

## Request for Proposals

### Strengthening the Capacities of National Business Associations in the Eastern Partnership countries of RECONOMY Program

#### 1. About RECONOMY Program

RECONOMY is a program funded by the Swedish International Development Cooperation Agency (Sida) and implemented by Helvetas Swiss Intercooperation in collaboration with partners, in two regions - Eastern Partnership (Armenia, Azerbaijan, Georgia, Ukraine, Moldova), and 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 in March 2023 for the Western Balkans. The Main Phase is foreseen for four years, which started in January 2023 and will last till the end of December 2026.

The main goal of RECONOMY is to enable women and youth, including the most disadvantaged and excluded, to benefit from economic opportunities by increasing their income and taking up decent and green jobs, inclusively and sustainably. To reach the main goal, RECONOMY works along three workstreams: services, competencies, and influences.

- When businesses embrace the new or better **services** facilitated by RECONOMY, it is expected that their investment and growth will increase as a result, making the private sector more competitive. These changes on the demand side, however, are insufficient.
- **Competencies** of the labor force are required, as is the ability to join companies or launch one's own economic endeavors. These come from inclusive, affordable, and demand-driven skills and intermediation services and support systems, leading to the employability and mobility of our target group.
- Further, businesses benefit from an enabling environment that is tailored to their industry or company, as it **influences** their productivity and spurs them to do business in a better way.

#### 2. Requirements

##### 2.1 Technical Requirements

Technical Requirements should jointly consider:

- Terms of Reference - Strengthening the capacities of national business associations in EaP countries

##### 2.2 General Terms and Conditions

By submitting the proposals, the applicants confirm acceptance of **HELVETAS General Terms and Conditions of Business**. Please refer to Annex 3.

##### 2.3 Language: ENGLISH

### 3. Eligibility for participation

#### 3.1 Eligible Applicants

Participation is open to all consultancy companies or nonprofit organizations with **proven experience and capacities in designing and implementing capacity-building programs/projects.**

#### 3.2 Exclusion Criteria from participation

Applicants shall be excluded from taking part in the procurement procedure if they meet at least one of the Exclusion Criteria described in Annex 1.

Applicants must certify on honour in their Proposals that they are not in any of the situations described in Annex 1 - Exclusion Criteria. Please use the template provided in Annex 2.

### 4. Selection Criteria

The eligible consultancy companies meeting the following criteria are invited to submit a proposal:

- At least 10 years of proven technical expertise and experience in designing and implementing capacity-building programs for business support organizations, particularly focusing on advocacy and institutional development.
- At least 7 years of proven expertise in organizational diagnostics and development, including policy advocacy, governance, and financial sustainability.
- Proven experience in delivering training and mentorship programs for BSOs.
- Proven track record of designing and delivering at least three capacity-building programs/projects in the last 5 years,
- Profound knowledge of the economic and democratic reform processes in EaP countries.
- Experience in designing and/or implementing capacity-building programs/projects funded by Sida is desirable.

### 5. Application Procedure

#### 5.1 Documents to be submitted:

Request for Proposals should include the following documents:

- Technical Proposal (as described in the ToR)
- Financial Proposal (as described in the ToR)
- Certification on Honour, (Annex 2)

#### 5.2 Submission of Proposals

Proposals should be delivered to [reconomyprocurement@helvetas.org](mailto:reconomyprocurement@helvetas.org), with the subject line "Strengthening capacities of BSOs in EaP countries ", by **16 October 2024**.

## 6. Evaluation

Proposals shall be evaluated on the basis of their completeness, compliance, and responsiveness to the Terms of Reference and other provisions of this Request for Proposals.

### 6.1 Awarding Criteria

Proposals shall be evaluated based on the **Best price – Quality ratio** criteria as follows:

- A. Technical Proposal - 70%
- B: Financial offer – 30%

### 6.2 Evaluation Grid

<b>A. Technical Proposal Evaluation Criteria</b>		<b>Max Points (70)</b>
A1	Proven technical expertise and experience in designing and implementing capacity-building programs for business support organizations, particularly focusing on advocacy and institutional development. Proven expertise in organizational diagnostics and development, including policy advocacy, governance, and financial sustainability.	20
A2	Proposed Methodology, Approach, and Implementation Plan for the completion of the assignment.	15
A3	Expertise and professional experience of Key Professional Staff assigned to, in designing and implementing capacity-building programs. Proven experience in delivering training and mentorship programs for BSOs.	25
A4	Profound knowledge of economic and democratic reform processes in EaP countries. Experience in designing and/or implementing capacity-building programs/projects funded by Sida.	10
<b>B. Financial Proposal Evaluation Criteria</b>		<b>Max Points (30)</b>
B1	The financial proposal is well-structured and supports the implementation of the services specified in TOR.	10
B1	The financial proposal considers market rates applicable to the relevant sector.	10
B2	To what extent the quality of the technical proposal corresponds to the financial proposal.	10

## 7. Confidentiality

RECONOMY acknowledges that the information received from Applicants under this Request of Proposals may be of a confidential nature. RECONOMY shall use the same degree of care with Applicant's confidential information as it uses to protect its own confidential information.

## 8. Further Information

Any clarifications with respect to this Request for Proposals shall be sent to the email address presented herein above no later than 5 working days before the closing date for submissions.

The applicants can expect to receive information about the decision on their proposals at latest by November 10<sup>th</sup>, 2024.