**SERVICE CONTRACT NOTICE**

**< External Evaluation**

**of the**

**EU4Culture: Stronger Communities and Initiatives Project (hereinafter the Project) >**

**<Armenia: Gegharkunik, Kotayk and Shirak Regions** **>**

**1. Reference**

<**SPC01:** **NEAR-TS/2017/394-891 Grant Agreement between EU and DVV International**>

**2. Procedure**

Simplified

**3. Programme title**

< Project External Evaluation>

**4. Financing**

<**5.4** Budget line under **NEAR-TS/2017/394-891 Grant Agreement between EU and DVV International** >

**5. Contracting authority**

[**DVV International** under its Grant Agreement **NEAR-TS/2017/394-891** with EU]

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global Price Contract in which the services provided are paid on the basis of the delivery of the specified outputs.

**7. Contract description**

The overall objective of this assignment under this Contract is to assess the relevance, coherence, effectiveness, efficiency, impact and sustainability of interventions under the EU4Culture Project.

In addressing the objectives of this evaluation, the main focus should be on the main target group of the Project, that is the regional CSOs and other stakeholders, such as museums, local authorities, schools, community population and others.

Thus, the Consulting Company (CC) or the team of consultants solicited through this tender is expected to use a mix of qualitative and quantitative methods to conduct a robust evaluation of the Project (for details see the Terms of Reference (ToR)).

**CONDITIONS OF PARTICIPATION**

**8. Eligibility**

Participation is open to all eligible companies and teams of individual consultants that meet the qualification defined in the ToR and the selection criteria for this tender detailed below. The applying companies should be effectively established in Armenia and all applicants should have proven record of service provision of evaluation and monitoring services.

**9. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the Tender Submission Form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG / <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.4>) at the moment of the award decision cannot be awarded the contract.

**PROVISIONAL TIMETABLE**

**10. Provisional commencement date of the contract**

< 05.03.2021 >

**11. Implementation period of the tasks**

< 50-60 days >

**SELECTION AND AWARD CRITERIA**

**12. Selection criteria for companies**

The following selection criteria will be applied to the companies and teams of consultants applying for the tender:

1. Capacity and prior experience (30%): evidence of relevant services performed for at least 3 years in designing and conducting evaluations, studies and other research, analysing qualitative and quantitative data and developing reports (through provision of organisational profile and a list of relevant previous assignments, etc.). Provision of minimum two references from prior client will be taken into account. Experience of working with CSOs in Armenia is also an advantage.
2. Proposed professional team (30%): required qualifications include relevant education, minimum 3 years of professional involvement in their area of expertise. Overall, key staff qualifications and involvement in similar contracts/assignment will be taken into account.
3. Technical Proposal (Organisation and Methodology) (30%) that demonstrates understanding of the assignment, ability to address all objectives defined in this ToR in a coordinated manner, implementation plan that clearly distributes different tasks in a way that the overall assignment is performed effectively and with quality.
4. Financial Offer (10%) that provides total contract price based on understanding of the assignment and related cost.

Information for criteria 1 and 2 should be provided through the Technical offer that includes the Tender Submission Form and the Technical proposal (including a section on the key staff and CVs (included as Annex I)). The Technical Proposal is provided as a standalone document. Guidance on this document is also included in the Tender Submission Form.

Financial offer is provided as a separate document. Guidance on this document is also included in the Tender Submission Form and Instructions to tenders.

**13. Award criteria**

Best price-quality ratio.

**TENDERING**

**14. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified on January 15, 2021.

**15. Tender format and details to be provided**

**Tenders must be submitted using the Tender Submission Form included in this tender package.**

**16. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the electronic email addresses below:

[info@dvv-international.am](mailto:info@dvv-international.am) and [asryan@dvv-international.am](mailto:asryan@dvv-international.am)

**Tenders submitted by any other means will not be considered.**

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**17. Operational language**

All written communications for this tender procedure and contract must be in English.