



**CEI Know-how Exchange Programme – AUSTRIA
(KEP AUSTRIA)**

Invitation to submit offers for the Evaluation of KEP AUSTRIA

The CEI Know-how Exchange Programme (KEP) is a CEI cooperation instrument set up by the Central European Initiative (CEI) in 2004 for promoting projects in know-how exchange between CEI EU and CEI non-EU countries. KEP AUSTRIA is a specific component of the KEP, which is supported by Austria with the funds of the Austrian Development Cooperation.

With this announcement, the CEI Secretariat invites the interested parties to submit their offers for the evaluation of KEP AUSTRIA Programme. The aim of the evaluation is to evaluate the overall effectiveness of the programme and the results of the supported projects. In addition, it will formulate recommendations with regards to the way in which KEP AUSTRIA relates with the general policies and the strategic context of development cooperation in relevant recipient countries (Albania, Belarus, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro, Serbia and Ukraine).

Detailed information about the task of the evaluation as well as its scope and objectives can be found in the attached Terms of Reference, which must be studied thoroughly before submitting the offer. It needs to be underlined that, in order to carry out this task, specific knowledge is required with relation to the sectors and the target region covered by the programme, as well as to specific analysis tools and evaluation methods.

Assignment	Evaluation of KEP AUSTRIA Programme
Sector	Evaluation of programme and project management
Geographical area	18 Member States of the Central European Initiative (CEI) from Central, Eastern and South-Eastern Europe
Managing authority	Central European Initiative - CEI Executive Secretariat via Genova 9 34121 Trieste
Contact person	KEP AUSTRIA Office Ms. Tania Pibernik Tel. +39 040 7786 721 E-mail: kep.austria@cei.int
Date of announcement publication	15 July 2016
Offer submission	The offers shall be submitted in the English language by e-mail to: kep.austria@cei.int , and indicating in the subject of the e-mail: "Offer for KEP AUSTRIA Evaluation". The technical and financial offer will be submitted as two separate documents and shall be accompanied by all requested annexes. Incomplete offers will not be considered. Both technical and financial part must be signed by the legal or authorised representative of the party submitting the offer. The offers shall be written in a clear and easy comprehensible language.
Technical offer	The technical offer must contain the following parts: I) Understanding of the objectives and the task to be carried out II) Approach, methodology and analysis tools proposed (explaining the reasons for choosing them) III) Structured work plan of the activities (explaining how the work will be organised)

	<p>IV) Evaluation team (Brief description of the composition of the evaluation team and its expertise and stating which of the evaluators will act as team leader. All team members must have fluency in English language.)</p> <p>The technical offer must be accompanied by the following annexes:</p> <ul style="list-style-type: none"> • <u>Curricula vitae (CV)</u> of the individual evaluators. The length of the CVs shall not exceed 4 pages each (size A4). • <u>List of past evaluations</u> carried out, with information about the contracting authorities, geographical areas and sectors covered by past evaluations. • <u>Self certification</u> (annex 2), signed • <u>Copy of ID card of the legal representative</u>
<p>Financial offer</p>	<p>The financial offer will be provided as a total lump sum requested. However, a detailed cost breakdown must be included by providing the unit and total costs of various budget items (professional fee / personnel; travel, accommodation and subsistence; other costs; etc.). Daily rate for each staff member and the total number of working days envisaged need to be provided. In any case, the contract will be made on the basis of the lump sum covering the consultancy fee and all costs.</p> <p>The financial offer shall not exceed <u>EUR 15.000</u>. All prices must be expressed in Euro and exclude VAT. The CEI is exempt from paying VAT.</p>
<p>Deadline for submission of offers</p>	<p>16 August 2016, 12:00 CET.</p> <p>The period of validity of the documentation is 6 months after the deadline for submission of offers.</p> <p>This invitation to submit offers is not binding for the CEI. By submitting their offers, the interested parties accept that the CEI is not bound to conclude any assignment with them and that the CEI can abandon or cancel the procedure for awarding the contract.</p>
<p>Offer assessment</p>	<p>The technical and financial offer will be assessed, by attributing the total maximum points of 100, of which 80 for the technical offer and 20 for the financial offer.</p> <p>The technical offer will be assessed on the basis of the quality, appropriateness and completeness of each of the four parts of the offer. The financial offer will be assessed by taking into account the completeness, appropriateness and soundness of the proposed budget.</p>
<p>Annexes</p>	<ul style="list-style-type: none"> • ANNEX 1 - Terms of Reference for the Evaluation of KEP AUSTRIA Programme and Projects • ANNEX 2 - Self certification template to be submitted • ANNEX 3 - KEP AUSTRIA Call for Proposals 2015 • ANNEX 4 - KEP AUSTRIA Rules and Procedures • ANNEX 5 - KEP AUSTRIA Expression of Interest (STEP 1) • ANNEX 6 - KEP AUSTRIA Application form (STEP 2) • ANNEX 7 - KEP AUSTRIA Priority Areas