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| **Contracting authority:**  Goethe-Institut e.V.  Represented by Goethe-Institut Georgien  **Address:**  16 Mikheil Zandukeli St  Tbilisi, Georgien | **Contact person:** EU4Culture  Team Leader – Dr. Anatoli Beifert |
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**EU4Culture – Promoting Culture & Creativity as an Engine for Economic**

**Growth and Social Development in EaP Countries**

**Call for Tender**

**For**

**Subcontractor/External Service Provider on** **Cultural Indicators and Statistics**

In accordance with the German Regulation on Public Procurement (UVgO - Unterschwellenverordnung - sub-threshold regulation on the awarding of contracts), Goethe-Institut invites you to submit the technical proposal for the assignment of Subcontractor/External Service Provider on Cultural Indicators and Statistics in the framework of the EU-funded project EU4Culture.

## General Information

The Goethe-Institut is the Federal Republic of Germany’s cultural institute, active worldwide. It promotes the study of German abroad and encourages international cultural exchange.

Goethe-Institut implements the EU funded grant project “EU4Culture” (2020/417-654). The project is implemented together with three consortium partners. The project started in January 2021 and will end in December 2024. For detailed overview of the project objectives and key activities relevant for this tender announcement please see Annex 1 – Terms of Reference (ToR).

## General provisions

The office awarding the contract is handling the process in accordance with the German Unterschwellenverordnung - sub-threshold regulation on the awarding of contracts. In addition, these tender provisions and explanations apply for the applicant.

The tender documents may only be used within the scope of this tender. Any publication or disclosure to third parties is not permitted. Supplemented or corrected information about the tender will be sent to all applicants in writing or via e-mail.

## Information on call for tender

**Purpose**

The aim of the call for tender is to select subcontractor/External Service Provider In order to:

a) Deliver capacity building on cultural indicators for EU4Culture project participating cities.

b) Provide ongoing mentorship and consultancy to local authorities of EU4Culture participating non-capital cities in identifying, processing, and analyzing relevant data at the local level.

c) Conduct three-stage research in all EU4Culture project participating cities that includes collecting and analyzing relevant data using quantitative and qualitative indicators at baseline, mid-point, and endpoint.

**Objective and Scope of the call for tender**

The call for tender to procure a Subcontractor/External Service Provider on Cultural Indicators and Statistics is in line with the objectives of Activity 3.1.4 (cultural indicators & statistics) of the EU4Culture project, which are as follows:

* Increase capacities of the non-capital cities to measure impact of cultural activities and the results achieved through implementation of cultural development strategies.
* Increase capacities of the cities in data collection and processing. Support the cities to collect and analyze economic indicators linked to the local cultural and creative sector.
* With reference to EU4Culture Logical Framework Matrix (LFM) to collect, process, and analyze quantitative and qualitative data and define LFM indicator baseline and final values.

The scope of the call for tender is as follows:

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| Geographic Scope | EU4Culture project participating cities from Eastern Partnership Countries:   * Armenia – Ijevan, Sevan, Charentsavan. * Azerbaijan – Sheki, Lankaran, Khirdalan. * Georgia – Zugdidi, Poti, Kutaisi. * Republic of Moldova – Orhei, Cahul. * Ukraine[[1]](#footnote-1) - Odessa, Rivne, and Vinnitsa; |
| Period of assignment | * September 2023 – October 2024 |
| Type of Assignment | Assignment for the External Service Provider foresees the following elements targeted at EU4Culture project participating cities:   * Mentorship * Research[[2]](#footnote-2) * Capacity Building |

**Subject of the contract**

Procurement policy follows the principles of transparency, non-discrimination, and competition. The awarded contractor will be required to perform services as described in Annex 1 (ToR).

**Budget**

The budget for the assignment shall not exceed the maximum ceiling of EUR 110,000, including all taxes.

**Language**

The language of the assignment is English.

**Subcontracting**

The External Service Provider is generally not allowed to subcontract any part of the activities or contract, unless a specific component requires in-depth knowledge of the local context, language, or legal specificities in the targeted cities. For example, the External Service Provider may hire local researchers to have better access to city-specific information. However, subcontracting decisions must be justified, demonstrated, and must fit within the proposed methodology. The quality of deliverables and outcomes resulting from subcontracting is solely the responsibility of the External Service Provider. The subcontractor must also fulfil formal compliance and provide relevant documentation as demonstrated in the following page of this document under the B. Technical Offer, 5. Formal Compliance.

