

INVITATION TO BID

For:

**External Support for the administration and monitoring of the ENICBCMED Project
RESTART MED!**

(Service Contract)

(Procurement Procedure RESTART MED! 1/2021)

In the frame of the project

***“Revitalization of Sustainable Tourism Across Regions in The
MEDiterranean, RESTART MED!” Reference number C_A.1.3_0054,***

**financed in the framework of the ENI CBC Mediterranean Sea Basin
Programme 2014-2020, Grant Contract No. 0000011 of 06/07/2021**

Rome, 16th July 2021

1. GENERAL INFORMATION

a) **Procedure:** Open tender procedure

b) **Introduction and Financing**

CISP - Comitato Internazionale per lo Sviluppo dei Popoli, hereinafter referred to as CISP, is leader of a consortium of private and public bodies participating as implementing agencies to the implementation of the Project ***“REvitalization of Sustainable Tourism Across Regions in The MEDiterranean, RESTART MED!”*** Reference number ***C_A.1.3_0054***, financed in the framework of the ENI CBC Mediterranean Sea Basin Programme 2014-2020, Grant Contract No. 0000011 of 06/07/2021. The Project is implemented by the following entities:

Lead Beneficiary: CISP (Comitato Internazionale per lo sviluppo dei Popoli) - Italy

Partners:

Barcelona Official Chamber of Commerce, Industry, Services and Navigation – Spain

Catalan Tourist Board – Spain

American University of Beirut - Lebanon

Jordan University of Science and Technology - JUST University - Jordan

World Wild Funds Mediterranean North Africa - Tunisia

Duration: 2 years (from 1 September 2021 to 31 August 2023)

Geographical coverage: Italy, Spain, Lebanon, Jordan, Tunisia

General Objective of the Project

Contributing to economic & social development in the Mediterranean, strengthening, disseminating and scaling up successful sustainable tourism practices & resources, in post-COVID-19 era.

Specific Objectives of the Project

- SUPPORTING ECONOMIC RECOVERY: use results & successful practices of sustainable tourism projects for transfer and further exploitation in a “from pandemic shock to recovery” perspective, supporting resilience and local jobs in the tourism sector with cross-border knowledge and instruments.
- BUILDING A COMMUNITY: build on existing platforms & communities to spread knowledge, skills, benefits of tourism projects to a wider community, adding value through a cross-border, collaborative MED destination approach, under a common brand, which combines sustainability and economic opportunities.
- SUPPORTING SUSTAINABILITY: increase awareness and capacity at public authorities & policy makers for mainstreaming of environmental, socioeconomic, cultural sustainable good practices and results into policies for local tourism/economic development.

Total Budget of the Project: € 1.111.108,55 of which 90% financed by the ENI CBCB Med programme

Within the above mentioned Project CISP is seeking a Consultant/ Expert to support the Project Coordinator and the Project Financial Manager in the administration/financial and management/monitoring / reporting tasks, according to the Terms of References and Consultant Expert Profile attached (Annex A).

c) Contracting Authority: CISP

d) Indicative total maximum amount of the Service Contract: 12,000 € (Twelve thousands €), VAT & taxes included

2. CONTRACT, OFFER SUBMISSION AND AWARD SPECIFICATIONS

a) DESCRIPTION OF THE CONTRACT

Service Contract for: **External Support for Project administration and monitoring, of the ENICBCMED Project RESTART MED!**, according to the Terms of References attached as **Annex A**.

b) SUBMISSION OF THE OFFER AND DEADLINE FOR SUBMISSION

Offers have to be sent in electronic version via e-mail, to the following CISP contacts:

- **Mr. Gianluca Falcitelli** falcitelli@cisp-ngo.org
- And in cc to: cisp@cisp-ngo.org

indicating in the object of the e-mail: *“External Support Services for Project admin and monitoring RESTART MED!”* – Procedure RESTART MED! 01/2021”

The offers must include all documents required at the below point d) of the present Invitation to Bid.

All requested offer documents, including any other supporting document, can be submitted either as attachments to the e-mail or through a permanent cloud service such as DropBox or Google Drive, including the link in the e-mail.

