
Poziv za dostavljanje ponuda – 004/2021

Usluga evaluacije projekta

Fondacija Centar za demokratiju

Poziv za dostavljanje ponuda za nabavku roba / usluga

Predmet: Usluga evaluacije projekta

Regional Youth Compact for Europe– RYCE,

004/2021, Fondacija Centar za demokratiju

Beograd, 20/04/2021.godine

A. Poziv za dostavljanje ponude

Fondacija Centar za demokratiju je nevladina i neprofitna organizacija sa sedištem u Beogradu koja je koordinator regionalnog projekta Regional Youth Compact for Europe za čiju evaluaciju se raspisuje nabavka. Sa ciljem da se izabere ekonomski najbolji ponuđač pozivamo vas da nam dostavite svoju ponudu, prema priloženom ToR-u (Opis zadatka) za realizaciju usluge.

Uputstvo za ponuđače za popunjavanje ponuda je u prilogu ovog poziva.

Opis usluge/robe/specifikacija

Usluga evaluacije projekta predviđena kao projektna aktivnost.

Detaljan opis potrebne usluge opisan je u Opisu zadatka (ToR).

Rok za slanje ponude je 29. april 2021.

Ponuda se dostavlja

a) preporučenom poštom ili lično u sedište Fondacije, u zatvorenoj koverti sa naznakom **PRIJAVA NA POZIV RYCE 004-2021 – NE OTVARATI DO DATUMA OTVARANJA PONUDA** na adresu Fondacija Centar za demokratiju, Kraljice Natalije 70, Beograd 11000

ili

b) elektronskom poštom na adresu katarina@centaronline.org sa naznakom u subject liniji **Prijava na Poziv RYCE 004-2021;**

Ovaj Poziv za dostavljanje ponude sadrži sledeće priloge:

Prilog 1. Opis zadatka – Terms of Reference (ToR)

Prilog 2. Specifikacija ponude

Prilog 3. Upitnik za ponuđače i upitnik o kvalifikacijama ponuđača

Prilog 4. Izjava ponuđača o prihvatanju uslova ponude

Prilog 5.

Zainteresovani ponuđači su dužni da do isteka roka koji je naveden u ponudi popune priloge:

Prilog 1 – Opis zadatka (Terms of Reference ToR)

Prilog 2 Upitnik za ponuđače i upitnik o kvalifikacijama ponuđača

Prilog 2 – Izjava ponuđača o prihvatanju uslova

Prilog 3 – Izjava o poverljivosti

Ponuđači treba do dostave sledeće priloge:

1. Ponuda na memorandumu ponuđača koja jasno sadrži:
 - a. datum ponude
 - b. broj nabavke
 - c. ime ponuđača
 - d. kontakt podatke
 - e. ime osobe za kontakt
 - f. Odgovor na ponudu - opis usluge koja se nudi ponudom**
 - g. Struktura jediničnih cena prema stavkama navedenom u opisu usluge, kao i ukupnu cenu po stavkama navedenim u opisu usluge
 - h. cene moraju biti izražene sa / bez PDV-a
 - i. cene moraju biti izražene u valuti RSD
 - j. ukoliko ponuda ne sadrži potpis i pečat, mora biti posebno naznačeno da je validna bez potpisa i pečata
2. Tehnička specifikacija usluga (Prilog 2)
3. Popunjeni upitnik za ponuđače sa informacijom o kvalifikacijama koje su predviđene u Opisu zadatka (Prilog 3)
4. Popunjeni obrazac o prihvatanju uslova (Prilog 4)
5. Potpisanu Izjavu o poverljivosti (Prilog 5)
6. Biografiju eksperta
7. Izvod iz registra Agencije za privredne registre (ako je ponuđač pravno lice ili preduzetnik ili obavlja samostalnu delatnost)

UPUTSTVO ZA PONUĐAČE ZA POPUNJAVANJE PONUDE

1. Predmet ponude: realizacija predmeta nabavke, definisane u ToR-u, sprovodiće se od 10. maja do 22.jula 2021.
2. Jezik ponude: ponude i svi obrasci treba da budu popunjeni na srpskom jeziku (jezik tokom realizacije usluge određen je u ToRu!).