The requirements for subcontractors also apply to affiliated companies that the applicant/bidder intends to engage to fulfil the contract. If, in the further course of the tender procedure, the need for involvement of a subcontractor arises, evidence, information and declarations concerning their suitability must be provided. If the suitability test reveals that the subcontractor does not meet the requirements, the contracting authority may request the substitution of the subcontractor (§26 (5) UVgO). The applicant and/or any subcontracting entity/expert must be either registered or a citizen of the EU or any of the EAP countries.

## Notes and terms regarding the preparation and submission of the proposal

Proposals should adhere to the requirements specified in Annex 1 (ToR). Any proposals offering alternative services to the described services will not be considered. The proposal must be fully completed, including the price and all required information. An incomplete proposal may lead to exclusion from consideration.

**Structure and Content of the Proposal**

The proposal must be completed according to the specified structure below and must include all the required documents listed. Each document must be signed by the bidder in a legally binding manner. The tender call also includes annexes that are required to be attached to the proposal. These annexes must also be signed by the bidder in a legally binding manner and submitted along with the proposal.

**A. Statement of Interest**

1. *The statement of interest should demonstrate relevance and understanding of the assignment (maximum length of 1000 words). In addition to the subject, title, date and signature, the statement of interest should also include the following text: "Please find enclosed the documents required as part of our proposal as annexes to the contract, which shall also form an integral part of our proposal."*

**B. Technical Offer**

The technical offer should include the following elements:

1. Proposed methodology and design of the assignment.

The proposed methodology should provide a detailed plan of how the contractor intends to complete the assignment, including its relevance, effectiveness, and efficiency. It should also demonstrate how the proposed structure for capacity building/ToT, mentorship, and research meets the needs of the EU4Culture project assignment. (max. 1000 words single spaced).

1. Detailed Financial Offer (should be annexed as a separate document)

The financial offer should provide a detailed, clear, and transparent breakdown of all costs, including staff costs, travel expenses, subcontracting and other expenses.

The proposal should have a realistic and feasible budget allocation for each activity and expense item. Where possible it should demonstrate the cost-efficiency of the offer and evidence of cost-saving measures or innovative solutions proposed by the applicant.

The offer should be given in EUR and should reflect all taxes.

Cost calculation should also include a narrative with cost justification.

The proposed budget calculations in the tender offer must include the minimum sum of 10 000 EUR which should be allocated as the service honorarium for local experts/trainers as part of the capacity building component of the procurement.

1. Timeline and work plan for the assignment

This part of the technical offer should demonstrate a clear understanding of how the three elements of the activity, i.e. capacity building, mentorship, and research, are interrelated, by arranging a feasible, realistic, and clear timeline and work plan in order to ensure that the activities are completed on time and within the envisioned milestones.

1. Description of qualification and experience of the applicant and core team

* Previous relevant experience and specific expertise of the applicant and/or team members (max 1000 words single spaced) demonstrating clear relevance to the Eligibility Criteria and General Profile for subcontractor/external service provider.
* Company Portfolio demonstrating all the relevant accomplishments relevant to the Eligibility Criteria and General Profile for subcontractor/external service provider.
* Completed and signed form of Annex 6.
* Completed and signed form of Annex 7.
* CVs of proposed team members

1. Formal compliance

* Completed and signed form provided as Annex 5
* Completed and signed form provided as Annex 3 (Self-declaration on exclusion criteria and avoidance of conflicts of interest).
* Completed and signed form provided as Annex 3.1 (Declaration of confidentiality).

1. Sustainability plan

This part of the technical offer should include a clear and feasible sustainability plan for the EU4Culture project participating cities beyond the assignment's timeframe. The plan should identify specific ways and relevant actions of the main target group to ensure the sustainability of the activity and enable autonomous and self-initiated continuation engagement with cultural indicators and statistics. The sustainability plan should be designed to ensure the long-term impact of the Capacity Building, Mentorship, and Research activities for the EU4Culture project participating cities.

**Format of the Proposal and Application Process**

The official language of the EU-funded project EU4Culture is English. Therefore, the technical proposal including annexes must be submitted in English. Each document is to be dated and signed. The proposal must contain all the requisite information, evidence, and declarations.

The application should include technical and financial offers as described in Annex 1 (ToR).

All prices in the proposal are to be stated in Euro including all taxes.

Confidential information of any kind (manufacturing, business, or trade) must be identified/marked accordingly in the proposal.

Any amendment and/or supplementation made by the applicant/bidder to his entries must be unequivocal; the entries must be permanent. Amendments and supplementations to the tender documents and annexes to be submitted are inadmissible and shall result in exclusion.

Proposals submitted electronically are guaranteed not to be opened prior to the expiry of the deadline for the submission of bids.

Any other forms of delivery (such as fax or mail) shall not be permitted.

