For the needs of the project Increasing Civic Engagement in the Digital Agenda - ICEDA funded by the European Union on the basis of the Grant Agreement with reference number IPA / 2019-414-059, the Foundation for Internet and Society Metamorphosis Skopje announces

**CALL FOR TENDERS**

for procurement of services for mid-term and final evaluation of the project Increasing Civic Engagement in the Digital Agenda - ICEDA

1. **Contracting Authority**

Foundation for Internet and Society Metamorphosis Skopje, Project Increasing Civic Engagement in the Digital Agenda - ICEDA funded by the European Union on the basis of the Grant Agreement with reference number IPA / 2019-414-059.

1. **Project backgound**

Metamorphosis Foundation from Skopje (Northern Macedonia) in partnership with the Academy for e-Government (Estonia), CRTA - Center for Research, Transparency and Accountability (Serbia), NGO 35mm (Montenegro), Open Data Kosovo (Kosovo) and Levizja Mjaft! (Albania), implement the project Increasing Civic Engagement in the Digital Agenda - ICEDA funded by the European Union. The project **aims** to increase the participation of civil society organizations (CSOs) in shaping and implementing the Digital Agenda in the Western Balkans.

Digital Agenda is an initiative developed by the European Union, which has also been extended and adopted for 6 countries in the Western Balkan. It aims to ensure that citizens of the region can fully reap the benefits of the digital transformation. The commitment to the Digital Agenda will ensure that citizens have the skills to match the demands of the new economy and will help modernize public administrations, strengthen cyber security, increase connectivity, and improve the business climate.

The total **duration** of the project is 3 years, from February 2020 to January 2023.

**Specific project goals:**

* Increase the capacity of CSOs and the media to deal with challenges related to the digital agenda, enabling them to become active participants in the process.
* Strengthen the role of CSOs in helping state institutions to better utilize the potential of information and communication technologies (ICT) in order to improve the quality of their e-services to citizens, as well as to increase their openness.
* Strengthen online security and trust by holding awareness-raising trainings through a network of CSOs that promote digital literacy, skills and inclusion at regional, national and local levels.
* Increase the visibility of issues related to the Digital Agenda within civil society and the media.
* Increase the demand of citizens for quality e-services through training and awareness raising activities by CSOs.

**Expected results:**

* Advanced Digital Agenda through a network of 30 CSOs from the Western Balkans supported by a small grant scheme for implementing specific initiatives.
* Published survey on the state of e-government in five countries.
* 15 local e-government support centers established, managed by members of the CSO network.
* Improved skills of CSOs and media professionals at the local level to recognize and address the challenges related to the digital agenda.
* Increased use of e-government services by citizens in certain areas.
* Strengthened dialogue between CSOs and government institutions on an inclusive digital agenda in which citizens are in thefocus, by providing recommendations for improving e-services through developed and disseminated evidence-based research.

1. **Subject of the contract for procurement of service**

The subject of the contract for procurement of service is the mid-term and final evaluation of the project Increasing Civic Engagement in the Digital Agenda - ICEDA.

**Tasks and results with a timeframe**

Activities and tasks to be covered are shown in the table below.

All submitted products must be in English.

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| **Activities and tasks** | **Deadline for submission** |
| A1. Creating and presenting a **draft- structure of evaluations and a draft methodology** that takes into account the guidelines from item 3. Methodology and approach. | 2 weeks after signing the contract |
| A2. **Draft - Mid-term evaluation** - Assessment of the current progress in realization of the set goals and results of the project from the beginning of implementation ( 1 February 2020 – 31 July 2021). | 31 August 2021 |
| A3. **Mid-term evaluation** - Assessment of the current progress in the realization of the set goals and results of the project from the beginning of implementation (1 February 2020 – 31 July 2021). | 31 September 2021 |
| A4. **Draft- Final evaluation** - Assessment of achievements, realization of the set goals and results of the project from the beginning of implementation (1 February 2020 - until 31 January 2023) | 28 February 2023 |
| A5. **Final evaluation** - Assessment of achievements, realization of the set goals and results of the project from the beginning of implementation (1 February 2020 - until 31 January 2023) | 31 March 2023 |

**Note:** The timeframe is subject to change according to the needs of the project.

Any possible change initiated by the selected tenderer must be pre-approved by Metamorphosis.

The engagement includes follow-up meetings with project coordinators and partners in each country and the Metamorphosis Foundation team. Meetings can be conducted online or face-to-face.

**Methodology and approach**

The project evaluation should be based on the following:

* Reports from project partners;
* Reports from grantees;
* Reports from the measurements through the Observatory of the Digital Agenda;
* Media analysis of the project;
* Other project documents.

The above mentioned documents will be submitted by the project team and partner organizations from the region. During the evaluation, the selected institution, individual, team of experts, company or similar organization should consider the following elements:

* Performance (Balance between benefits/products and costs);
* Process (Focus and style of participation);
* Impact (The relationship between products and results);
* Strategy (Did the activities reach the goals?).

The basis for measuring the impact and progress is the Baseline Research of State of e-Government Development & Digital literacy in Western Balkan Countries.

The OECD-DAC and EU evaluation criteria will also need to be taken into account in the evaluation.

1. **Conditions and criteria for participating in the call**

To participate in the contract award procedure, bidders must meet the following criteria for determining their eligibility:

* Previous experience with project evaluation (at least 2 project evaluations in the last 5 years);
* High level of knowledge and application of English (oral and written);
* Knowledge of the area will be considered an advantage;
* Positive attitude and ability to work with strict deadlines;
* Willingness to participate in project-related meetings and events, online, in-country and abroad (if conditions permit).

