

CALL FOR TENDER

**REQUEST FOR SERVICES
GRANT FINANCIAL MANAGEMENT SUPPORT (ARABIC)**

TERMS OF REFERENCE

1. Background to EED

The European Endowment for Democracy (EED) has been created to promote the European values of freedom and democracy. A joint effort of the Member States and European Union institutions, the European Endowment for Democracy remains an independent private law foundation with its seat in Brussels.

The key objective of the Endowment is “to foster and encourage democratisation and deep and sustainable democracy in countries in political transition and in societies struggling for democratisation” (Article 2.1 of the Statute). The EED provides grants to address the needs of actors of democratic change, pro-democratic organisations and movements at various levels of the society with a view to encourage pro-democratic attitudes and pluralism.

The European Endowment for Democracy has been established to operate in the most flexible and effective manner reflecting the situation, the specific context and the needs of its beneficiaries.

2. Objective

The overall objective of this Call is to seek support in the operations of the EED grant-making programme, in particular in its administrative and financial aspect.

3. Scope of Work and Outputs

The contractor will carry out tasks as assigned by the Director of Operations and/or Grants Officer, related to:

- support in assessing grant budget proposals submitted by applicants;
- support in preparing contracts for awarded grants;
- revision of financial reports and related supporting documents submitted by EED grant beneficiaries by verifying their compliance with the approved budget and all contractual stipulations;
- support in preparing requests for grant contract amendments;
- drafting correspondence;

- preparing internal memos as well as other necessary paperwork in relation to grant-making;
- maintaining records related to grants contractual documents and reports;
- translating documents (from English to Arabic and vice versa);
- compiling data; and
- assisting with other financial and administrative tasks, as necessary.

4. Time Frame and Deliverables

The contractor shall will be requested to provide not more than 230 days of support services during the period of 12 months, starting 1 May 2019.

The expert shall be free to organise his/her work schedule over the 12-month period in coordination with the Director of Operations and the Grant Officer(s).

The contract may be renewed up to 36 months total duration, subject to satisfactory implementation and available budget. Any contract extension will be formalised through a contract addendum.

5. Interfaces

The expert shall operate under the overall supervision of the EED Director of Operations. The primary contact points for daily and weekly assignments shall be the Grants Team members.

Due to the need for confidentiality of documentation and exchanges as part of this contract, the service shall be provided predominantly from the EED premises in Brussels, Belgium. Yet, no travel nor per diem costs are foreseen to be covered by EED.

6. Total Cost of Assignment

The maximum budget for this work for the initial 12 months (up to 230 days) shall not exceed €50,000 (plus VAT).

Payments shall be made on a monthly basis, upon submission of an invoice and activity report by the contractor.

7. Required Expertise

The expert shall have the following experience:

- at least 2 years of professional experience in the administrative and financial management of projects and/or programmes addressed to the civil society;
- demonstrated track record in grant-making and/or administering contractual financial and technical reports;
- solid ICT skills, with high proficiency in Microsoft Excel;
- high level of precision, with an eye to detail;

- thorough knowledge of English and knowledge of Arabic to the extent necessary for the performance of duties (drafting of correspondence, written and oral translations, checking of financial reports and related invoices etc.);
- previous experience in working with bodies receiving EU grants is considered an advantage;
- ability to keep full confidentiality about all assigned tasks and related documentation as well as able to exercise confidentiality, discretion and tact when dealing with diverse groups of people;
- high degree of communication skills and excellent interpersonal skills;
- high personal and professional culture;
- ability to work in multi-ethnic and multi-national environment.

The languages of the assignment shall be English and Arabic.

8. Eligibility Criteria

Participation is open to legal persons either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union or the European Economic Area. This includes individuals registered as self-employed in Belgium. The contractor must be able to issue an invoice to EED Secretariat in Belgium.

In case of a submission from a company or from a consortium, only one expert should be proposed to deliver the services throughout the whole contract (CV must be attached).

9. Grounds for exclusion from participation in tender and award of contract:

Tenderers will be excluded from participation in the procurement procedure if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- they are currently subject to an administrative penalty referred to in Article 103(1) of the Financial Regulation

http://ec.europa.eu/budget/library/biblio/documents/regulations/syn_pub_rf_modex_en.pdf).

Candidates or tenderers must be in a position to certify that they are not in one of the situations listed above upon request.

Contracts may not be awarded to tenderers which, during the procurement procedure:

- are subject to a conflict of interests;
- are guilty of misrepresentation in supplying the information required by the EED as a condition of participation in the contract procedure or fail to supply this information;
- find themselves in one of the exclusion situations for this procurement procedure.

10. Standards and Ethics

The contractor undertakes to handle confidential information with the utmost discretion and agrees that he/she will not, during the duration of his/her mission or afterwards, disclose, publish or make use of such confidential information, unless it is in the interests of the Foundation and with prior written approval of the Foundation.

The term “confidential information” comprises all information, technical data, commercial secrets and knowhow of the EED as well as associated entities, including but not limited to research, product plans, products, services, beneficiaries, markets, software, development, works, proceedings, formulae, technologies, designs, drawings, engineering, marketing, financial or other information of which the contractor has gained knowledge directly or indirectly in the EED, in written or oral form or by means of drawings and observation.

In particular, the contractor shall not disclose, unless explicitly asked to do so by the EED:

- The identity and contact details of grant beneficiaries or applicants, project descriptions or reports, internal documents or information related to discussions held during Evaluation Committees, Executive Committees or Board of Governors meetings, minutes of meetings, invoices etc.;
- Financial or accounting information related to beneficiaries or contractors.

11. Award criteria

Offers will be evaluated based on:

- **relevance of proposed expert’s work experience** (as indicated in the expert’s Curriculum Vitae and Tenderer’s short description);
- **level of proficiency in the required languages (EN/AR);**
- **financial offer.**

Additionally, EED reserves the right to check references and carry out interviews with short-listed tenderers. In such case, the relevant results will also contribute to the evaluation process.

Applications will not be returned to tenderers but will be kept on file by the EED. The information provided in the applications is subject to EU legislation on protection of personal data and confidentiality of information.

12. How to apply

Tender applications should include:

- **Short description** (maximum 2 pages) of how the tenderer considers that the expert's experience matches that of the Terms of Reference, taking into account the EED's structure and mandate;
- **Curriculum Vitae of the proposed expert in the Europass Format.** Please note that EED will accept only one designated expert for the duration of the assignment. No subcontracting of services of services can be allowed, unless previously approved in writing;
- **Contact details for references.** Tenderers are requested to include contact details for three references of previous clients/assignments
- **Financial offer.**

Tender submissions should be made before **20 April 2019, midnight (Brussels time)** using "apply now" panel. After submitting the required tender documentation, you will receive an automatic email confirming receipt. Please, no phone calls/emails/letters.