

ANNEX I

TERMS OF REFERENCE (ToR)

Overall support to the organisation and promotion of the AI-NURECC PLUS events in 2022

AI-NURECC Plus – Agreement No. 2020CE160AT045

Subject

Selection procedure for obtaining three comparable offers for the following services:

1. Organisation of the AI-NURECC's events in 2022 including overall event management and post-meeting wrap-up/reporting;
2. Promotion of the AI-NURECC Plus events;
3. Other logistic services.

The services are necessary for the delivery of the AI-NURECC PLUS events foreseen in 2022 and in particular for the organisation of the **Adriatic Ionian Youth Organisations Fora** and the **AI-NURECC PLUS High-level Conferences**.

Background

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 (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 the AI-NURECC Initiative 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, to support 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 to foster coordination among EU, national, regional, and local policies.

Through their participation in the AI-NURECC PLUS activities all potential beneficiaries will learn, among other things, how to improve the setting up of projects in cooperation with their partners from other countries, not only for the programmes focusing on the EUSAIR area but a wider range of EU programmes. It will, therefore, serve as an incubator for further synergies and collaborations.

In this framework, the AIE is in charge of organising a series of events in 2022 as listed below:

- May 2022 – “**AI-NURECC PLUS High-level Conference on Cultural and Creative Industries**” to be organised in Tirana (Albania) in the context of the 7th Annual EUSAIR Forum;
- May 2022 – “**Adriatic Ionian Youth Organisations Forum (AIYOF3)**” to be organised in Tirana (Albania) in the context of the 7th Annual EUSAIR Forum;
- Date TBC – “**AI-NURECC PLUS High-level Conference on Sustainable Tourism**” to be organised in Skopje (North Macedonia);
- Date TBC – “**Adriatic Ionian Youth Organisations Forum (AIYOF4) in North Macedonia**” to be organised in Skopje (North Macedonia).

The events will be attended by the Staff of the Secretariat, representatives of project partners, external experts, representatives of EU institutions, representatives of national, regional and local authorities and 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.

Through a request for quotations, the AIE intends to select a Service Provider to which it will entrust the services relating to the organisation of the events foreseen in 2022 and related to the **overall support to event organization and promotion**.

The Service Provider, as requested, will support the implementation of all related logistic organisation including, among other things, the organisation of travel and accommodation for the guests of the event; rental of a conference room fully equipped with ICT tools to allow remote participation and recording of the events; organisation and supply of interpretation services; catering services including coffee breaks, light lunches and dinners for participants and the AIE staff; implementation of adequate security measures for the event participation; organisation of a press office.

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.

Services required

The services required are linked to the overall support to the organisation and promotion of the AI-NURECC PLUS events in 2022 will include execution of the following tasks:

- Support the development of event's 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, 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;
- Support the creation of graphically enriched event materials e.g. project banner or roll-up, registration sheet, agendas, taking care of the graphic layout, professional printing, shipment or delivery to the premises of the events;
- Overall event management, including all logistic, mobility, catering and accommodation matters, and post-meeting reporting of activities carried out.

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.
- Be present at the events, thus implying travelling to the destinations chosen for the events.

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

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

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, approximately at the beginning of May 2022. The service contract will last for 9 months, from early May 2022 until the end of December 2022.

Eligibility requirements

- The request for quotation will be sent by the AIE at least to three (3) potential Service Providers established in the countries of the EUSAIR, preselected through the comparison of curricula;
- Service providers shall have full technical ability to perform the service described;
- 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 limit for the offer is set at **€ 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 not less than three (3) years of proven experience in the provision of the required services;
- Expertise in promotion activities related to EU projects will be considered an asset;
- The service provider must have adequate and experienced staff, fully skilled in the provision of the required services, and able to communicate in English (written and oral) proficiently.

Submission of the offer and quotation

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

Instruction to Proposers	Specific Requirements
Deadline for Submission the offer	3 May 2022 – 18:00 CET 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: secretariat@adriaticionianeuroregion.eu
Language for submitting the offer	English
Overall ceiling for the quotation	The economic offer must not exceed the amount of 20.000,00 € (twenty thousand euros)
Currency	EURO (€)

Invitation process, selection and award criteria

As a subcontractor, the AIE will award the service *most economically and technically advantageous tender*, with a maximum date of **3 May 2022**. The award will be final.

- The AIE will invite at least three (3) service providers to send a bid. The service providers were 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 **24 April 2022**, section "Jobs and Tenders".
- Companies wishing to respond to the invitation shall send their offers **no later than 18:00 of 3 May 2022** to 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 the organisation of events also in relation to EU-financed projects. Maximum 40 points
- Experience in promotion activities of events. 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

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 evaluate 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 company.
- 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.
- He/She 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 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

Conditions for the release of the payment:

- Satisfactory acceptance of services;
- Submission by the service provider of a detailed invoice and expense note.

The 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) - Branitelja Dubrovnika 45 – 20000 Dubrovnik (Croatia) - Croatian VAT code: OIB 87750913519; email: secretariat@adriaticionianeuroregion.eu

Object: AI-NURECC Initiative – Agreement No.: 2020CE160AT045 – Overall support to the organisation and promotion of the AI-NURECC PLUS events in 2022.

Description: *** *Details of the services provided with reference to the AI-NURECC PLUS event implemented (VAT included).*

Contacts

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.

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