

INVITATION TO TENDER

Procurement Reference Number 1-28.04.2023- MedRISSE

Local Expert in Social Innovation

Instructions

1. General Information:

The subject of the contract: Provision of technical services as indicated in the TOR Deadline for submission of the tenders: The tender shall be submitted no later than 12th May 2022 at 16:00 EET.

Address and means for submission of the tenders: The tenderers shall submit their tenders using the **sample submission form available in Part 2 of this tender dossier**. The tender shall be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide a scanned original.

If delivered by post or courier, the tenders shall be submitted in two separate envelopes:

- **envelope one** for the tenderer's information, the tenderer's statement and the technical offer and
- **envelope two** for the financial information.

An envelope including both envelopes will contain the following information at the external part:

Name and address of the contracting authority



Title of the tender
Reference number
Name and address of the tenderer

If delivery by e-mail, the message shall clearly indicate:

Title of the tender
Reference number
Name and address of the tenderer
The tender submission form and any supporting documentation shall be provided as attachments to the e-mail.

2. Technical Information:

The tenderers are required to provide services as per TOR. In the technical offer, the tenderers will indicate more details on the deliverables and the required time frame.

3. Financial Information

The maximum available value of the contract is 30,000 EUR or its equivalent in national currency.

4. The selection criteria:

The award criterion is the best value for money, weighing 80% technical quality and 20% price.

Template model:

1. TENDERER'S INFORMATION

Offer submitted by:

Name of legal entity or individual submitting the tender	
Address	
Legal registration number (if applicable)	

Contact person:

Name	
Telephone	
e-mail address	

2. TECHNICAL OFFER

Please provide details on the offered services by using the table below.

No.	Title of item	Description	Proposed timeframe	Required Inputs



3. FINANCIAL OFFER

The total price for the offered services/works is 30,000 EUR. The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc. when required.

Please include a detailed breakdown, in accordance with the items in the technical offer. For fee-based service contracts, including the number of expert days and the daily fees, as well as the breakdown of the incidental costs.



Term of Reference

Post Title: Local Social Innovation Expert

Project Name: MedRiSSE

Duration and Assignment: lump sum per webinar

Expected starting Date: 5 June 2022

Scope of work:

National expert to organize 10 learning webinars, and to engage the targeted actors and animate these webinars in order to simplify the understanding of some topics and streamline discussions for more inclusiveness.

Output:

- Propose the webinar title after consultation with PP1, and according to the needs of the project.
- Data collection on the social innovation definition used within the 5 projects involved in the MedRiSSE;
- Preparing agenda, invitation, registration form, and all logistics needed for the virtual webinars.
- Proposing the appropriate type of attendance and encouraging partners to invite beneficiaries from each country in the project.
- Distribution of tasks and guest speakers from partners, and the local speakers.
- Analysis the necessary information and desk research according to the webinar title.
- Defining the webinars objectives and an overview of the expected achievements.
- Design of a report (including a power point presentation) that describe the main findings of the in-depth analysis on the main outputs, and recommendations from each webinar, and next steps, and sending the report to PP1.



- Presentation of achievements to PP1 and project partners.

The working language of the tasks will be English.

Qualification, Knowledge, and, Experience:

The provider should possess extensive experience (minimum 5 years) in analysis and assessment of multi-country development projects (special attention will be given to the experience in assessing initiatives insisting on social entrepreneurship, economic and social inclusion and innovation as well as in assessing EU funded projects). If scheduled, the proposed team shall comprise personnel with extensive experience (at least 3 years) in the related field.

The provider should also have:

- Advanced university degree in subjects relevant to the content of the project;
- Acknowledged similar consultancies with recognized organizations;
- Relevant work experience on social innovation and work experience on MENA region represents a strong added value;
- Advanced written and verbal English.
- Proven communication and drafting skills, both written and verbal, including the ability to write accurate reports and communication materials;
- Excellent leadership skills, ability to work effectively in a team, excellent interpersonal and negotiation skills;



Application Form

The _____ undersigned

Born _____ in _____ the

Resident _____ in _____ street

Telephone _____ num. _____ mobile

E-mail _____ fiscal _____ code _____

Asks to be admitted to participate in the selection of Social Innovation Expert of MedRiSSE project, and for the purpose declares

1. to be a/an Palestinian citizen;
2. to enjoy the civil and political rights of the Palestinian state;
3. not to have been dismissed, dispensed or declared forfeited from employment with a Public Administration;
4. not to have been subjected to convictions involving disqualification from public offices;
5. that the information provided in the curriculum vitae is truthful, aware that - pursuant to art. 76 of the Presidential Decree December 28, 2000 n. 445 - false declarations, falsehood in the deeds and use of false deeds are punished pursuant to the penal code and special laws;

In particular, he declares possession of the requirements referred to in point 3 and 4 of the Notice

The undersigned regarding the processing of personal data expresses consent to the processing of the same in compliance with the purposes and methods set forth in Legislative Decree no. 196/2003 and as amended;



Attaches

The following documentation to this application:

1. Curriculum vitae duly signed and composed of n. _____ pages;
2. Company Profile (if available)
3. Photocopy of a valid identity document.
4. Other _____

Signature Date
