

CALL FOR PROPOSALS: Subcontracting for external expert located in an EU member state to conduct trainings on the impact of EU policies on local governments

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<b>Deadline for submissions 10/04/2023, 17:00 (CET time)</b>
To be sent to: <a href="mailto:application@ccre-cemr.org">application@ccre-cemr.org</a>
<b>Please mention “Bridges of Trust - Trainings”</b>

## **TENDER SPECIFICATION**

CEMR is publishing this tender on its website and will keep it online until 10 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](#).

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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 the CEMR and U-LEAD. The external expert will conduct the set of tasks specified in the description of the call for proposals with the aim of increase the knowledge of the representatives of Ukrainian municipalities on the specificities of the EU policies on the local level and their impact on the local governments and better prepare to the EU integration path.

The main outcomes of this contract are:

1. To give an overview of EU policies and their impact on the local governments;
2. To provide the participants of the trainings with knowledge on the EU policies impacting the local level and driving the current EU's agenda;
3. To provide best practices from countries which recently joined the EU.

## 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;
- 1 analytical note should be prepared with the overview of EU policies impacting local level;

### EU policies and their impact on the local governments

- 1 program prepared in English for the training on EU policies on the local level, 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;
- 1 paper prepared in English with the description of all additional supporting materials to be used during the training;
- At least 2 online training sessions conducted in English (length to be discussed with CEMR) about EU policies affecting local governments;
- 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

The contractor will need to demonstrate the following expertise:

- Extensive knowledge of the EU Regional Policy, its impact on the local governments and on the current EU's agenda;
- Previous experience in conducting trainings on the EU policies functioning;
- Professional knowledge and practical skills in the field of the EU policies on the local level;
- 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 Ukrainian local governments, U-Lead with Europe program and/or GIZ is considered an asset.

Applicants are asked to send a **CV and 2 references on the 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 3,200 (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 4 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 four selection criteria. The bids should be submitted to [application@ccre-cemr.org](mailto:application@ccre-cemr.org) by 10 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](mailto:olga.ivanova@ccre-cemr.org) until 3 April 2023



