

Simplified tender dossiers for service tender

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	IPA III/2022/441-234
2. Project Title:	“Support Participation, Accountability and Civil society Empowerment (SPACE)”
3. Subject of the contract:	Project Expert for the Need Assessment
4. Contracting Authority:	Together for Life
5. Deadline for application:	28/04/2023

6. Contract description/technical specification

Expert is responsible for:

- analyzing and examining the data;
- preparing the report, based on 50 in-depth interviews conducted in advance by the interviewers and desk research.

During the performance of the work for drafting the study report, the expert:

- collaborates with project staff and other experts, to ensure the assessment aligns with the overall objectives;
- designs and develops appropriate assessment methodologies including analyzing existing data, or employing other assessment techniques to gather relevant information.

In the final study report, the expert outlines the findings and recommendations.

The final report is submitted to the project staff and is accepted by the latter when it is assessed that it is in line with the general objectives formally and in terms of content.

7. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills

1. University degree in statistics, law, social or political science or another related field is usually required. (diploma on the academic achievements).
2. Previous relevant work experience

3. High sense of responsibility.

General Work Experience indicating the required qualification as the following:

- At least 3 years of work experience relevant to the assignment, as a researcher.

8. Award criteria

The best price-quality ratio is established by weighing price against skills and experiences on an 60/40 basis.

9. Application procedure

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.

The tender must comprise a technical offer and a financial offer, which must be submitted in separate envelopes.

a) Technical offer

The applicant must send the technical offer that is composed by the following documents:

- CV of the Applicant in EU format
- Letter of interest
- Copy of Diplomas, Certificates (for only to the best ranked candidate).
- Copy of ID document. (for only to the best ranked candidate)

b) Financial offer

The financial offer must be presented as a daily fee in euro and must be submitted using the template Financial Offer as given by the Contracting Authority.

Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words 'Envelope A — Technical offer' and the other 'Envelope B — Financial offer'. All parts of the tender other than the Financial Offer template must be submitted in Envelope A.

The outer envelope should provide the following information:

The outer envelope should provide the following information:

- a) the address of the Applicant;
- b) the reference Call "Project Expert for the Need Assessment"
- c) the name of the tenderer - Together for Life.

Applications must be submitted within the deadline, in English or Albanian exclusively to the contracting authority in a sealed envelope.

Either by post or by courier service to the address:

Together for Life
Rruga “Brigada VIII”, Pallati Jeshil TeknoProjekt, Shkalla 2, Ap. 14, Tirana
Albania
Email: info@togetherforlife.org.al

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

- **Together for Life**
 - **Rruga “Brigada VIII”, Pallati Jeshil TeknoProjekt, Shkalla 2, Ap. 14, Tirana**
Albania
 - **Email: info@togetherforlife.org.al**

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

10. Evaluation of tenders

The tenders will be evaluated based on conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

Evaluation Grid for the technical score is specified as follows:

	Maximum
Qualifications and skills	20
General professional experience	20
Financial offer	60
Overall total score	100

11. Notification of award

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

12. Other

For more information, the applicants may consult the Terms of Reference attached to this tender procedure.