

Sarajevo, 11.3.2022.

Public call for offers
Reference number NO 001 04/2022
Protocol Number: 232/2022

Subject	Civil Society Organization Capacity assessment tool development (CSO CAT)
Contractor	Centar za promociju civilnog društva (CPCD)
Project	SMART Balkans - Civil Society for Shared Society in the Western Balkans
Delivery location	Bosnia and Herzegovina
Contact information	prijava@cpcd.ba
Date of the publication	11 March 2022
Call duration	20 days
Submission deadline	31 March 2022 23:59

1. CONTEXT/BACKGROUND

Centar za promociju civilnog društva (CPCD), together with partner organizations - Center for Research and Policy Making (CRPM) from North Macedonia and Institute for Democracy and Mediation (IDM) from Albania is implementing a regional project **SMART Balkans - Civil Society for Shared Society in the Western Balkans**. Overall goal of the project is to contribute to strengthening participatory democracies and Euro Atlantic integrations in the Western Balkans by empowering civil society organizations and CSO networks for stronger and active role in creating peaceful and inclusive societies for sustainable development in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia.

The key focus of the project is distribution of more than 450 grants, capacity building of CSOs and campaigns, all related to two thematic areas: Security and stability and Governance, with strong regional cooperation aspect. Topics covered by this project include fight against organized crime and the prevention of radicalization, including violent extremism; reconciliation, with intercultural dialogue; reforms in support of Euro-Atlantic integration; human rights and gender equality, including gender – based domestic violence; freedom of expression and independent media.

More than 600 CSOs throughout the WB region will receive capacity building, mentoring, technical and financial support through the project grant scheme. These activities will tackle some of the challenges CSOs in the region are facing, such as low capacity and exclusion issues, poor information flows, lack of resources, and many more.

The project is awarded in the grant amount of NOK 180 million (EUR 17,73 million) by the Norwegian of Foreign Affairs.

2. SUBJECT OF PROCUREMENT

CPCD is seeking offers from highly qualified and experienced Experts, or Group of Experts, or company, to develop, test and validate **Civil Society Organization Capacity assessment tool development (CSO CAT)**.

Based on the SMART Balkans - Civil Society for Shared Society in the Western Balkans project needs, the scope of work under this procurement is explained in the Terms of Reference (ToR) Annex 1.

The main outputs are:

- Developed and ready to use Civil Society Organization Capacity Assessment Tool (CSO CAT)
detailed description of CSO CAT methodology will be delivered in the form of final report, table of indicators, containing at least 70 pages (Font 12 points, margins 2,5 cm)
- Developed CSO CAT self-assessment tool containing questions and analysis of responses that is suitable for web site and purpose of this tool.
- Developed Manual for Assessors and end users
- Online training for Assessors and project staff related to use of CSO CAT

3. OFFEROR REQUIREMENTS

CPCD will accept offers from potential vendors only if the offers refer to providing services as described under ToR.

Incomplete applications will not be accepted.

The contractor will reject the offer if the offeror, who submitted the offer, gave, or intends to give a gift to one of the employees of the contractor, in the form of money or some other form, in an attempt to influence the course of the procurement procedure.

4. LANGUAGE REQUIREMENTS:

The offer and the correspondence related to the offer between the offerors and CPCD shall be drafted and conducted in the English language only. The correspondence with the selected vendor will be conducted in the English language only.

5. COMMUNICATION WITH THE CONTRACTOR

All information related to the provision of services, requests for clarification and other information, the offerors can get only from the contact person; any other form of correspondence will not be considered as valid by the contractor.

All correspondence between the contractor and offerors should take place in writing, via e-mail.

Contact e-mail address: prijava@cpcd.ba

Inquiries may be sent by Monday, 21 March 2022, until 12:00 hours the latest.

The answers to all inquiries received by the deadline for inquiries will be compiled by the contractor and published as a single document on the website www.civilnodrustvo.ba, by Tuesday, 22 March 2022 the latest.

6. OFFER PREPARATION

Offers shall be submitted in an electronic form via a designated e-mail address.

The offer shall contain the following elements:

1. A clear methodology/procedure for implementing the assignment (up to 3 pages);
2. A clear statement describing why the consultant is a suitable candidate;
3. A work plan that provides a breakdown and a logical sequencing of activities, including

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4. timeframe;
 5. Outputs of at least two similar assignments;
 6. Brief Curriculum Vitae (in case of consortium or company application it is necessary to submit CV for each member)
 7. Statement of Honor (Annex 2)
 8. Decision on registration of the organization/company with ownership structure (note: relevant just for companies)
 9. Signed and stamped letter of intent to perform the work following the tentative timeline
 10. Financial offer (Annex 3)

Offerors are required to prepare the offers in accordance with the conditions of procurement. Offers that do not comply with the conditions will be rejected as unacceptable.

The offerors shall bear all costs incurred during the preparation and submission of the offer. The contractor shall not bear any costs in the procurement procedure.

The offer must contain the date and signature of the offerors with contact information. If it contains more than one page, all pages of the offer must be numbered, making sure that the ordinal number of the page is visible.

Within the deadline for submission of offers, the offerors may amend, supplement, or withdraw the offer. The offeror may submit an amendment, a modification or withdrawal of the offer with an indication of one of the options in the e-mail subject: "Amendment/modification/withdrawal of the offer no. NO 001 04/ 2022".

11. OFFER VALIDITY PERIOD

Offers must be valid for 30 days, starting from the deadline for submission of offers. The offer validity period must be written clearly in the offer.

12. FINANCIAL OFFER

The offer price must be written in numbers and letters and be expressed in BAM (gross amount). The price of the offer must include all costs of the subject of the offer.

13. DEADLINE FOR DECIDING ON THE SELECTION OF OFFERORS

The contractor shall decide on the selection of the most successful offeror within 3 working days from the deadline for submission of offers.

The contractor shall notify the selected bidder of the acceptance of the offer no later than 5 days from the day of closing the public call. All other – unsuccessful - offerors in the procurement procedure will also be timely notified.

14. DEADLINE, METHODS, AND CONDITIONS OF PAYMENT TO THE SELECTED OFFEROR

The payment to the selected offeror will be made within 15 days after the completion of the work, from the day of final approval of the task, to the bank account of the offeror, which was submitted in the offer.

Advance payment is not provided within this call for offerors.

15. CRITERIA FOR SELECTION OF THE BEST OFFER

Following the procurement procedures, the contractor will decide on the most successful offeror based on the following criteria:

1. Methodology (30 points)
2. Total price of the financial offer with a possible discount included (40 points)
3. Experience and at least 2 references of similar assignments conducted (20 points)
1. Confirmation that the subject of procurement will be delivered on time (10 points)

2. SUBMISSION OF OFFERS

Offerors are required to prepare offers and submit documents in accordance with the above requirements. Offers that do not comply with the above requirements will not be considered. Offers should be submitted by e-mail to prijava@cpcd.ba.

3. DEADLINE FOR SUBMISSION OF OFFERS

The deadline for submitting offers is **31 March 2022 until 23:59 hours**.