**The proposals must be sent electronically to** [**EU4Culture@goethe.de**](mailto:EU4Culture@goethe.de)

**Deadlines**

The complete proposal must be received by: **15.09.23, 12:00 CET.**

**This deadline is an exclusion period.** Documents received late cannot be accepted unless the applicant/bidder is able to prove that the delay was outside his control.

**Change, correction, and withdrawal of proposals**

Subsequent changes or corrections to proposals must be identified as such. Changes and corrections are only permitted up until the deadline for the submission of proposals.

Up to the deadline for the submission of proposals, proposals may be withdrawn by written notice / via e-Mail.

**Selection**

The award period starts with the expiry of the proposal submission deadline. Notification of the awarding decision will be sent in writing or electronically to the applicant. It is anticipated that the Goethe-Institut will decide on the award of the tender by: **29.09.23**.

The contractor shall be bound to his proposal until **15.10.23.**

The contracting party will review the submitted proposals and evaluate them based on the specified awarding criteria and corresponding weightings.

Applicant will be selected based on following criteria:

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| **Criteria** | Pts. |
| Relevance and quality of the proposed methodology | 35 |
| Financial Offer | 30 |
| Proposed timeline and work plan | 15 |
| Prior experience, specific expertise, and qualification of the applying entity and core team | 10 |
| Sustainability | 10 |
| Total | 100 |

(See Annex 2 – EU4Culture Selection Criteria).

**Applicant questions**

Questions regarding the tender must be sent to [EU4Culture@goethe.de](mailto:EU4Culture@goethe.de) with the subject line ***Question - Cultural Indicators and Statistics*** no later than **30.08.23, 12:00 CET.**

The questions of all bidders and the answers will be made anonymously available to all bidders in written form by **08.09.23, 12:00 CET.** at the latest.

## Confidentiality and conflict of interest

The External Service Provider must sign the statement, declaring there is no conflict of interest related to the assignment or any other circumstances that might affect the fulfilment of the assignment. Should any conflict of interest arise which was known but not declared beforehand, Goethe-Institut will have the right to terminate the contract without notice.

The External Service Provider takes the obligation to treat all information obtained during the implementation of the assignment as confidential. The external service provider will not at any time, either before, during or after the termination of the service contract, use or disclose or communicate to any third parties’ confidential information relating to the project. (Annex 3.1 – Declaration on Confidentiality).

## Applicant complains

If the applicant believes that the tender documents contain errors or contradictions and / or violate the provisions of the tender process, the applicant must report this to the office awarding the contract immediately and prior to submitting the proposal in writing, electronically.

## Anticompetitive behaviour

Anticompetitive agreements (in accordance with §1 Law against Restraints of Competition GWB) are not permissible, in particular agreements or recommendations regarding:

* profit margins
* profit sharing
* asking prices
* payment of cancellation fees or compensation payments, etc.
* terms of payment, delivery or other terms and conditions, insofar as they affect the price directly or indirectly, unless they are permissible in individual cases in accordance with the GWB
* submission or non-submission of proposals.

## Miscellaneous

Any documents, samples, etc. provided to Goethe-Institut as part of the tender will not be returned and, unless otherwise agreed, shall become the property of Goethe-Institut without any claim for compensation.

It is noted that only the documents required will be taken into consideration and the submission of additional documents is not desired.

The participation and preparation of the documents shall not be subject to the reimbursement of costs.

## Privacy Statement and Data Protection

Once the Goethe-Institut has received and opened the tender, it becomes its property, and it shall be treated confidentially.

By submitting the CV/s and the technical offer the potential External Service Provider agrees that personal data is processed in compliance with [GDPR](https://eur-lex.europa.eu/eli/reg/2016/679/oj) requirements (Annex 4- GDPR information requirements pursuant to Art. 13 and Art. 14).

We look forward to receiving your proposals!

Annexes to the call for Proposals

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| **Annex** | **English** |
| Annex 1 - EU4Culture ESP ToR |  |
| Annex 2 - EU4Culture Selection Criteria |  |
| Annex 3 - Self-declaration on exclusion criteria and avoidance of conflicts of interest  Annex 3.1 - Declaration of Confidentiality |  |
| Annex 4 - GDPR information requirements pursuant to Art. 13 and Art. 14 |  |
| Annex 5 - Self-declaration |  |
| Annex 6 - References |  |
| Annex 7 - Staff |  |

1. The implementation of the activity format and timeline will be contingent upon the prevailing conditions and security situation due to the ongoing Russian invasion in Ukraine and the full-scale war.  [↑](#footnote-ref-1)
2. Research component will be focused on those cities that received funding for CDS implementation (Ijevan, Lankaran, Zugdidi, Cahul, Vinnitsa, Odessa, and Rivne)  [↑](#footnote-ref-2)