OTVARANJE PONUDA: Ponude će biti otvorene 4/5/2021.godine u 16h.

OSNOVNI KRITERIJUMI ZA IZBOR NAJBOLJEG PONUĐAČA:

- a) Za istu vrstu usluge ponuđena je najbolja cena.
- b) Kvalifikacije ponuđača (prema ToR-u)

ROK VAŽENJA PONUDE: Minimum 90 dana od dana kad ističe rok za dostavljanje Ponude

Odluka o izboru najpovoljnijih ponuda biće doneta u roku od 7 dana od isteka roka za slanje ponude.

Ukoliko se na ovaj poziv ne prijave ponuđači koji zadovoljavaju sve potrebne kriterijume naručilac ima pravo da poništi ovaj poziv.

Ponuđači sami snose troškove pripreme i slanja svojih ponuda.

Dodatne informacije u vezi sa ovim pozivom mogu se dobiti putem e-mail adrese: katarina@centaronline.org sa naznakom „Poziv za dostavljanje ponuda“.

Terms of Reference

Expert in Project Evaluation and Monitoring To assist in the evaluation of the project

Title of the Project: Regional Youth Compact for Europe

1) Background Information

Regional Youth Compact for Europe is a three-year project that aims to empower CSOs, particularly youth organizations in the Western Balkans and Turkey to more effectively participate in policy design and in monitoring the process of EU integration. The RYCE is funded by the European Union as part of the Civil Society Facility and Media Programme for the years 2016-2017, Consolidating Regional Thematic Networks of Civil Society Organizations (**EuropeAid/154870/DH/ACT/Multi – Consolidating Regional Thematic Networks of Civil Society Organisations.**) Grant No. **2018/395387**.

The project start date was April 20, 2018 and the previewed end date is April 20, 2021. Request for no-cost extension until Jul 30, 2021 was timely filed with the EC.

Fourteen organizations from the WB, EU and Turkey (Center for Democracy Foundation from Serbia, ALDA from France, CRTA from Serbia Belgrade, Youth Act Center from Albania and SODEM from Turkey with 9 Local Democracy Agencies from the WB, constituting Balkan Network for Local Democracy), are working together on various activities aiming to strengthen the capacity of CSOs and youth organizations to monitor the implementation of public policies, to engage in evidence based advocacy through a structured civil dialogue with the focus on good governance, the rule of law, economic governance, employment and social policy reform. A combined set of awareness raising, capacity building and regional networking activities are aimed to strengthen the impact of CSOs in the reform process towards the EU integration.

Project Partners (Consortium Structure)	Country
CENTER FOR DEMOCRACY FOUNDATION, LEAD APPLICANT	Serbia
UG AGENCIJA LOKALNE DEMOKRATIJE PRIJEDOR	Bosnia and Herzegovina
CENTAR LOKALNE DEMOKRATIJE LDA	Serbia
CRTA	Serbia
LOCAL DEMOCRACY AGENCY OF KOSOVO	Kosovo (under UNCHR 1244/99)
LOCAL DEMOCRACY AGENCY ALBANIA	Albania



YOUTH ACT CENTER	Albania
LOCAL DEMOCRACY AGENCY	Serbia
ASSOCIAZIONE PER L'AMBASCIATA DELLA DEMOCRAZIA LOCALE A ZAVIDOVICE ONLUS	Italy
AGENCIJA LOKALNE DEMOKRATIJE ZAVIDOVICI	Bosnia and Herzegovina
AGENCIJA LOKALNE DEMOKRATIJE MOSTAR	Bosnia and Herzegovina
ASSOCIATION DES AGENCES DE LA DEMOCRATIE LOCALE	France
ASSOCIATION OF SOCIAL DEMOCRATIC MUNICIPALITIES	Turkey
LOCAL DEMOCRACY AGENCY MONTENEGRO	Montenegro
ASSOCIATION OF THE LOCAL DEMOCRACY AGENCIES - SKOPJE	The former Yugoslav Republic of Macedonia

2) Context of the Project

Rationale

Youth in the Western Balkans are faced with similar challenges, such as high youth unemployment rates, low wages, low living standard, low approach to formal and non-formal education. As Eurostat data shows, the percentage of youths that are not in education, employment, or training is two times as high as in EU-28 countries, seeing no perspective in their countries of origin youth seek opportunities outside their borders. Research reveals that the people in the WB are more often faced with gender and minority discrimination. They are living in an ever more polluted environment without any clear signs of future improvement.