The deadline for the submission of offers is at 20th August 2021 at 2:00 PM (CET Time)

Offers arrived after the above deadline will be not accepted and rejected

c) OFFERS SELECTION CRITERIA AND AWARD

Only the offers that will arrive within the fixed date and time will be analyzed and evaluated by an Evaluation Committee, appointed for the purpose by the Contracting Authority. The Contracting Authority will examine, in detail, all of the information supplied by the Bidder and will formulate its unquestionable judgment, on the basis of “*value for money*” criteria, that is to say, the best price-quality ratio. The best value for money is established by weighing technical quality against price on an 80/20 basis. In order to determine the best “*value for money*”, the Contracting Authority will take into consideration the criteria stated in the Evaluation Grid (**Annex D**).

The Contracting Authority reserves the right to ask a Bidder to clarify any part of its bid that the Evaluation Committee may consider necessary for the evaluation of the bid. The Contracting Authority reserves the right to check any information submitted by the Bidder, if the Evaluation Committee considers it necessary.

d) CONTENT AND PRESENTATION OF THE OFFER

The offer must include a technical offer and a financial offer, which must be submitted in separate files/folder, marked respectively as

"A – Technical Offer - (Project Support Services RESTART MED!)" and

"B – Financial Offer - (Project Support Services RESTART MED)".

All information and documents different than financial issues must be included in the File/Folder A.

The **files/folder "A – Technical Offer"** must include the following information and documents in pdf format:

1. **General Information** about the consultant expert (**Annex B**), duly filled and signed, attaching any other additional information deemed useful;
2. **Curriculum Vitae** of the consultant expert;
3. **Explanatory note** demonstrating the consistency of the professional and educational background to the required skills and competencies indicated in **Annex A** (Required skills and competencies – Consultant required profile);
4. **Any other references**, web links, reports, papers or other documents that demonstrate the familiarity of the consultant expert with the subjects of the present assignment (Optional).
5. Copy of the **Identity Document of the Bidder**;

The **file "B – Financial Offer"** must include the following document:

6. Financial Offer Form (**Annex C**) duly filled and signed.

e) OFFER PRICE

The offer price must be indicated in the Financial Offer Form (**Annex C**). The offer price must be in EURO, indicating VAT separately, if the case.

f) PERIOD OF VALIDITY OF THE OFFER

The offer must remain valid for a period of 90 (ninety) days after the deadline for its submission. In exceptional circumstances the Contracting Authority may request that bidders extend the validity of bids for a specific period.

INSTRUCTIONS FOR BIDDERS

In submitting a bid, the Bidder accepts in full and without restriction the conditions governing this contract as the sole basis of this bidding procedure, whatever his own conditions of sale may be, which hereby waives. Bidder is expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this bid dossier. Failure to submit a bid containing all the required information and documentation within the deadline specified may lead to the rejection of the bid. No account can be taken on any reservation in the bid as regards the bid dossier; any reservation will result in the immediate rejection of the bid without further evaluation.

1. GENERAL INSTRUCTIONS

- 1.1 The Terms of References of the required services and the required Consultant /Expert Profile are described in **Annex A**.
- 1.2 The bidder will bear all costs associated with the preparation and submission of the bid. The Contracting Authority will not be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

2. FINANCING

The project is co-funded by the European Union – ENI CBC MED Programme

3. PARTICIPATION

Ineligibility /Exclusion Criteria:

The Contracting Authority will exclude, from participation in the bid procedure, the Bidder falling into any of the following cases:

- It's bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is subject of proceedings concerning those matters, or is in any analogous situation arising from similar procedure provided for in national legislation or regulations;
- It , or persons having power of representation, decision making or control over them, has been convicted of an offence concerning its professional conduct by a judgment, which has the force of *res judicata*;
- It has been guilty of grave professional misconduct proven by means, which the Contracting Authority can justify;
- It has not fulfilled obligations relating to the payment of social security contributions or payment of taxes in accordance with the legal provision of the country in which it's established or those of the country of the Contracting Authority or those of the country/ies where the contract is to be performed;
- it, or persons having powers of representation, decision making or control over them, has been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU's financial interests;

- It is currently subject to an administrative penalty;
- It has been the subject of judgment, which has the force of *res judicata* for fraud, corruption, involvement in criminal organization or any other illegal activity detrimental to the Contracting Authority or the European Union financial interests.

