



## Call for tender

“Local and regional dialogues on Cohesion Policy”

### About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 42 European countries. Together these associations represent some 150 000 local and regional authorities. CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange of information and knowledge between its member associations and their elected officials and experts.

### How to apply

For a full description of the tender, please consult the Tender Specifications below. If you wish to express your interest, please submit a tender electronically no later than 8 April 2018 (end of the day) - to the following email address: [application@ccre-cemr.org](mailto:application@ccre-cemr.org).

For further information, please contact: Giovanna Zamburlini (Project officer, CEMR), [mariaiovanna.zamburlini@ccre-cemr.org](mailto:mariaiovanna.zamburlini@ccre-cemr.org), + 32 2 213 86 98.

### 1. Tender Specifications for “Local and regional dialogues on Cohesion Policy”

Tender specification to ensure the success of the Local and regional dialogues on Cohesion Policy which will be organised in Germany, in close collaboration with the relevant co-organising Local Authorities. The work is part of a project supported by the European Commission, Directorate-General for Regional and Urban Policy (DG REGIO). The consultant will be responsible for the events with final approval of CEMR Director of Projects.

### 2. Publication of the tender specifications

Date of publication on the CEMR website: 23/03/2018. In order to ensure a large visibility to this tender, CEMR will publish it in its website and on Euractiv job website. CEMR will keep this tender on line until 8 April 2018 (end of the day).

### 3. Language of the tender

Tenders must be written in English.

### 4. Deadline

The deadline for the submission of the tender is 8 April 2018 COB.

### 5. Background

The primary aims of the project are to:

- Organise 60 events until October 2018 in eight EU Member States (MS): Austria, Belgium, Denmark, France, Germany, Italy, the Netherlands and Sweden.
- In Germany, between 7 and 13 events will be organised. They will be organised by the Consultant for which this call is opened.

- These events have the objectives to:
  - Increase the visibility and discuss the added value of the EU's cohesion policy on the ground;
  - Raise final beneficiaries' and people's awareness of what the EU delivers for them;
  - Engage final beneficiaries and people in a two-way discussion about future priorities of investment in their municipalities and regions.

## **6. Tasks to be performed by the Consultant**

### **Description of tasks**

The consultant will ensure the success of the events in collaboration with the relevant co-organising Local Authorities. He/she will be responsible for the smooth running of the event organisation and follow-up. Some flexibility is required to adapt to local contexts. The Consultant will report to CEMR Director of Projects, working closely with CEMR staff in charge of the project coordination.

### **The following list of tasks will be performed:**

Regular contacts should be ensured with CEMR Secretariat all along the organisational cycle, as the Consultant will organise the events on behalf of CEMR.

- **Tasks performed before the Event**

- a. The Consultant will prepare the necessary background documents using the dedicated templates;
- b. Organise the logistics of each event;
- c. Provide a forecast budget for each event;
- d. Mobilise relevant participants such as Managing Authorities, relevant local and regional governments' representatives, Delegations for the EU in Germany, associations, civil society organisations, citizens, journalists;
- e. Organise the promotion of each event in line with the overall communication strategy.

- **Tasks performed during the Event**

- a. Ensure the smooth running of each event in Germany with the co-organising local authority;
- b. Shoot a video of the event (1-3 min) and take photos;
- c. Organise a press conference – if relevant;
- d. Cover the event through social media
- e. Collects signatures from event participants.

- **Tasks performed after the Event**

- a. Draft a press release
- b. Ensure dissemination activities
- c. Report back to CEMR.
- d. Write two reports on each event ; one full narrative report in the local language and a summary narrative report in English (1/2 page);
- e. Provide all financial receipts to CEMR

## **7. Expertise required and selection criteria**

The consultant is expected to demonstrate:

- a) Experience of working with local governments and stakeholders, European institutions and bodies;

- b) Capacity to work in German language;
- c) Demonstrate a high-level of organisation skills;
- d) Knowledge on Cohesion Policy and Structural and Investment Funds.

#### **8. Time schedule**

All activities will be completed no later than 31 October 2018.

#### **9. Payments and standard contract**

The contract will be drawn up between CEMR and the consultant upon the selection of the candidate. The Consultant will receive €4 500 (VAT and any other taxes included) per event. The number of events is 7 to 13.

#### **10. Content of the bids**

The tenderer will ensure that their bid clearly identifies how they meet the selection criteria and capacity to deliver the tasks listed above, ideally by indicating their knowledge and expertise under each of the relevant headings.

The tenderer will provide information about the capacity to carry out the work under this contract. Tenderers will provide with their offer:

- a) A cover letter containing the following information: organisation name/name of the tenderer if self-employed, the VAT number and the registration number; contact person and contact details, Detailed curriculum vitae (CV), including educational background, degrees, diplomas and professional experience;
- b) A list of relevant services provided in the past two years with the dates and recipients provided as well.

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