In their briefing titled “Youth challenges and opportunities in the Western Balkans”, the European Parliament describes youth situation in the WB region with the words “Deeply entrenched regional stereotypes, a lack of awareness of other cultures, demographic changes and a youth 'brain drain' are some of the pieces that make up this complex regional puzzle. Raising awareness about these challenges and the need for timely solutions is therefore crucial. The EU has been encouraging dialogue on the future of youth in the region through a number of projects and initiatives...” such as Regional Youth Compact for Europe.

Young people are an important resource for the future of the Western Balkans. On one side, young people are important part of every society and in this region, youth has a special advantage which reflects in the fact that young people can be a key factor for a building partnerships and bridging gaps in the Western Balkans. Young people themselves do not carry the burden of the past that has



made series of conflicts in the region. That presents an added value resource that must be used for building peace based on mutual respect and trust. Regional cooperation is important for economic growth, intercultural exchange, building trustworthy institutions and democratic society and creating an environment that will entice youth to stay in this region.

In the WB there is especially a lack of youth participation in the processes of policy creation, especially on the local level where inclusion of all stakeholders is required most. Participation of young people is a key for the improvement of their being. One of the main goals in the RYCE project is to include more young people to engage themselves in addressing youth related problems and policies` priorities at the local level.

The RYCE's approach is complementary with the 11 goals of the EU Youth Strategy 2019-2027 goals, especially with Goal 9: Space and Participation for All and Goal 1: Connecting EU with Youth. The aim of first field of action, as formulated in the EU Youth Strategy, is that: "Young people's participation in representative democracy and civil society at all levels and in society at large should be supported." One of the main indicators in this domain is: Young people's participation in political or community/environmentally-oriented NGOs. Young people's engagement in politics and participation in political initiatives aimed at improving something in their own local community (not formal membership, but, involvement in activities). Making EU values and policies more visible from a youth perspective is crucial – to educate young people about benefits that EU bring to them and whole society and to empower youngsters to implement and monitor the EU reforms. The advantages that the EU integration can bring to the WB countries must be better communicated to youth. The advantages of EU integration are most reflected in establishing the rule of law, good governance and ensuring the respect everybody's social rights. Youth have to see a clear picture of importance of the EU transformational framework and potential and all the good it brings, for example the EU can be source of higher employment, a better future and travel opportunities. In this context, through RYCE young people are getting familiar with the process of their countries becoming closer to the EU (stabilization and association process, accession negotiations). In particular, the RYCE focuses on policies that are highly relevant for the youth – those enlisted in the Chapter 19 (Employment and social rights), Chapter 23 (Judiciary and fundamental rights) and 24 (Justice, freedom and security) as these Chapters that have tangible effects on the everyday lives of citizens and young people.

Overall objective(s)

Contribute to empowerment of CSOs, particularly the youth organizations, in WB and Turkey, to more effectively participate in reforms relative to the EU accession negotiation process, to dialogue with governments and influence policy through consolidating platforms for regional cooperation, fostering participative culture and promoting active citizenship, accountability of government to citizens and society and nurturing common European identity.

Specific objective(s):



- 1) Strengthen capacity of CSOs, incl. youth organizations, to monitor policies, engage in evidence-based advocacy through structured civil dialogue, focusing on good governance relative for the rule of law, economic governance, employment and social reform.
- 2) Increase the level of youth participation in structured civil dialogue and in other innovative mechanisms for influencing policy and decision making and implementation of reforms.
- 3) Widen the impact of CSOs social campaigning and advocacy on local/national level through expanded CSOs cooperation and exchange, coalitions and networking on regional and European level.
- 4) Consolidate the Balkan Network for Local Democracy as a regional cooperation/consultation platform engaging CSOs, youth and LAs in WB and Turkey;
- 5) Improve innovative and youth friendly communication/outreach activities aimed to bring together stakeholders with transformative role in EU integration process and bring about positive change at the local level.