Accepting this ITB, the Bidder guarantees under its own legal responsibility, that it is in none of the above-mentioned cases.

Contracts may not be awarded to bidders who, during the procurement or grant award procedures:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information;
- find themselves in one of the exclusion situations for this procurement procedure.

4. EXPLANATIONS CONCERNING BID DOCUMENTS

Bidders may submit questions only by email, sending them to both the following addresses: falcitelli@cisp-ngo.org and cisp@cisp-ngo.org in English language, not later than 5th August 2021. The Contracting Authority will reply, only by e-mail, to all of the Bidders' questions, using the same language, within three (3) working days from the receipt of the questions.

5. MODIFICATIONS TO BID DOCUMENTS

The Contracting Authority may, as necessary, modify the Invitation to Bid, during the bidding period notifying the variations to the Bidder.

6. ETHICAL CLAUSES

- 6.1. Any attempt, by the Bidder, to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority, during the process of examining, clarifying, evaluating and comparing the bids, will lead to the rejection of its candidacy or bid and may result in administrative penalties.
- 6.2. When putting forward a candidacy or bid, the Bidder must declare, that it is affected by no potential conflict of interest, and that it has no particular link with other parties involved in the project. Should such situation arise during the performance of the contract, the Consultant must immediately inform the Contracting Authority.
- 6.3. The Consultant must, at all times, act impartially and as faithful adviser in accordance with the Code of Conduct of its profession. It must refrain from making public statements about the project services, without the Contracting Authority's prior approval. It may not commit the Contracting Authority, in any way, without its prior written consent.
- 6.4. For the duration of the contract, the Consultant and its staff must respect human rights and undertake not to offend the political, cultural, and religious mores of the beneficiary State/s. In particular, and according to the respective basic legal act, the Consultant will respect the essential rules of labor law as defined by the relevant conventions of the International Labor Organization (on

the right to organize and collective bargaining, on forced labor and mandatory, on discrimination related to employment and profession, on child labor).

- 6.5. The Consultant may accept no payment connected with the contract other than that provide for therein. The Consultant and its staff must not exercise activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 6.6. The Consultant is obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All the reports and the documents drawn up or received by the Consultant are confidential.
- 6.7. The Consultant shall refrain from any relationship likely to compromise its independence or that of its staff. If the Consultant ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contact without further notice and without the Consultant having any claim to compensation.
- 6.8. All bids will be rejected, or contracts terminated, if it emerges, that the award execution of contract has given rise to unusual commercial expenses. Such unusual commercial expenses are: commissions, not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract; commissions not paid in return or any actual and legitimate service; commissions remitted to a tax haven; commissions paid to a recipient, who is not clearly identified; or, commissions paid to a company, which has every appearance of being a front company.

7. LANGUAGE OF THE PROJECT AND OF THE BIDS

The official language of the Project is English. The bid and all correspondence and documents related to the bid, exchanged by the bidder and the Contracting Authorities must be written in English.

8. RIGHT OF THE CONTRACTING AUTHORITY TO ACCEPT OR REJECT ANY OFFER

- 8.1. The Contracting Authority reserves the right to accept or reject any Offer and/or to cancel the whole tendering procedure and reject all of the Offers. The Contracting Authority reserves the right to initiate a new Invitation to Bid.
- 8.2. In the event of a tendering procedure's cancellation, the Bidders will be notified, by the Contracting Authority.
- 8.3. Cancellation may occur where:
 - the tendering procedure has been unsuccessful; namely, where no qualitatively or financially worthwhile Offer has been received or there has been no response at all;
 - the economic or technical parameters of the project have been fundamentally altered;
 - exceptional circumstances or *force majeure* render the normal performance of the project impossible;
 - there have been irregularities in the procedure, in particular, where these have prevented fair competition
 - other duly justified circumstances.

