

SERVICE CONTRACT NOTICE

National Expert in Strategic Planning -LEBANON

1. Reference

MASAR-LB-PCPM-09-SR/2021

2. Procedure

Competitive negotiated (Company/expert)

3. Programme title

MASAR for Local Governments - Maintaining Strength and Resilience for Local Governments in Iraq and Lebanon, EU_TF-MADAD/2018/T04.136

4. Financing

The project is financed by the European Union, Regional Trust Fund in Response to the Syrian Crisis, the "MADAD Fund", in accordance with the rules of the MASAR programme.

5. Contracting Authority

Polish Centre for International Aid Lebanon

CONTRACT SPECIFICATION

6. Nature of contract: Based on price service contract.

7. Contract description

The overall aim of the assignment is to strengthen democratic governance and good local governance capacities, as well as increase the local governments' preparedness for the possible future challenges and opportunities. The interventions should encourage culture of synergy and community engagement through consolidating participatory approach in the municipal planning exercise

The Strategic Planning Expert will:

- 1) assess training needs related to strategic planning and decision making among local governments representatives and local leaders of Dreib;
- 2) align his/her assignment with other interventions in the area through consultations with experts conducting complementary interventions and a review of relevant materials;
- 3) build local governments' and local leaders' capacities in strategic planning and decision making through:
 - preparatory trainings (if necessary);
 - the strategic planning process itself;
 - three kinds of workshops (as specified in Activities and Outputs);
 - recommendations of resources for further study for the activities' participants.
- 4) lead the strategic planning process:
 - lead the elaboration of the strategy for the Dreib Unions based on the participatory formulation of the strategic orientation and choices integrating the MASAR priorities;
 - prepare an action plan of a multi-stakeholder strategic planning process suitable for the use of the Dreib;

- set up the governance model and implementation structure;
- elaborate M&E modalities for the implementation of the action plan.
- provide recommendations for the implementation phase, including recommendations for hiring capacity building experts for the needs of local governments.

5) Report the consultancy as specified in reporting requirements in TOR.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR: 35 000 EUR (thirty five thousand EUR), including fee, travel, accommodation costs and any other expenses

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.

13. Sub-contracting

Subcontracting is not allowed. In case of subcontracting, PCPM has the right to cancel the contract and procure the service to another contractor.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

29 April 2021

15. Implementation period of the tasks

90 days over the period of 5 months from the signature of the contract, whereby:

- Preparatory activities (desk research, consultations with experts, capacity building needs assessment, elaboration of training curricula and resources) will not take more than 10 days;

- Activities not involving participation of local governments' representatives or community leaders (assessment report, report from consultancy, or assistance in hiring supporting local experts) will not take more than 15 days.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. If not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form)

The Tenderer will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and should have sufficient financial stability to handle the proposed contract.

The reference period which will be taken into account will be the last three years for which accounts have been closed.

- The average annual turnover of the tenderer for the last 3 years for which accounts have been closed must exceed 25 000 EUR (twenty thousand EUR).

2) Professional capacity of the tenderer

The reference period which will be taken into account will be the last 5 years from submission deadline. Criteria for legal and natural persons:

- At least one staff currently work for the tenderer in fields related to this contract; and
- Has a professional certificate appropriate to this contract, such as higher education degree (Masters level) in Local or Rural Development, Economics, Urban Planning, Sociology or similar;
- Proficiency in English and Arabic.

3) Technical capacity of candidate (based on item 4 and 5 of the tender form)

The reference period which will be taken into account will be the last five years from submission deadline. Criteria for legal and natural persons:

- The tenderer has provided services under at least two contracts with a budget at least 20 000 EUR in strategic planning services, which were implemented at any moment during the following period: five years.

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be

supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used. The above mentioned documentary evidences must be made available to the Contracting Authority upon request.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

Failure to comply with the above mentioned selection criteria will lead to rejection of the tender.

The requirements of the Term of Reference are leading.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for Competitive negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/previousVersions.do>

(version 2016, Annexes, chapter B, under the zip file called Simplified_

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/previousVersions.do>

(version 2016, Annexes, chapter A, A14 declaration honour)_

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) or in case of sending the offer by e – mail, in the subject of email, must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

Commission Decision C(2014) 9615 of 10.12.2014 on the establishment of a European Union Regional Trust Fund in response to the Syrian crisis, "the MADAD Fund" amended by Commission Decision C(2015) 9691 of 21.12.2015.