Target groups and Beneficiaries:

- TG1: CSOs & CSOs networks ("Network" members);
- TG2: Local/national/regional CSOs, incl. youth organizations from WB & Turkey;
- TG3: Local/regional authorities & LAs associations;
- TG4: EU based CSOs/networks/think tanks;
- TG5: local/national/regional media;
- *Beneficiaries:* Local/national governments; Existing civil dialogue structures; CSOs & regional youth organizations; Local communities in smaller municipalities and general public; EU based CSOs and networks; Reforms' stakeholders; EU based policy making institutions;

Expected results:

- 1) **R1:** Improved capacities of CSOs for monitoring EU oriented reforms relative to rule of law, public administration reform, economic governance, employment and social reform; Increased number of local CSOs in structured civil dialogue for influencing policy;
- 2) **R2:** Youth organizations participation in structured civil dialogue and in other innovative mechanisms for influencing policy/reforms increased;
- 3) **R3:** Impact of CSOs campaigning & advocacy widened due to expanded regional cooperation and practice exchange, while coalitions and networks on regional and European level increased; Up-graded and consolidated regional consultation platform;
- 4) **R4:** Balkan Network for Local Democracy is consolidated and its capacities for advocacy, dialogue with governments and for influencing policy making are up-graded; **R5:** Raised awareness on EU oriented reforms' benefits for citizens through conducted public campaigns on local, national and regional level

Structure of Project Activities

Main project work packages which are implemented at local and regional level include capacity



building, monitoring and advocacy, regional networking and exchange, public campaign and sub-granting programme for CSOs from the WB.

The Action comprises of 6 work packages. Each work package contains several activities. Some activities were reformatted due to pandemic of the Covid19 crisis.

(1) Project Management

1.1. Project Management Team – regular meetings of the consortium members are organized and exchange tools created;

1.2. Regional Thematic Network Forum: The Forum will be organized to plan, monitor and evaluate local and regional activities and will be held three times along the implementation period. It will consist of 32 members - members of the Project Management Team (14), Members of the Regional Youth Working Group (8), up to 10 CSOs and youth organizations from the WB countries

(2) Capacity Building of the Network Members

2.1. Trainings for the members of the Network “Sharing Experience - Expanding the Network’s Thematic Working Programme” (Novi Sad and Mostar): empowering network members for monitoring implementation of reforms in the context of EU integration and accession processes;

2.2. Study visit to NCEU (Belgrade, Serbia); two-day visit to NCEU structures and working groups related to rule of law, fight against corruption, economic development and employment;

2.3. Workshop for Regional Youth Working Group: 3 events to be organized in Mostar, Prishtina and Knjazevac, for total 60 young activists from WB

- *Theme for Workshop I*: Rule of law and fundamental rights – why is it important for the youth and how youth can contribute to monitor reforms in these fields
- *Theme for Workshop II*: Education and Employment: Labour Market Reforms; Social Cohesion; Youth and future of work;
- *Theme for Workshop III*: Good Governance and Public Administration Reform from Youth Perspective: local, national and regional perspective

2.4. Western Balkans Politeia Summer School – two five-day courses to be organized for young activists for total 50 participants;

(3) Monitoring and Advocacy,

3.1. Survey on CSOs participation in policy design & monitoring of implementation reforms;

3.2. Desk Analysis on Youth Transformational Potential in EU Integration Processes;

3.3. Open Local Assemblies/Councils - My City - Youth City - to be organized in 11 cities, with envisaged cooperation of schools and local governments, businesses and CSOs.

