

CALL FOR PROPOSALS: Subcontracting for a external expert located in an EU member state to conduct trainings on the specificities of the EU funding for local governments, project development and EU project management methodology

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23/03/2023
Deadline for submissions 06/04/2023, 17:00 (CET time)
To be sent to: application@ccre-cemr.org
Please mention “Bridges of Trust - Trainings”

TENDER SPECIFICATION

CEMR is publishing this tender on its website and will keep it online until 06 April 2023.

1. Background

The Council of European Municipalities and Regions (CEMR) has been promoting international municipal cooperation and building partnerships between local and regional governments for many decades. At the heart of this work has always been a strong conviction that links of exchange and cooperation between local governments are a driving force in the growth and development of the communities and of Europe as a whole.

Since March 2021, CEMR and PLATFORMA, the pan-European coalition of towns, regions and their associations active in the international development cooperation, led by CEMR, have been implementing a [Bridges of Trust](#) project to create new partnerships between local governments in Ukraine and in the EU member states. Following the devastating destruction of many Ukrainian municipalities it became clear that there is a need to increase local and regional cooperation between Ukraine and the European Union (EU) countries in order to help Ukraine rebuild. CEMR and our members support this goal as we remember the important role peer-to-peer cooperation and twinning, played in the post-WWII reconstruction of Europe.

Therefore, starting on 1 November 2022 and lasting until 30 September 2023, 30 Ukrainian local governments are receiving support with the development of a partnership with a local government in the EU. Bridges of Trust 2.0 is implemented in close partnership and coordination with the Association of Ukrainian Cities (AUC) and through the involvement of the Associations of local governments in the 10 EU member states (MS).

The project's primary goal is to help rebuild Ukraine through international municipal partnerships between Ukrainian and EU local governments **under** Bridges of Trust fully supported by the [U-LEAD with Europe programme](#).

The work expected from the external service provider will fall under the following specific objective:

- To strengthen capacities of Ukrainian local governments for international cooperation and European integration with the focus on EU's funding for reconstruction of Ukraine;

2. Purpose of the contract

In order to achieve the abovementioned objective, relevant tasks will be carried out by an external expert in the close cooperation with CEMR and U-LEAD. The external expert will conduct the set of tasks specified in the description of this call for proposal with the aim of increase the knowledge of the representatives of Ukrainian and EU local governments on the specificities of the EU funding for local governments, project development and EU project management methodology.

The main outcomes of this contract are:

1. To give an overview of EU funding programmes open to Ukrainian local governments, the goals and expected outcomes of the programmes, the eligibility criteria, the specificities of the applications process and other relevant details;
2. To increase the capacities of Ukrainian and European local governments to access EU funds and apply for;
3. To provide the participants of the trainings with practical tools and knowledge on the EU funding programmes, project development and project management methodology;

3. Tasks to be implemented by the Contractor and the deliverables

Preparation

- At least 2 coordination and/or technical online meetings conducted with CEMR and U-LEAD on the preparation for the trainings;
- Based on the pre-selection done by CEMR, 1 analytical note should be prepared with the overview of EU funding programmes open to local governments in Ukraine and EU as beneficiaries;

EU funding for local governments and project development

- 1 programme prepared in English for the training on EU funding for local governments and project development, including the short description of each training block, the timing for each training block and the contents to be delivered to the participants;
- 1 supporting PPT presentation prepared in English for the training on EU funding for local governments and project development;
- 1 paper prepared in English with the description of all additional supporting materials to be used during the training on EU funding for local governments and project development;
- At least 4 online training sessions conducted in English (length to be discussed with CEMR) about EU funding for local governments and project development;
- 1 follow up Q&A session for potential questions from participants is conducted 1 week after the last training;

EU project management methodology

- 1 programme prepared in English for the training on the EU project management methodology, including a short description and length of each training block, and the contents to be delivered to the participants;
- 1 supporting PPT presentation prepared in English for the training on the EU project management methodology;
- 1 paper prepared in English with the description of all additional supporting materials to be used during the training on the EU project management methodology;
- At least 4 online training sessions conducted in English (length to be discussed with CEMR) about EU project management methodology;
- 1 follow up Q&A session for potential questions from participants is conducted 1 week after the last training;

Reporting

- A short report (2 pages) prepared in English on the implemented trainings and the deliverables obtained.

The CEMR project team working on the implementation of the Bridges of Trust project and CEMR Director for External Resources and Knowledge Strategy will oversee and assist the contractor in delivering the tasks of this contract.

Expertise required

- Extensive knowledge of the EU funding programmes specifically open to Ukrainian local governments;
- Previous experience in conducting trainings on the EU programmes, project development and project management;
- Previous experience in setting up transnational projects;
- Professional knowledge and practical skills in the field of EU funding programmes and projects;
- Experience in setting up interactive online trainings in a multilingual setting, with international participants;

Competences required

- Experience of working with strict deadline and multiple partners, preparing text, analytical and visual materials as well as reports;
- Experience in working with associations of local and regional governments, city networks and any other relevant organization is considered an asset.
- Previous experience with U-Lead with Europe programme and/or GIZ is a considered an asset.

Applicants are asked to send a **CV and 2 references on trainings previously conducted on the similar topics to these described in the call for proposals**, that will show the fulfilling of the abovementioned criteria and a timeline of the above activities.

Timetable

All the activities are to be implemented in strict respect to the timetable provided in the Annex 1. The last deliverables are to be implemented by 28 July 2023.

Price

The maximum funding for this work is EUR 7,000 (VAT excluded).

Selection criteria:

The contractor(s) will be selected based on the clear evidence they provide of how they meet the criteria listed under expertise required (above) within the foreseen budget.

Award criteria

The contract will be awarded based on the best value for money taking into account all the selection criteria. Bidders failing to fulfill at least 2 out of 5 points of the expertise required will be excluded from the evaluation process.

The 2 most successful applicants will be invited for an interview.

Content and presentation of the bids

The bids should set out clearly under specific headings showing how the contractor meets each of the five selection criteria. The bids should be submitted to application@ccre-cemr.org by 06 April 2023, 17:00 (CET time) with “**Bridges of Trust - Trainings**” as the subject of the email.

For questions related to the application, you can contact olga.ivanova@ccre-cemr.org until 30 March 2023

