

Terms of Reference (ToR)

Organisation/ Expert Consultant in EU Project Development

About CEMR

CEMR is the largest and oldest organisation for local and regional governments (LRGs). We help build a more peaceful, 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.

About the mission

To this end, CEMR is looking for a certified organisation/expert with experience in EU project development and writing, to develop a specific training programme tailored to LRGs and their associations. This will ensure that European LRGs are well-trained and equipped with relevant tools and are successful in applying to EU-funded programmes.

Expected results

The implementation of the following activities will take place around a 2-month period in Q4 of 2023 and will result in:

- i. Elaborating a training package in EU project development and writing, including materials, tools, PowerPoint presentations, tips, exercises, etc., relevant to the above specified target group;
- ii. Delivering a recognised training for selected CEMR staff based on the above delivered training package.

Steps

- iii. One meeting with CEMR selected members and staff to agree on the needs, process, steps, and outputs;
- iv. Elaborate training package in EU project development and writing;
- v. Present the training package to CEMR members and staff for feedback;
- vi. Deliver at least a full day training for selected CEMR staff (limited to 6 staff members) based on the elaborated training package;
- vii. Deliver the requested training package.

Technical specifications

Language. All deliverables shall be provided in English. The appointed organisation/expert shall be responsible for correct language and grammar. Documents with apparent spelling, grammar, or style mistakes 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 copy-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 organisation/expert(s) are expected to fulfil the following profile:

- Deep knowledge about the EU programmes (e.g.: Horizon EUROPE, CERV Programme, LIFE Programme, Digital Europe, ERASMUS +, etc.);
- Strong experience with EU project development for LRGs;
- Strong certified experience with preparing and delivering training sessions in EU project development for public authorities;
- Excellent oral and written communication skills;
- Fluent in English (written and spoken).

Application

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

- Professional curriculum vitae of the expert(s);
- List of past relevant assignments demonstrating the required experience (maximum 2 pages);
- Technical offer including a methodological proposal of the steps and the objectives including the timeline for each step (maximum 2 pages);
- 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 excluding VAT.
- Proof of the company registration and VAT registration number;
- The expected price shall not exceed the total amount of EUR 12,000 excluding VAT.

Selection process and deadlines

Interested consultants shall submit their bids no later than **22nd September 2023 at 12:00 (noon)** to application@ccre-cemr.org. Please indicate: Organisation/ Expert Consultant on EU Project Development in the subject of the **email**. Please feel free to ask any question related to this assignment **until the 15th of September to Durmish Guri at: 0032 48314 1121**

- Short-listed candidates will be invited for a telephone/Skype interview to be held between **28th September and 4th October 2023**.
- Candidates will be informed about the outcome of the selection process during the **week of the 2nd of October 2023**.
- The final service contract will be signed during the week of the **2nd of October**.

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- The final report and the training must be delivered to CEMR **no later than 15 December 2023**.

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

Selection criteria

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

CEMR is committed to equality, diversity, and inclusion.

Contact point:

Durmish Guri

Director of External Funded Resources and Knowledge Management Strategy

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