



CALL FOR PROPOSALS: Subcontracting for external expertise to create and develop partnerships between Ukrainian municipalities and local governments in the EU member states

Date of publication on the CEMR website:
21/02/2023
Deadline for submissions 07/03/2023, 17:00 (CET time)
To be sent to: application@ccre-cemr.org
Please mention “Application – Bridges of Trust”

TENDER SPECIFICATION

CEMR is publishing this tender on its website and will keep it online until **07 March 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 municipalities 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 municipalities 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 EU 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 municipalities will receive support with the development of a partnership with a municipality in the EU. Bridges of Trust 2.0 is to be 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 European Union member states. Bridges of Trust is supported by the U-LEAD with Europe.

The project's primary goal is to help rebuild Ukraine through international municipal partnerships between Ukrainian and EU municipalities.

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

- to increase the involvement of Ukrainian and EU municipalities in the international municipal cooperation for reconstruction and modernisation of Ukraine;



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

2. Purpose of the contract

As France and Spain are countries considered not only because of their size but also because of the great potential to develop partnership beyond the timeframe of the project, the external service will focus its work in both target countries.

In order to achieve the abovementioned objectives, relevant tasks will be carried out by an external expert in the close cooperation with the Association of Ukrainian Cities, CEMR and U-LEAD with Europe. The external expert will conduct the set of tasks specified in the description of the call for proposals with the aim of developing partnerships between municipalities in Ukraine, Spain and France, strengthening the capacities of LSG for international cooperation and preparing joint gender-sensitive project proposals.

The main outcome of this contract is to work closely with CEMR associations: French Association of the Council of European Municipalities and Regions (AFCCRE), Spanish Federation of Municipalities and Provinces (FEMP) and Association of Basque Municipalities (EUDEL).

1. To build partnerships between Ukrainian, Spanish and French municipalities, increase their capacities to international cooperation and analyse the funding opportunities on the national, regional and local level in Spain and France;
2. To facilitate the experience exchanges between Ukrainian and EU peers, through meetings, joint events and preparation of joint project proposals;
3. To support and promote the visibility of the project and the activities performed in the framework of the partnerships between Ukrainian and EU municipalities.

3. To be performed by the Contractor:

Activities

- Support of the Spanish Association of Municipalities and Provinces (FEMP), Association of Basque Municipalities (EUDEL) and French Association of Council of European Municipalities and Regions (AFCCRE) in the implementation of activities stipulated in the Memorandums of Understanding with CEMR:
 - 1) Initiating and helping with organisation of the awareness raising solidarity forums for municipalities in Spain and France;
 - 2) Provide information on the state of the art regarding the progress made by municipalities supported (**names of the municipalities to be provided by the associations mentioned above**);
 - 3) Provide information about the new initiated partnerships.
- Identify and help reinforcing existing cooperations between the cities of Bilbao (ESP), Zafra (ESP) and Lorient (FR) and the Ukrainian municipalities, in coordination with the AUC and U-LEAD:
 - 1) The online meetings of coordination are conducted with each paired partnership and monthly reports provided with the meeting minutes, list of activities conducted between the cities with the goal of developing the partnerships between municipalities further and supporting preparation of gender sensitive project proposals dealing with reconstruction and modernisation in Ukrainian partner municipalities.
 - 2) At least 3 online mentoring sessions are organized and delivered for the representatives of partner municipalities on the preparation of gender sensitive project proposals dealing with reconstruction and modernisation in Ukrainian partner municipalities.
 - 3) Provide information to the created partnerships on available funding opportunities and calls for proposals (European, national, regional, local level, or similar) for the submission of gender sensitive project proposals dealing with reconstruction and modernisation in Ukrainian partner municipalities.
 - 4) Initiate at least 3 new partnerships thanks to the solidarity forums in cooperation with AFCCRE, FEMP, EUDEL.