In no circumstances, will the Contracting Authority be liable for damages, whatever their nature (in particular, damages for loss of profits) or relationship to the cancellation of an Offer, even if the

Contracting Authority has been advised of the possibility of damages. The publication of an Offer notice does not commit the Contracting Authority to implement the announced service.

9. NOTIFICATION OF AWARD AND COMMENCEMENT OF THE CONTRACT

The selected consultant/ expert will be informed on writing of the awarding of the Service Contract. Only the signed contract will constitute an official commitment on the part of the Contracting Authority, and activities may not begin until the contract has been signed by the Contracting Authority and the Bidder.

Following the signature of the contract by both parties, the Contract shall enter into force.

ANNEXES

ANNEX A – TERMS OF REFERENCES AND REQUESTED PROFILE

ANNEX B - GENERAL INFORMATION ABOUT THE EXPERT

ANNEX C - FINANCIAL OFFER FORM

ANNEX D – EVALUATION GRID

ANNEX A

TERMS OF REFERENCE

(Ref. Service Contract for: External Support for Project administration and monitoring, of the ENICBCMED Project RESTART MED!)

Terms of Reference

***for External Support for Project administration and monitoring,
of the ENICBCMED Project RESTART MED!, Ref. n. C_A.1.3_0054***

1. THE RESTART MED! PROJECT

1.1 BACKGROUND INFORMATION

CISP, in partnership with the Barcelona Official Chamber of Commerce, Industry, Services and Navigation (Spain), the Catalan Tourist Board (Spain), the American University of Beirut (Lebanon), the Jordan University of Science and Technology (Jordan) and the World Wild Funds Mediterranean North Africa (Tunisia) is implementing the Project RESTART MED! ***“Revitalization of Sustainable Tourism Across Regions in The MEditerranean, RESTART MED!”*** funded by EU within the ENICBCMED Programme 2014-2020, among the Capitalization Projects.

RESTART MED! is a project aligned with the ENICBCMED response strategy to COVID-19: building resilience in the Mediterranean to rebound from the global pandemic. RESTART MED! aims to revitalize the tourism economy after the pandemic, by building on and learning from previous experiences and practices, using this moment for a restart and boosting sustainability at the same time as economic recovery.

The economic and social impact of the pandemic is an unprecedented challenge affecting the tourism sector, which sums to other challenges Med countries to reduce disparities, increase job opportunities, promote dialogue and understanding, peace and stability. A major effort is needed to build more equal, inclusive and sustainable economies and societies that are resilient in the face of pandemics and global changes.

RESTART MED! can and will support tourism providers to work alongside public and civil society stakeholders to not only recover, but recover better and more resilient, by creating more sustainable policies and products, and access for tourists to those products. This is best done through a participatory (public, private, civil society) and comprehensive approach (across tourism niches and sustainability pillars: environmental, socioeconomic, cultural). A positive change is expected through a reset of basic tourism principles, at provider, policy-maker and consumer level, in revitalized local economies in tourism destinations, where the diversified, sustainable offer and common branding will (re)attract tourists.

Expected outputs include:

- exploitation and dissemination of best practices/results of at least 8 Sustainable Tourism projects, cross-fertilizing across tourism niches and destination types
- reinforced & extended stakeholder networks of at least 5 capitalizable projects thanks to a common brand and platform.
- raised awareness at public authorities & policy makers of sustainable tourism good practices and support for mainstreaming into policies

1.2 RESTART MED! SUMMARY INFORMATION

Title of the Project	<i>“Revitalization of Sustainable Tourism Across Regions in The MEDiterranean, RESTART MED!”</i>
Duration	24 months
Starting/Ending date	01-09-2021 / 31-08-2023
Total budget:	€ 1.111.108,55 of which 90% financed by the ENI CBCB Med programme
Lead Beneficiary	Comitato Internazionale per lo Sviluppo dei Popoli (CISP)
Partners	The Barcelona Official Chamber of Commerce, Industry, Services and Navigation (Spain), the Catalan Tourist Board (Spain), the American University of Beirut (Lebanon), the Jordan University of Science and Technology (Jordan) and the World Wild Funds Mediterranean North Africa (Tunisia)
Associated partners	Barcelona Provincial Council - Diputacio de Barcelona (DIBA); Association of the Mediterranean Chambers of Commerce and Industry (ASCAME); Ministry of Tourism - Lebanese Republic; Tunisian National Tourism Office – ONTT; Ministero Italiano dei Beni e delle Attività Culturali e del Turismo – MIBACT; Ministry of Tourism & Antiquities of the Hashemite Kingdom of Jordan; International Social Tourism Organisation (ISTO).

