Terms of reference
Expert consultant on socially responsible and gender-responsive procurement

About CEMR
CEMR is the largest and oldest organisation of local and regional governments. We help build a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their territories and communities towards Europe 2050 and address global challenges.

Our priorities are as follows:

- to work closely with EU international policymakers in shaping European and international legislation.
- to partner with organisations to provide local and regional governments with capacity building and knowledge sharing opportunities.

About the mission
CEMR is committed to shared European values of equality, non-discrimination and inclusion. As an organisation whose operations are—at least in part—funded by public monies, we are seeking to promote these values through our internal processes, including through our purchase of works, supplies or services.

To this end, CEMR is recruiting an expert with experience in human resources, procurement, logistics and/or administration to develop a toolkit and training for socially responsible and gender-responsive procurement. This will help to ensure that our criteria and selection processes for purchasing products and services are aligned with the values we promote. In particular, guidance shall be aligned with CEMR’s goals, plans and strategies and in compliance with applicable procurement policies and guidelines, including the principles enshrined in the European Charter of Equality of Women and Men in Local Life.

During the mission, the expert will serve as a key advisor on mainstreaming gender and other social responsibility issues into our procurement processes. The expert will work closely with the CEMR the Director of Internal Resources and the Interim Policy Director.

Expected results
The mission will take place over a 2-month period in Q4 of 2023 and will result in:

i. A report featuring: a review of existing procurement processes conducted by projects and admin teams at CEMR; a compilation of updated data and information on relevant European procurement regulations and guidelines, as well as good practices identified in similar Brussels-based organisations;

ii. Develop a toolkit with guidance, explanations and processes for administrative staff to enable strategic procurement in CEMR including: tendering processes and evaluation, contract management, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation & quality management;
iii. Capacity building and training for managers and administrative staff in order to establish a common understanding of what socially responsible/gender-responsive procurement is and to support implementation of the newly-developed guidelines in the toolkit.

Technical specifications

Language. All deliverables shall be provided in English. The expert shall be responsible for correct language and grammar. Documents with apparent mistakes in spelling, grammar, or style shall be rejected.

Format. All deliverables shall be delivered electronically in the Microsoft Office file format. Pictures, infographics or drawings shall be sent in original format and size (not only copied-pasted in a text document).

Intellectual property and data protection. The Contractor shall ensure the compliance of all deliverables, or their constituent parts, with applicable intellectual property legislation and personal data protection legislation.

Profile

Interested expert(s) are expected to fulfil the following profile:

- Strong knowledge of gender mainstreaming and socially responsible procurement;
- Sound knowledge of and proven experience in operations, procurement, logistics and administration;
- Basic knowledge of finance, human resources, ICT;
- Ability to provide advice and support;
- Ability to manage confidential information;
- University degree, preferably Business Administration, Public Administration, Finance, HR, or related field.
- Professional experience in office management, operations or finance;
- Excellent oral and written communication skills;
- Ability to influence effectively, gain commitment, and affect staff behavioural/attitudinal change;
- Fluent in English (written and spoken), and comfortable in French.

Application

Interested expert(s) are invited to apply sending the following documents:

1. Curriculum vitae of the expert(s);
2. List of past relevant assignments demonstrating experience with human resources, gender mainstreaming and socially responsible procurement, logistics or administration (maximum 2 pages);
3. A brief letter of motivation/interest in the project;
4. Proof of the company registration and VAT registration number;
5. Technical offer including a methodological proposal of the steps to follow (i.e. context analysis, semi-structured interviews etc.) and their objective, with timeline, outlining the support requested or necessary from the CEMR Secretariat during the duration of the contract (maximum 2 pages);
6. Financial offer outlining the expected price, including any direct costs (e.g. travel expenses for meetings with the Secretariat, when applicable), number of staff
assigned, suggested number of working days with daily cost, and quoted without VAT. The expected price shall not exceed the total amount of EUR 5 000 without VAT.

**Selection process and deadlines**

Interested consultants shall submit their bids no later than **11 August 2023 at 12:00 (noon)** to application@ccre-cemr.org. Please put ‘Consultancy: socially responsible / gender-responsive procurement’ in the title of the email.

- Candidates are welcome to send their questions to Ms. Carol Thomas – Interim Director of Policy at carol.thomas@ccre-cemr.org until **28 July (COB)**.
- Candidates may be invited for a telephone/Skype interview to be held between **22 and 25 August 2023**.
- Candidates will be informed about the outcome of the selection process by **28 August 2023**.
- The final service contract will be signed during the week of **28 August 2023**.
- The final report/outputs will be delivered to CEMR no later than **15 November 2023**.

*CEMR is committed to equality, diversity and inclusion and welcomes applications from all sections of the diverse community.*

**Selection criteria**

CEMR will select an offer providing the most advantageous combination of cost, quality and sustainability to meet the requirements.

**Communication**

After the selection process, all bidders shall be notified about the outcome of the selection process.