Deliverables:

- Minutes of meetings of at least one physical meeting and online meetings to be planned (at least two meetings with each association);
- 2-page document in ENG, 2-page document in ESP and 2-page document in FR are prepared with the analysis of funding programmes and opportunities for project communicated to the partnerships;
- 1 report prepared and submitted in ENG on the status of the current projects of municipal cooperation in Spain and France;
- A short report on the 3 mentoring sessions for preparation of gender sensitive project proposals with topics reconstruction and modernisation in Ukrainian partner municipalities is provided together with the supporting materials of the sessions, number of participants, programs of the sessions and any other material considered relative for the reporting;
- At least 1 gender sensitive project proposals dealing with reconstruction and modernisation in Ukrainian partner municipalities is prepared and ready for submission to EU and/or national sources of funding (the exact content and topic of the project will be defined by the partner municipalities);
- Partnership agreements or any other materials as a proof of the newly created partnerships are provided;
- Interim reports on the implemented activities and deliverables are submitted on the 25th of April, 25th of July and the final report is submitted on the 25th of September.

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:

- Previous experience of work implementing international cooperation projects, programs and/or activities;
- Experience of working with representatives of local governments in Ukraine, Spain and France developing and implementing projects on the municipal level, in organization of experience exchanges and/or study trips;
- Capacity to build partnerships on the municipal and/or regional levels, work in a multilingual setting, facilitate the international cooperation, organize events and work in a multilingual setting;
- Experience in working with associations of local and regional governments, city networks and any other relevant organisation.
- Experience of working with strict deadline, multiple project partners, preparing reports and analytical materials;
- Experience of works with U-LEAD with Europe and/or GIZ.

Applicants are asked to send a **CV, 1-page description on how the tasks would be implemented** 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 30 September 2023.

Price

The maximum funding for this work is EUR 10,000 (VAT excluded).

Selection criteria:

The contractor(s) will be selected on the basis of 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 on the basis of the contractor that submits the bid demonstrating the best value for money taking into account all the selection criteria. Bidders failing to fulfill at least 2 out of 4 criteria will be excluded from the evaluation process.

The 2 most successful applicants will be invited to sit an oral interview after the expiration of the deadline.

Content and presentation of the bids

The bids should set out clearly under specific headings showing how the contractor meets each of the six selection criteria. The bids should be submitted to CEMR by **07 March 2022, 17:00 (CET time)**.

For questions related to the application, you can contact olga.ivanova@ccre-cemr.org until **28 February 2023**



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Annex 1

Bridges of Trust 2.0		2023						
Project timeline		Mar	Apr	May	Jun	Jul	Aug	Sep
No.	Task							
1	Support of the Spanish Association of Municipalities and Provinces (FEMP), Association of Basque Municipalities (EUDEL) and French Association of Council of European Municipalities and Regions (AFCCRE) in the implementation of activities stipulated in the Memorandums of Understanding with CEMR							
2	Identify and help reinforcing existing cooperations between the cities of Bilbao (ESP), Zafra (ESP) and Lorient (FR) and the Ukrainian municipalities, in coordination with the AUC and U-LEAD							
3	Minutes of meetings of at least one physical meeting and online meetings to be planned (at least two meetings with each association);							
4	2-page document in ENG, 2-page document in ESP and 2-page document in FR are prepared with the analysis of funding programmes and opportunities for project communicated to the partnerships;							
5	1 report prepared and submitted in ENG on the status of the current projects of municipal cooperation in Spain and France;							
6	A short report on the 3 mentoring sessions for preparation of gender sensitive project proposals with topics reconstruction and modernisation in Ukrainian partner municipalities is provided together with the supporting materials of the sessions, number of participants, programs of the sessions and any other material considered relative for the reporting;							
7	At least 1 gender-sensitive project proposal dealing with reconstruction and modernisation in Ukrainian partner municipalities is prepared and ready for submission to EU and/or national sources of funding (the exact content and topic of the project will be defined by the partner municipalities);							
8	Partnership agreements or any other materials as a proof of the newly created partnerships are provided							
9	Reporting		First interim			Second interim		Final