(4) Regional Networking and Exchange programme

4.1. Community multi stakeholders` platforms – to be implemented locally in 11 cities, through cooperation with local governments, businesses, media with aim to improve involvement of youth organizations and CSOs in local decision-making process



4.2. Local Youth Workshops “Regional Youth Compact for Europe – We are Europeans” – to be organized locally in 11 cities – total 660 youngsters to participate, connect and exchange;

4.3. Youth Regional Compact for Europe Network: starting event for the Network resulting from previous activities gathering 50 participants from youth organizations in the Western Balkans. Planned venue: Prishtina;

4.4. Annual Conferences: 3 high profile events with participation of key stakeholders, to be organized in Tirana, Novi Sad and Belgrade;

4.5. Internship program for Youth: an opportunity for young people in the region to learn, by spending one month on the internship program, exchange their concepts and assist in searching and establishing innovative, young friendly, forms and content of communication, leading to increased youth participation in civil initiatives, policy design and in structured dialogue; Selected interns will be allocated to one of the hosting organization within one-month internship program;

(5) Sub-granting Programme – up to 13 small grants to be allocated to youth organizations in WB for the amount of 3,000 EUR.

(6) Public Campaign.

6/1 Creation of visual identity of the Action and communication strategy;

6/2 Production of promotional material

6/3 Promotional activities;

6/4 Video production;

6/5 Direct action with citizens

One of the main activities in the third project year is Sub-granting programme (Work Package V-Activity Sub-Granting) named GRANT SUPPORT YOUTH FUND “WE HAVE A SAY” for local youth organizations. This Activity is based on the long-lasting experience of co-applicants in providing support to civil society organizations and in empowering youth for democracy and human rights. It follows the line of series of other activities organized along the RYCE project since 2018 and implemented by the project partners. It particularly follows the project aim to empower the youth in the Western Balkans with knowledge and practical insights in implementing actions that would lead to improved knowledge and understanding of reforms in the field of rule of law, good governance, employment and social policy which is relevant for the youth of the Western Balkans.

3) Objective, Purpose and Expected Results of the Assignment

Overall objective of the Assignment

To undertake the evaluation of the project Regional Youth Compact for Europe, from April 18 2018 to June 20, 2021, implemented by Center for Democracy Foundation and project partners



(beneficiaries) as enlisted in Section 1. And to make recommendations that might improve design and implementation of similar projects in future.

Expected Results

Evaluator will carry out the project evaluation in accordance with EU procedures and standards and submit the report. The report will be used by the partners.

Scope of the Assignment

General

Evaluator is bound by a Declaration of Impartiality and Confidentiality to be signed before starting the evaluation. If the evaluator finds there might be a situation of conflict of interests, he/she must inform the Center for Democracy Foundation immediately. Strict confidentiality is required from the evaluator involved in the implementation of this evaluation.

The purpose of the evaluation is:

- To assess the overall performance in the context of project objectives and outcomes set out in the project documents
- To assess the effectiveness and efficiency of the project
- To analyse critically the implementation the implementation and management arrangements of projects
- To assess the progress towards achievement of the outcomes
- To list and document lessons concerning project design, implementation and management.

Evaluator shall assess relevance, efficiency, effectiveness, sustainability and impact of the project. All criteria should be rated using a six-point scale:

- 1 Highly unsatisfactory
- 2 Unsatisfactory
- 3 marginally unsatisfactory
- 4 Marginally satisfactory
- 5 Satisfactory
- 6 Highly satisfactory

Specific Activities

In order to evaluate the project and produce the report, the evaluator shall

1. Review the project proposal and the subsequent modifications, and the submitted reports for Year I and Year II
2. Hold the initial meeting with the Project Coordinator to agree on specific design and methods for evaluation, as well as to prepare evaluation questions that will be used in the evaluation, given limitations of time and existing data.



3. Organization of interviews with key staff involved in the project implementation, from the Project Coordinator and 5 selected project partners (beneficiaries)
4. Develop survey in English to collect information from the relevant stakeholders (at least 5), including direct beneficiaries such as participants of the activities.
5. Prepare inception reports with evaluation matrix
6. Discuss the project with the members of the project team/ take note of their perceptions of accomplishments and potentials for further development. Objectively verifiable data should be collected whenever available, to supplement evidence obtained through interviews and discussions.
7. Incorporate received feedback into the Evaluation Report
8. Prepare the Evaluation Report (min 20 and max 30 pages and annexes)

The evaluator shall not evaluate the budget implementation.

