



TERMS OF REFERENCE (ToR)

Provision of External Service: Technical support to engagement activities targeting Adriatic Ionian Youth

Adriatic Ionian Network of Universities, Regions, Chambers of Commerce and Cities Initiative
PLUS (AI-NURECC PLUS) – Agreement No. 2020CE160AT045

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**, directly 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 events, the AI-NURECC Plus aims at encouraging multi-actor networking and collaboration among representatives of the private and public sector and civil society and youth to foster coordination among EU, national, regional, and local policies.

AI-NURECC PLUS started in April 2021 and its activities will last until September 2023. For more information about the project, please visit the website: <https://cpmr.org/policy-work/cohesion/ai-nurecc-plus>.

Context and Objective of the Terms of Reference

The AI-NURECC PLUS focuses on topics of high priority to youth, such as social inclusion, education, gender equality, environment, diplomacy, and young leaders. Young people from the 9 EUSAIR countries are encouraged to apply and benefit from different targeted activities, such as the Summer School on Sustainable Tourism and the Internship Fund for supporting youth in Cultural and Creative Industries (CCIs) entrepreneurship.

The AIE is in charge of promoting the participation of Adriatic Ionian youth and facilitate the exchange and discussions on the priorities, latest developments and trends in the topic addressed by the events, with a view to collect young people's experience and aspirations, also through the creation of a participation platform.



As AI-NURECC full partner, the AIE is in charge to contribute to the Sustainable Tourism action by activating young people in the 9 EUSAIR countries and by involving them in two events to be organised in Skopje (North Macedonia):

- Date TBC – “**AI-NURECC PLUS High-level Conference on Sustainable Tourism**”;
- Date TBC – “**Adriatic Ionian Youth Organisations Forum (AIYOF4) in North Macedonia**”.

The consultancy work sought through this ToR is part of AI-NURECC PLUS activities addressed to Adriatic Ionian Youth as main target and particularly to stimulate youth participation in multi-actor networking on the topics addressed by the AI-NURECC PLUS.

The activities include awareness raising, creation of a transnational participation platform for the engagement of Adriatic Ionian Youth in AI-NURECC PLUS events and opportunities, collection of recommendations for final reports.

Tasks to be performed

The main objective of the contract is to contribute to the goals of the Sustainable Sustainable Tourism Action within 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 tasks composed by different activities. The results of the services are needed for feeding some deliverables of the project in which AIE is called to contribute to.

The AIE is in particular looking for an experienced entity/expert to provide support to the implementation of the activities as listed below:

- 1) Implementation of the events in North Macedonia (deliverable 2 revised GANNT) and follow-up activities including:
 - Awareness raising of young people on EUSAIR main objectives, results and achievements as a key challenge crucial to the successful implementation of the Strategy and its Action Plan, with specific reference to the Sustainable Tourism sector;
 - Collection of recommendations from young people on the topic addressed by both the Youth Forum and Conference on Sustainable Tourism in North Macedonia;
 - Elaboration of a final report on knowledge and attitudes of young people towards forms of sustainable tourism in the Adriatic-Ionian region, as part of the Sustainable Tourism action;
- 2) Cooperation with the AI-NURECC partners that co-implement the Sustainable Tourism Action aimed at creating a link between the Youth Forum in North Macedonia:
 - the AI-NURECC PLUS Summer School and second Conference on Sustainable Tourism to be organised by UniAdriion and Forum AIC in Italy in September 2022 (deliverables 7.a and 7.b revised GANNT);
 - the AI-NURECC PLUS third Conference on Sustainable Tourism to be organised by Forum AIC in Greece in July 2023 (deliverable 9 revised GANNT) aimed at inviting young people who participated in the Youth Forum in North Macedonia and the Summer School in Italy to bring their recommendations.
- 3) Youth engagement in continuation with the actions already put in place by the AIE during the implementation the AI-NURECC PLUS project. The activities linked to this task include support to:
 - Continuation of the mapping of youth organisations in the Adriatic Ionian area and in involving them in the AI-NURECC PLUS initiative as well as in the EUSAIR context.

- Collection of Adriatic Ionian youth organisations' expectations as attains the revision of the EUSAIR strategy, launched at the 7th EUSAIR Annual Forum in Tirana, and the role of youth in it.
- Creation of a transnational AI-Youth participation platform based on ad hoc "memoranda of understanding" aimed at achieving a critical mass to establish an open dialogue with EUSAIR decision-makers. The platform will be a source of information for the EUSAIR structures about youth challenges, needs and projects as well as a source of collaboration for the co-creation of future participatory actions.

Parallel activities

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

- 4) Participation in regular meetings (mainly online) with the contractor and other relevant project partners, when required.
- 5) Participation in the events, including the AI-NURECC PLUS Final Conference, thus implying travelling to the destinations chosen by organisers.
- 6) The service provider will also guarantee support to project communication when the activities are related to the tasks described above.

Expected schedule

- July 2022 – December 2022: Interim report;
- January 2023 – September 2023: Final report.