Further information about the ENICBCMED Programme at <http://www.enicbcmed.eu/home>

1.3 RESTART MED! OBJECTIVES, EXPECTED RESULTS, OUTPUTS AND WORK PACKAGES

General objective:

Contributing to economic & social development in the Mediterranean, strengthening, disseminating and scaling up successful sustainable tourism practices & resources, in post-COVID-19 era.

Specific objectives:

- SUPPORTING ECONOMIC RECOVERY: use results & successful practices of sustainable tourism projects for transfer and further exploitation in a “from pandemic shock to recovery” perspective, supporting resilience and local jobs in the tourism sector with cross-border knowledge and instruments.
- BUILDING A COMMUNITY: build on existing platforms & communities to spread knowledge, skills, benefits of tourism projects to a wider community, adding value through a cross-border, collaborative MED destination approach, under a common brand, which combines sustainability and economic opportunities.
- SUPPORTING SUSTAINABILITY: increase awareness and capacity at public authorities & policy makers for mainstreaming of environmental, socioeconomic, cultural sustainable good practices and results into policies for local tourism/economic development.

Expected Result:

Increased diversification of tourism offer through the promotion of local and territorial assets.

Outputs:

- Training of tourism service providers on Sustainability and Promotion
- Product competition (subgrants for visibility initiatives)
- Network strategy for sustainable tourism community
- Community-building initiatives for reinforcing/enlarging sustainable tourism stakeholder networks
- Awareness increase of policy makers/ public authorities on sustainable tourism challenges
- Policy reviews for the mainstreaming of sustainability in tourism

Technical Work Packages

WP 3 Transfer & exploitation: activities with/for private actors

Recognizing the key role of private stakeholders for economic recovery, the WP3 focuses on activities for/with these stakeholders. As such, capitalisation in this WP relates to the enhancement of the value of pre-existing products/services. Across a number of capitalizable projects that have created tourism products in different niches and destinations, sustainable products shall be identified for further exploitation, and supported with common branding for sustainability. The aim is to re-use, revitalize, re-market these products, acquiring commercial value from increased sustainability and common branding and inspiring new products along the way.

Whereas exploiting resources and stampeding local traditions and cultures for tourism is not acceptable, exploiting the brand of 'responsible tourism' and 'sustainability' for marketing reasons, for genuinely sustainable products, is. Responding to increasingly well-informed tourists who demand authentic and responsible tourism experiences is an opportunity for local, commercial stakeholders, worthy of public endorsement and of marketing support through positive and coordinated branding that appeals to tourists for being responsible, as well as fun and enjoyable.

WP3 transfers knowledge on ways of integrating sustainability concerns in various tourism segments, to then reward & encourage most sustainable product providers for further exploitation: training, product competition (sub-grants), promotion. Cross-fertilizing products with additional economic, social and cultural sustainability value, based on lessons drawn from these products themselves, and increasing the relative skills of their product developers and providers.

Partners will identify stakeholders from their own country and from other MED countries if possible, in conjunction with a stakeholder needs analysis for the WP4 network strategy. The identified sustainability challenges (WP5) are adapted in training materials and sub-granting criteria.

WP 4 Reinforcement of networks: bringing together private and public actors.

The second technical WP, between WP3 and WP5, is indeed a connecting piece, between private and public stakeholders: where commercial and public-interest considerations meet for their integration into marketable, responsible tourism products. Responding to the demand for responsible tourism is best supported destination wide. The sustainable destination depends on a critical mass of service providers (all intent on cross-selling responsible tourism in their destinations rather than forced to compete by ignoring sustainability and undercutting prices for lack of cooperation), on a participatory stakeholder approach, including civil society, and on extending the brand across tourism niches. The network and its platform aim to be comprehensive in structure and content, covering thematic and cross-cutting sustainability topics, but flexible in allowing overlap between tourism niches, accommodating products and practices from numerous capitalizable projects.

