

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 Communication and Visibility
4. Contracting Authority:	Together for Life
5. Deadline for application:	25/04/2023

6. Contract description/technical specification

Expert for Communication and Visibility is responsible for ensuring that project information is effectively communicated to stakeholders, partners, and the public. He helps to build project visibility, credibility, and support, and directly contributes to the project's success.

- Developing and implementing the Communication and Visibility Plan
- Responsible for updating social media accounts with news, events, and other relevant information
- Increasing the visibility and administration of PR regarding the activities that the project will implement
- Insuring that respected the visibility rules of European Union across all communication materials, including logos; reports, infographics, podcast and videos; social media posts, and publications

7. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills

- University degree in Communication and design, Social Sciences, Public administration or other related fields (diploma on the academic achievements).
- Previous relevant work experience with EU or other donors funded projects will be an asset.
- Good managing and coordination skills and high sense of responsibility (reference letters).

General Work Experience indicating the required qualification as the following:

- At least 5 years of work experience relevant to the assignment, as communication/visibility officer.

8. Award criteria

The best price-quality ratio is established by weighing price against personal skills and professional experience 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:

- Legal Entity File (LEF) – Template given by the Contracting Authority or/ and CV of the Applicant in EU format
- Letter of interest (applicant)
- Copy of Diplomas, Certificates, Letter of References supporting the experience and qualifications declared on the CV, shall be requested to be submitted only to the best ranked candidate.
- Copy of ID document, shall be requested to be submitted 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:

- a) the address of the Applicant;
- b) the reference Call " Project Expert for Communication and Visibility ";
- 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.