Contracting Entity

Adriatic Ionian Euroregion (AIE) - Jadransko Jonska Euroregija
 Headquarter and Registered Office: Branitelja Dubrovnika 45 – 20000 Dubrovnik (Croatia)
 VAT/OIB: 87750913519

Contractual and Financial terms

The maximum amount available for this service is 26.000,00 € excluding VAT.

Travel and accommodation costs for the participation of the service provider in the project events or meetings relevant to the scope of this contract are not included in the contract. The AIE will allocate extra budget for covering travel and accommodation costs. The expenses incurred for traveling will be reimbursed by AIE only if the working trips have been previously authorized and will be fully documented with supporting documents.

Duration

The contract is expected to be signed in July 2022. Execution of the services is to start upon the entry into force of the contract in July 2022. The service contract will last fourteen (14) months, presumably from mid-July 2022 until the end of the project foreseen in September 2023. A possible extension of activities may be considered by AIE in the event of project delays caused by external factors, only in the case the budget of the project will permit an extension of the contract.

Eligibility requirements

Applicants shall have full technical ability to perform the service described.
 Applicants shall be in possession of their full civil and political rights.

Against the Applicants, 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 **€ 26.000,00** (twenty-six thousand euros), VAT excluded.

Submission of an offer

All Applicants should submit an offer respecting the following requirements:

Instruction to Proposers	Specific Requirements
Deadline for Submission the offer	14 July 2022 – 18:00 CEST 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 € 26.000,00 (twenty-six thousand euros)
Currency	EURO (€)

Invoicing and payment instructions

In case that the service provide has no tax residence in Croatia, but in another EU countries, the AIE will be responsible for paying the VAT in Croatia. Therefore, in such case, the fees to be charged by the consultant will be submitted net of VAT.

Conditions for the release of the payment:

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

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 – Technical support to engagement activities targeting Adriatic Ionian Youth

The AIE is not in the condition to pay in advance the invoice.

Requested skills and qualifications

The Applicant must confirm compliance with the following qualifications:

- Having staff with university degree or diploma. University degree or diploma in political sciences will be considered an asset;

- At least 3 years' experience in multi-countries / multi-partners cooperation programmes/projects; Experience in territorial cooperation programmes active in the Adriatic Ionian area will be an asset;
- Knowledge of relevant initiatives and actors in the field of sustainable/smart tourism (other programmes, projects, stakeholders, events, policy developments, etc.);
- Experience with the implementation of awareness raising campaign and in communication will be considered an asset;
- Capacity to manage working groups, at transnational level;
- Fluency in English and proven technical writing and communication skills.

How to apply

Applications must be sent in one file on PDF format to the following e-mail address: secretariat@adriaticionianeuroregion.eu with the following subject: "Technical support to engagement activities targeting Adriatic Ionian Youth" **by 14 July at 18:00 p.m. (CEST).**

Applications must include the following documents:

- Curriculum vitae (CV) in English
- Proposed methodology for developing the service (no more than 3 pages);
- Economic offer in euro (taking into account that the maximum amount available for this service is €26.000 € excluding VAT).

Offers that exceed the maximum amount available for the contract will be declared ineligible. Offers received after the aforementioned deadlines will not be evaluated.

The sending of the offer does not in any way constrain the AIE to request the service in question. For this work the AIE will be responsible for paying VAT in Croatia.

Languages in which offers can be submitted: English only

Selection procedure

Information about the present procedure is published in AIE's official website on **7 July 2022**, section "Jobs and Tenders".

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

- Evaluation of methodological approach and of the experience of the consultant or consultancy firm. Special emphasis will be put on expertise in territorial cooperation in the Adriatic Ionian area. CV of the staff devoted to the execution of the contract will be taken into account. Maximum 70 points
- Evaluation of the economic offer, maximum 30 points.

The AIE, as a contracting body, will proceed to examine the documentation provided to verify compliance with the technical and economic requirements of the proposals, and may request from the tenderer any additional relevant documentation.

The AIE Secretariat will be responsible to establish an evaluation committee which will have the full responsibility to ensure that evaluation is compliant to all public procurement rules.

The final score will be the sum of the percentages resulting from the technical and the economic evaluations. The financial offers will be compared with the maximum budget available for the contract (26.000,00 €,



excluding VAT). The applicants that exceed the maximum budget allocated for the contract will be considered unacceptable. The offer that gathers the maximum score will be selected.

The AIE will award the service to the *most economically and technically advantageous offer*, with a maximum date of 20 July 2022. The results of the selection procedure will be notified only to the awarded bidder.

Other issues

- If two or more offers of the same amount will be received, the AIE will contact the Service Providers 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.
- 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 the bids.
- A service contract will be concluded with the selected bidder, which must contain all the parts indicated in this ToR.

Useful references

Website: <https://cpmr.org/policy-work/cohesion/ai-nurecc-plus/>

Twitter: https://twitter.com/ai_nurecc_plus

Newsletter: <https://us12.campaign-archive.com/home/?u=2bba204de6c9e9f228b3915e1&id=6d35f106b7>

AI-NURECC PLUS main documents: <https://cpmr.org/wpdm-category/ai-nurecc-plus/> .

Additional documents will be facilitated after selection of the service provider.

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 document, is available for consultation on AIE website under the subsection "Job & Tenders".