The following set of information sources about the project will be made available to the evaluator:

- Project documents
- Annual reports for Year I and II
- Policy recommendations
- Key project products
- List of key contacts for interviews

4) Logistics and Timing

Location

Evaluator is to evaluate project implementation in Serbia, Northern Macedonia, Albania, Bosnia and Herzegovina, Montenegro and Kosovo.*

Meetings with project team members are to be organized online, while meetings with the project coordinator may be organized *in vivo* in accordance with the evaluator's preference.

Evaluation does not include any displacement outside of Belgrade.

Start date and period of implementation

It is expected that the evaluation will be completed with the following deliverables due:

- Work plan and evaluation matrix and survey (questionnaires): May 30, 2021
- Interviews and Draft Evaluation report and presentation to the project team: July 15, 2021
- Consultation with the project team: July 22, 2021

Number of working days: min 20 - max 25

Payments will be made in 2 instalments, upon billing by the evaluator and subject to quality review, clearance and acceptance by the CDF.



The criteria of utility, credibility and relevance will be used for assessing the quality of the evaluation report:

- The Evaluation report shall be written in English
- The Executive Summary is to be written as a short chapter, highlighting the evaluation mandate, approach, key findings, conclusions and recommendations.
- The information provided in the report has to be completed, well-structured and well-presented.
- The information in the report has to be reliable i.e. well documented and supported.
- Recommendations have to be concrete and implementable.
- National and regional perspective shall be taken into account.

5) Requirements

Qualifications

Education:

A university degree in the social sciences, law or economics.

Work experience:

Minimum 10 years of experience of relevant professional experience, preferably in civil society organizations or in national/international development context.

Previous experience in project evaluation methodologies:

Previous assignments in project management would be considered as an asset

Knowledge:

- Knowledge of political situation in the Western Balkans
- Knowledge of youth related public policies in the Western Balkans
- Knowledge of EU enlargement process
- Knowledge of evaluation standards and norms
- Knowledge of monitoring and evaluation methodologies

Skills and competencies:

- Excellent analytical skills
- Display ability to synthesize research and reach empirically based conclusions on related subject
- High quality of writing skills
- Proven capacity to produce reports
- Capacity to provide experienced advice on best practices
- Focuses on result for the client and responds positively to feedback
- Good application of Results-Based Management
- Good communication, coordination and facilitation skills
- Displays cultural, gender, religious, race, nationality and age sensitivity and adaptability
- Demonstrates integrity by modelling ethical standards





Personal qualifications:

Ability to deliver when working under pressure and within changing circumstances
Consistently approaches work with energy and a positive, constructive attitude
Excellent interpersonal skills
Evidence of ability to express ideas clearly, to work independently and in team
Ability to summarize and systematize complex information.

Language:

Excellent knowledge of English, oral and written.

Application Procedure

Qualified and interested candidates shall submit their applications via e-mail info@centaronline.org with the subject **Application to Tender No. RYCE-EV 2021 within the deadline in the Call.**

Time-frame, Level of Effort, and Location

The Expert's level of effort is previewed for an estimate of minimum 20 to maximum 25 days working days starting (for preparatory activities) from May 10, 2021. The assignment shall be completed by July 22, 2021 (all outputs approved by the CDF)

Remunerations

The daily fee shall be determined based on the expert's experience within maximum rate allocated for this activity. The payment will be done in two instalments, following the submission of the necessary documents.

Reporting and Final Documentation

The Expert will be requested to deliver the following documents:

- CV in English
- *Invoice* (original and signed)
- *Signed report*

The above-mentioned documentation shall be delivered to the following contact person and address:

Ms. Katarina Stojkovic
Financial Officer
Center for Democracy Foundation
Kraljice Natalije 70/II
katarina@centaronline.org



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