

# Request for Proposal (RFP)

## Technical support to the RECONOMY program on operational processes

HELVETAS Swiss Intercooperation and RECONOMY invite interested parties to submit their offers for technical support to the program on structures and processes assignment.

### 1. Program description

In partnership with the Swedish International Development Cooperation Agency (Sida), HELVETAS Swiss Intercooperation is leading a regional green and inclusive economic development program, RECONOMY, in 12 countries in Eastern Partnership (Armenia, Azerbaijan, Georgia, Ukraine, Moldova, Belarus), and the Western Balkans (Kosovo, North Macedonia, Albania, Montenegro, Serbia, and Bosnia and Herzegovina). The program was launched in 2020 with the inception phase that ended for the Eastern Partnership countries in December 2022 and will end in March 2023 for the Western Balkans. The main phase is foreseen for four years.

The required services details are part of Annex B to this document.

### 2. Timetable

	DATE	TIME - CET
Tender announcement	16 January 2023	12:00
Deadline for written enquiries	20 January 2023	17:00
Deadline for submitting offers	31 January 2023	17:00

### 3. Nature of the contract

Service agreement.

### 4. Eligibility for participation

Participation is open to all individuals with proven experience in the area of the assignment. Civil servants and persons elected or appointed in a public function are ineligible to participate as consultants in the tender procedure for this contract. Any offer containing any of such persons will be excluded from the procedure without further evaluation.

### 5. Costs for preparing offers

No costs incurred by the bidder in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the bidder, including the costs incurred during negotiating and interviewing process.

### 6. Sub-contracting

Sub-contracting services to another legal person is not allowed.

## 7. Provisional commencement date of the contract

15.02.2023

## 8. Initial period of execution and possible extension of the contract

Services are to be provided between 15.02.2023 and 31.03.2023.

## 9. Evaluation of offers

The entire evaluation procedure is confidential. The Tender Evaluation Committee (TEC) decisions are collective, and its deliberations are held in closed session. The procurement reports and written records are for official use only.

### Eligibility criteria

Required documents
1. CV
2. Proof of previous experience (i.e. templates, visual graphs etc.)
3. Financial proposal

The bidders that will provide all required documents will be processed for further evaluation.

After evaluation of offers, HELVETAS Swiss Intercooperation reserves the right to enter into interviews with selected applicants.

## 10. Submission of offers

Offers must be submitted in English to the following email address to [easterneurope@helvetas.org](mailto:easterneurope@helvetas.org). Applications submitted after the deadline will not be considered.

## 11. Alteration or withdrawal of applications

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

## 12. Additional information

The conclusion of the tender and the award of any purchase order/contract are subject to the availability of funds. HELVETAS Swiss Intercooperation reserves the right to annul this tender procedure at any time, without any liability on its side.

### Annexes

Annex 1: Terms of Reference