and/or EU-financed projects as well as in overall project management and reporting. Experience with programmes for youth will be considered an asset. Maximum 40 points
- Experience in developing, maintaining and capitalising cross-country and multi-actor networks and international relations. Maximum 30 points.
- Evaluation of the economic offer, maximum 30 points.

The offer that gathers the maximum score will be selected. The AIE Secretariat will be responsible to establish an evaluation committee which will have the full responsibility of assuring compliance

with all public procurement rules.

## Other issues

- If two or more offers of the same amount will be received, the AIE will contact the bidders and conduct interviews via telephone, in order to better assess the offers.
- The AIE will proceed to award the contract even in the event that a single valid offer is received, provided it is considered apt and convenient.
- The AIE, as a contracting entity, reserves the right not to proceed with the awarding of contracts if no offer is convenient or suitable in relation to the subject of the contract, without the bidders having nothing to claim, not even as a pre-contractual liability.
- The results of the selection procedure will be communicated to the awarded bidder.
- The contract must be formalised in writing within a period of ten working days, from the following to the notification of the award.
- All the charges and risks relating to the activities and obligations necessary for fulfilling the contract, being considered part of the agreed remuneration, shall be borne by the Contractor.
- The successful bidder assumes full and direct management liability for the services and supplies entrusted to him/her, thereby freeing up the Euroregion.
- The successful bidder will directly, criminally and civilly respond for the damages to people and things caused in the execution of the services and supplies, and will bear the full and exclusive charge for any compensation, without the right to recourse or remuneration from the Euroregion.
- Consequently, the Contractor exonerates the Euroregion from these responsibilities, undertaking to relieve it of any request that, for this reason, should be presented.
- The results of the present selection procedure will be communicated within 5 (five) days after the deadline for submission of bids to all bidders.
- A service contract will be concluded with the selected bidder, which must contain all the parts indicated in this tender.

## Invoicing and payment instructions

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Conditions for the release of the payment:

- Satisfactory quality of the services provided and delivery of outputs;
- Submission by the service provider of a detailed invoice and related reports.

AIE will pay the provider the total amount of the invoice within 20 days day from the reception of the original invoice which has to include the following information:

**Header:** Jadransko Jonska Euroregija (or Adriatic Ionian Euroregion) - Flanatička 29, 52100, Pula (Croatia) - Croatian VAT code: OIB 87750913519; email: [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu)

**Object:** AI-NURECC Plus – Agreement No.: 2020CE160AT045 – Support services to the organisation of the AI-NURECC PLUS events and to stakeholder engagement and networking.

**Description:** \*\*\* *Details of the services provided (VAT included).*

Please note that no pre-financing payment will be provided. Moreover, the AIE cannot pay in advance the invoice, meaning that no advance payment has to be required.

The AIE will be responsible for paying VAT in Croatia, therefore, the fees to be charged will be submitted net of VAT.

## Contacts

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In case additional information is required to submit the proposal, we kindly invite you to contact the AIE Secretariat by writing to the following e-mail address [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu).

Only relevant enquiries concerning clarifications of the tender will be answered.

This procedure and ToR, as procurement documents, is available for consultation on AIE website under the subsection “Job & Tenders”.

## Attachments

*Bid form*