A strategy will define links with existing platforms and detail own services, resulting in technical specifications for the operational structure (platform). All partners assist in animating that network, online (webinars, forum, resources) and offline (meetings to match public sustainability challenges and product development). Cost-effectiveness and continuity drive this WP and capitalisation means building on existing networks that may be less comprehensive but well established, by linking or embedding. Agile development is also crucial, launching the platform and network activities close to project start for immediate capitalization, adapting and reiterating at later stages where needed. The partnership is aided by a high level of inhouse academic expertise on digital development. The WP starts in parallel with WP3 and WP5 as an initial network already exists: project partners (LB of 4 ENI tourism projects) and AP have direct access to practices and products to be capitalised, analysed and marketed.

WP 5 Awareness and dissemination: activities with/for public stakeholders

WP5 activities are based on the recognition that it is both an obligation and an opportunity for public authorities and destination managers to encourage the responsible tourism trend and to put local tourism service providers in a position to exploit it as best possible. This will maximise benefits for the destination as a whole, through the trickle-down of economic benefits of local tourism income and jobs and through the preservation of natural and cultural assets for future generations. It is for this reason that WP5 focuses on the perspective of the public authority stakeholders, to increase knowledge, create awareness of the opportunity and capitalise on it.

A first analysis of data from projects to be capitalised was made, with owners and experts of the outputs (many of whom are partners or AP). Knowledge will be made more usable by formulating tourism-specific sustainability challenges: environmental, socio-economic, cultural, that can form a basis for WP3 training and enhancement of products. These challenges will form the basis for the WP4 network and platform mission statement. The translation of data to useable knowledge at the start of WP5 is not only meaningful for immediate exploitation and replication in sustainable tourism services (WP3), but can be further capitalised by lobbying for its takeup in future tourism strategies of the Mediterranean destinations in WP5, thus influencing and incentivising future sustainable tourism product development.

Policy activities then have the clear goal of achieving outputs in terms of mainstreaming, obtaining the maximum possible commitment from public authorities by offering pro-active policy reviews, for which the challenges can be used as a policy checklist. Making this commitment public on a platform (WP4), for tourists and citizens to see, is both a positive marketing message for the destination's service providers (WP3) and a guarantee that citizens and stakeholders can hold public authorities to account.

2. JOB DESCRIPTION AND TASKS OF THE CONSULTANT EXPERT FOR PROJECT ADMIN & MONITORING

The Consultant Expert will support the Project Coordinator and the Project Financial Manager in the overall management of the Project, carrying on the below tasks.

Management /Monitoring / Technical coordination tasks

Activities' monitoring:

- partners' follow up for collection of individual deliverables,
- documentation of logframe indicator achievement, etc.

Reporting: Monthly Reports; Progress Reports (every 6 months); Interim and Final Reports (yearly):

- collecting/reviewing narrative and financial (see below) documentation, and deliverables from partners;
- preparing a preliminary draft version of each report for revision and cross-check by the Project Coordinator

Attending Project coordination meetings (online and/or in presence) upon request of the Project Coordinator. (Eventual travels for attending meetings shall be expressly authorized by the Contracting Authority and travel expenses will be reimbursed according to the reimbursement system set by the Contracting Authority for the project)

Financial/Admin tasks

Monthly check of partners' accountancy files (Prima Nota) and supporting documents:

- Check of correctness of all information provided: description of expenditure, amount, budget heading, etc.
- Cross-check of the information provided in the monthly accountancy file vs. supporting documents and verification of the correctness of supporting documents (e.g. that in each expenditure supporting doc is included project code, CUP number, etc.)

Collection and check of the correctness of "administrative deliverables", i.e. for example

- staff contracts and timesheets,
- partners' provisions related to per diem,
- procurement procedures' document and contracts
- subgrants procedures' documents as CfPs, application received, minutes of evaluation & selection, narrative and financial reports, etc.