1. **The tender should contain the following elements:** 
   1. The financial offer should be prepared according to the form given in Annex 1.
   2. Documents proving technical and professional ability:

* Statement of non-existence of conditions for exclusion of a supplier according to the form given in Annex 2.
* Statement of acceptance of the terms of the call given as Annex 3.
* CV for each expert that will contain a detailed and clear explanation of the required qualifications listed in the Instructions to tenderers. Metamorphosis has the right to request evidence of any qualifications listed in the CV of the proposed experts

Each tenderer can participate with only one tender.

The tender, as well as all correspondence and documents related to the tender that are exchanged with the tenderer, are written in Macedonian or English filled in manually or electronically.

Those tenders that will not contain the necessary elements or are not made according to the propositions of the call, will not be considered for further evaluation.

1. **Period during which tenders are binding**

The tender binging period should be at least 30 days from the day of the deadline for submission of tenders during which period the bid in all its elements are binding for the tenderer.

1. **Clarification of the tender documentation**

All requests for clarifications of the tender documentation can be sent to e-mail: [mila@metamorphosis.org.mk](mailto:mila@metamorphosis.org.mk), no later than 10 August 2020.

The requested clarifications after the tender documentation will be published no later than 3 days before the deadline for submission of tenders in the same way as this call was published.

**10. Amendments to the tender documentation**

Metamorphosis reserves the right, no later than 5 days before the deadline for submission of tenders, at its discretion or based on the submitted explanatory questions by the tenderers, to amend or supplement the tender documentation. This will be published immediately and potential tenderers who have submitted a request for clarification will be notified.

In case of change of the tender documentation, Metamorphosis may extend the deadline for submission of the tender upon request if there are justified reasons for that, and will make an appropriate announcement.

1. **Manner of submitting tenders**

• Tenders are submitted in Macedonian or English.

• Tenders should be submitted electronically by e-mail to [mila@metamorphosis.org.mk](mailto:mila@metamorphosis.org.mk), by courier service or in person in a sealed envelope marked "DO NOT OPEN" for "IECEDA" Project- Competition for project evaluation.

• Tenders must be original and signed, and if submitted electronically, the signed originals must be scanned.

1. **The deadline for submission of tenders is 17 August 2020 until 16:00.**

The tenders that will arrive after the stated deadline will not be considered for further evaluation.

1. **Method and conditions of payment**

The payment will be made after the realization of the service, i.e. after submitting a report on the work done and its approval by the project.

50% of the tender amount will be paid upon submission of the mid-term evaluation report and its approval by the project. The remaining 50% of the tender amount will be paid after the submission of the final evaluation report and its approval by the project.

1. **Criteria for contract awarding**

The selection of suppliers will be done by evaluating the qualitative and financial offer (80 points for quality offer and 20 points for financial offer).

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| Element | Maximum points |
| 1. **Quality**  * Previous experience with project evaluation presented through the submitted CVs | **80** |
| 1. **Price** | **20** |
| **Total (1+2)** | **100** |

For the quality criterion, the following aspects will be evaluated:

- Previous experience with project evaluation presented through the submitted CVs

The tenderer who will receive the most points in total (quality + price) will be selected.

The Metamorphosis Foundation reserves the right not to select a tenderer if the Commission decides that none of the tenders meets the criteria set out in the Task Description above (2).

1. **Notification of the tenderers**

After the evaluation of the submitted tenders, the Commission will submit to all participants in the tender a notification with information about the selected most favorable tenderer, as well as the reasons for non-selection of other tenders. The notice will be sent to the email address provided in the tender.

**ANNEX 1 – FINANCIAL OFFER**

**I. GENERAL INGORMATION**

I.1 Name of the tenderer:

I.2 Address of the tenderer:

I.3 Telephone:

I.4 E-mail:

I.5 Name and surname of the authorized person:

I.6 Official Registration Number:

I.7 VAT Number:

I.8 We agree to submit this tender in accordance with the subject of the procurement and the conditions stated in the request for tenders

**II. FINANCIAL OFFER**

|  |  |  |
| --- | --- | --- |
| **No.** | **Specification** | **Total price in EUR** |
| 1. | Mid-term and final evaluation |  |

**Note:** The project is exempt from VAT and the total bid price should not include VAT.

By submitting this tender, we fully accept the terms of the published procurement call.

Validity: 30 days from the date of the tender

Date and place Signature

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**Annex 2 - Declaration for acceptance of the conditions from the tender documentation**

**D E C L A R A T I O N**

We declare that by submitting the tender we fully accept all the conditions of the tender documentation for procurement of services for mid-term and final evaluation of the project Increasing Civic Engagement in the Digital Agenda - ICEDA on the basis of which we submit our tender. We agree that these conditions should be an integral part of the agreement.

At your request, we will provide you with all the documents specified in the request for tenders required to prove that these criteria are met.

Date and place Responsible person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature and stamp)

**Annex 3 - Declaration by which the tenderer confirms that they meet the criteria for determining the personal status**

**D E C L A R A T I O N**

Under full material and criminal responsibility I declare that the tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of the tenderer]* fully meets the criteria for determining the personal status of tenderers set out in the tender documentation for procurement of services for mid-term and final evaluation of the project Increasing Civic Engagement in the Digital Agenda - ICEDA and that the tenderer will make available all the documents specified in the tender documentation to prove the fulfillment of these criteria, if the tender is selected as the most favorable and the procurer so requests.

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| Date and place  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Responsible person  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature and stamp) |
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