

R E P U B L I K A E S H Q I P Ë R I S Ë

**MINISTRIA E MBROJTJES**

**NATIONAL CIVIL PROTECTION AGENCY**

**SERVICE CONTRACT NOTICE**

**“EXTERNAL EXPERTISE AND SERVICES IN THE PACKAGE MANAGEMENT, SELECTION OF AN EXTERNAL EXPERT FOR THE GENERAL MANAGEMENT OF THE PROJECT RESILIENT SA (as Communication Officer), IN THE FRAMEWORK OF INTERREG IPA SOUTH ADRIATIC 2021-2027**

**Location -** National Civil Protection Agency, Albania

**1. Reference**

IPA SA/RES-NCPA/SRV/04

**2. Procedure**

Local Open

**3. Programme title**

(Interreg VI-A) IPA CBC South Adriatic (Italy-Albania-Montenegro) 2021-2027 Programme

**4. Financing**

The “SA Resilience” project (SA-0200238) co-financed by the European Union under the Instrument for Pre-Accession Assistance (IPA III) Interreg IPA South Adriatic 2021-2027

**5. Contracting authority**

National Civil Protection Agency   
Rruga Skënderbeg P.6/Shk.1, 1001, Tiranë

**CONTRACT SPECIFICATION**

**6. Nature of contract**

“Fee based” contract

**7. Contract description**

External Expertise, selection of external expert as **Communication Officer** forthe successful implementation of Project’s communication activities of the project “SA Resilience”.

The specific objectives (Outcomes) of this contract are as follows:

* to manage the project website and social networks with information on deliverables and blogs on a continuous basis;
* to coordinate the prevision of information by all partners to update the website continuously;
* to provide continuous information for target groups (authorities, NGOs, research & education, hospitals, citizens) on the results of the study and database through social media;
* to coordinate the provision of information by all partners to feed the links continuously;
* to follow up and coordinate all activities that will be lunched in the project website and social media;
* to consulate the activities with the internal working group for website publishing, updating and maintains.
* establishing the project’s social media accounts for weekly posts (fb, twitter, Instagram) for the NCPA and all partners.
* support the NCPA and experts in the insertion and processing of project data in the e-MS and JEMS information system used for the management of the Programme.
* assist the undertaking of initiatives and activities for the implementation of the project, including the organization of “partner search events” to support the establishment of partnerships between different actors of participating countries, part of the eligible territories of the Programme.

**8. Number and titles of lots**

N/A

**9. Maximum budget**

51,300.00 euro

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action, Regulations (EU) 2021/1059 (ETC Regulation), (EU) 2021/1060 (CPR Regulation), 2021/1529 IPA III, the Financing Agreements for Albania and Montenegro and the Interreg IPA II South Adriatic Programme 2021-2027 including all annexes adopted by the European Commission (EC) on 26/09/2022 (Decision number C(2022)6940).

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 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.

**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 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

N/A

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

April 2024

**15. Implementation period of the tasks**

54 months, starting from the signing date of the contract

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The selection criteria should be clear and non-discriminatory and may not go beyond the scope of the contract. The reference period for financial capacity may not go beyond the last 3 years for which accounts have been closed. The reference period for professional and technical capacities may not go beyond the past 3 years from the submission deadline. However, where necessary in order to ensure an adequate level of competition, the contracting authority may indicate that evidence of relevant services performed more than 3 years before will be taken into account. Consideration has to be made regarding which proof documents should be requested for the relevant selection criteria. Please remember that the selection criteria are applied to the entity/entities signing the contract and cannot be applied to the experts whose CVs are evaluated in the technical evaluation. Therefore particular attention should be paid when setting specific selection criteria for assessing the technical and professional capacity of natural persons. As a general rule, selection criteria cannot be re-used as award criteria. See Section 2.6.11.5 of the practical guide.

If appropriate for the service contract and subject to the principle of equal treatment separate criteria for natural persons may be published and applied.

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.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

In case of either a contract without lots, or a contract divided into lots whereby no different minimum levels of capacity are set for each lot:

The selection criteria for each tenderer are as follows:

**1) Economic and financial capacity of the tenderer (**based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

* will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
* has sufficient financial stability to handle the proposed contract.

**If same criteria for legal and natural person**

**Examples of financial criteria for legal and natural persons:**

* the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and
* [Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.]

Criteria for legal and natural persons:

**In case of natural and legal person:**

* **General requirements for admission of candidates**

1. Albanian citizen

2. A clean criminal record;

3. Good writing, facilitation and communication skills;

4. University Degree (University Degree or Diploma, min 4 years’ study in the fields of intervention relevance);

5. At least 3 years’ professional experience in management and/or communication of EU/other donors, co-financed projects/programmes.

6. Knowledge of relevant EU regulations, Programme rules and national laws and regulations in place;

7. Good knowledge of public procurement procedures (national and PRAG);

8. Very good drafting, presentation and communication skills.

9. Advanced level of English language, both spoken and written (at least C1); able to prepare documents in standard English and communicate effectively with relevant authorities, when needed;

Specific professional experience:

1. At least 2 years of experience in programme/project management;
2. Experience related to communication activities;
3. Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet.

**17. Award criteria**

Best price-quality ratio.

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**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

The application must be sent no later than 29.03.2024

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for local open procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts>, under the zip file called Local Open Tender dossier.

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

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

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 9 of the instructions to tenderers.

**22. Operational language**

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

**23. Additional information**

**For natural person/legal entities (case by case):**

* **Letter of Interest;**
* **CV;**
* **Copy of the ID;**
* **Bank account of the Applicant;**
* **Copy of the degree and other certificates related to the qualifications and skills.**

**The applicant must send the financial offer in the format of Annex IV Budged, as stated in the PRAG Rules about fee-based contracts. The Technical Offer and the Financial Offer has to be sent in two different sealed envelopes no later than 29.03.2024.**