Monitoring of the status of expenditure for each partner:

- detecting timely underspending and overspending situations
- Informing and warning partners about trend deviations from the spending plan

All above tasks shall be carried out in close coordination with the Project Coordinator and the Project Finance Manager, with whom a timely exchange of information will be assured

Timeframe

The Consultant Expert is expected to be available immediately after the signature of the service contract and remain available on on-going basis for the whole duration of the project, until August 2023.

3. REQUIRED SKILLS AND COMPETENCIES - CONSULTANT EXPERT REQUIRED PROFILE

Minimum required qualifications and experience

- University degree or equivalent since minimum 5 years
- Fluent in written and spoken English
- At least 5 years' experience in projects/grant management of international cooperation projects, including support to / responsibility of coordination, administration, monitoring and reporting
- Knowledge of project cycle, monitoring methods /techniques, strategic planning and development cooperation projects
- Knowledge of the EU cooperation system and experience in project management, coordination, monitoring of EU-funded projects
- Analytical and report writing skills

Preferential assets:

- Fluent knowledge of Italian, Spanish and French
- Knowledge / experience of ENPI/ENI CBC MED Programmes
- Knowledge / experience of international projects in the field of sustainable tourism
- Knowledge of written and spoken Arabic language.

Qualifications and experiences shall be demonstrated through the following documents to submit with the offer:

- Curriculum Vitae
- Explanatory note demonstrating the consistency of the professional and educational background to the required skills and competencies
- Any other references, web links, reports, papers or other documents that demonstrate the familiarity of the consultant expert with the subjects of the present assignment (Optional).

ANNEX B

GENERAL INFORMATION ABOUT THE CONSULTANT EXPERT

(Ref. Service Contract for: External Support for Project administration and monitoring, of the ENICBCMED Project RESTART MED!)

Name of the Consultant Expert:

.....

Nationality

.....

Address:

.....

Telephone: Fax:

E-mail:

Tax Residence (if different from the address)

.....

Place and date: [.....]

Signature:

(attach a signed copy of the Identity document)

Attach the Curriculum Vitae and any other information and documents deemed as useful to ascertain required competences and skills

ANNEX C

FINANCIAL OFFER FORM

(Ref. Service Contract for: External Support for Project administration and monitoring, of the ENICBCMED Project RESTART MED!)

To be completed and signed by the Consultant Expert

In response to your invitation to bid for the above contract, I, the undersigned, hereby declare that:

1. I have examined and accept in full the content of the dossier for invitation to bid. I hereby accept its provisions in their entirety, without reservation or restriction.
2. I offer to execute, in accordance with the terms of the invitation to bid and the conditions and time limits laid down, without reserve or restriction, the required consultancy.
3. The total price of my offer, is

Total Amount without VAT (in number and in words):

[.....]

Total Amount with VAT (in number and in words):

[.....]

4. This offer is valid for a period of [..... days] from the final date for submission of tenders, i.e. until [...../...../.....]. (minimum 90 days requested)

5. I am not in any of the situations excluding us from participating in contracts which are listed in Clause 3 of the Instructions for Bidders.

6. I declare to have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. I have no interest of any nature whatsoever in any other tender in this procedure.

7. I will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. I also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by this Contracting authority.

8. I note that the Contracting Authority is not bound to proceed with this invitation to bid and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Signature Place & Date.....

Attach a signed copy of the Identity document

ANNEX D

EVALUATION GRID

(Ref. Service Contract for: External Support for Project administration and monitoring, of the ENICBCMED Project RESTART MED!)

A. Technical Evaluation = 80%

	Criteria	Maximum score
1	Curriculum Vitae, Explanatory note and supporting documents, if any, to prove the experience and fulfillment of the required competencies and skills	100

B. Financial Evaluation = 20%

	Criteria	Maximum score
1	Financial Offer	100

The contract will be awarded to the bid with the highest score obtained, as follows:

$$S(i)^* = 80\% * \text{Total A}(i) + 20\% * \text{Total B}(i)$$

*S(i): Score obtained for bidder (i)

B(i) score = Price (min)* / Price (i) * 100

Price (min): Price of the minor offer