

## SUBCONTRACTING FOR EXTERNAL EXPERTISE

---

### **Tender specifications for recruiting the service of a National Expert for the development of the sustainable strategic plan for the tourism sector of the City of Ungheni (Moldova)**

---

#### **1. Background**

The **Province of Venice in partnership** with the **Confartigianato – Associazione Artigiani e Piccole Imprese del Mandamento di San Donà di Piave (the Association of Crafts and Small Enterprises of San Donà di Piave)**, the **City of Ungheni (Moldova)** and the **City of Kutaisi (Georgia)** have submitted the project titled “An integrated approach for the sustainability of the tourism production” under the EU programme CIUDAD - Cooperation in Urban Development and Dialogue – (Ref.: EuropeAid/127778/C/ACT/MULTI - Budget lines: 19.080101 and 19.080103 ).

**The project has been positively evaluated, receiving the contribution from the European Union.**

The purpose of the action is to adopt a benchmarking methodology for the development of the sustainable region in the ENPI project partners (Republic of Moldova and Georgia), considering that tourism is an increasingly significant part of the Georgian and Moldavian economy. The Italian partners propose the experience and good practice adopted by the Hotels and Tourists Organizations Association of the North Adriatic area to the partners.

In order to ensure a large visibility to this tender, the Confartigianato will publish it on its own web site [www.partenariato.it](http://www.partenariato.it) as well as in the project website of the City of Ungheni. Considered the urgency in recruiting the expert who should carry out the activities of this call for tender, it will remain on-line for 15 days from its publication.

#### **2. Eligibility of tenderers**

Participation in the tender procedure is open on equal terms to all natural and legal persons which operate and have their residence headquarters in Moldova.

Tenderers must state in the tender the country of which they are nationals by presenting the usual proof of nationality under their national legislation.

#### **3. Purpose of the Contract**

The activity of the external expert for which there will be the “Award of the contract” is part of the project that is going to be realized. The external expert is necessary **to support the staff of the project partners in order to develop the sustainable strategic plan for the tourism sector of the City of Ungheni (Moldova).**

#### **4. Tasks to be performed by the contractor**

##### **4.1. Description of tasks**

The contractor is undertaking to perform the roles and tasks as set out in the work programme of the abovementioned project. The external expert will be assigned with the following tasks:

1. Reading and Evaluation of the documents, deliverables and researches already available on the topic;
2. Cooperation with the international expert and the local working team assigned in drafting the strategic plan for tourism of the City of Ungheni;
3. The support in the collection of information and documents necessary in order to develop the strategic plan for tourism for Ungheni;
4. The support and/or participation in the local workshops for the preparation and final draft of the Strategic plan for Tourism of the City of Ungheni, according to the needs and expectations from the meetings with the local working team;
5. The transfer of competences to the officials of the City of Ungheni for the development of their strategic plan for tourism, through some sessions of capacity building;
6. The support to the local officials individuated from the project partner, the City of Ungheni, in preparing and drafting its final Strategic plan for Tourism;
7. The reporting of the Plan and activities realized, to be provided in English.

The successful bidder will be expected to give his/her consultancy in the abovementioned tasks partly on desk (nr.1 and 3), and partly in the territory of the project partner, in Moldova.

#### **4.2. Guidance and indications on task execution and methodology**

The Confartigianato will agree with the contractor the consulting outlines, the schedule of project events and the reporting procedures for the project activities.

In particular they will discuss and share the work plan for the strategic planning in Ungheni.

The consulting activities should be carried out directly by the contractor. They may not be subcontracted.

#### **5. Expertise required**

The local external expert is required to have specific competences and a proven track record on the development of the sustainable tourism, the benchmarking methodology, the management of the groups dynamics and the Quality Systems in the tourist sector, in particular to have large experience in the strategic planning for tourism development of **Moldova or its specific areas**.

#### **6. Time scheduling and reporting**

The expert will be involved from the kick-off meeting of the partners, foreseen at the end of October 2011, till up the end of the project in March 2012 (included in the reporting activities to the EC following the project conclusion).

After the signature of the contract, the timetable of the activities will be defined together with the successful bidder.

#### **7. Payment and standard contract**

The payment of the service will be made in one instalment, after the verification of the work carried out and the report produced, that should be in line with the work plan and the contract signed.

#### **8. Price**

The cost of the service to be awarded is estimated to be at maximum of 2.250,00 euro, included VAT (if due).

Eventual transport and subsistence expenses are chargeable to the expert.

## 9. Exclusion criteria

Tenderers will be excluded from participation in procurement procedure if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- they are currently subject to an administrative penalty.
- they are subject to a conflict of interests;
- they are guilty of misrepresentation in supplying the information required by the Beneficiary as a condition of participation in the contract procedure or fail to supply this information.

**Candidates or tenderers must certify that they are not in one of the situations listed above.**

**Moreover, beside the activities listed in item 4, the candidate should pay attention to the following requirements:**

- the candidate undertakes to comply with the obligations foreseen in the contract that it will sign with the CONFARTIGIANATO - the Association of Crafts and Small Enterprises of San Donà di Piave, which will award the contract, and with the principles of good partnership practice;
- the candidate has not to act on behalf of the CONFARTIGIANATO - the Association of Crafts and Small Enterprises of San Donà di Piave, which will award the contract, the lead partners, the Province of Venice, or the other project partners, the City of Ungheni (Moldova) and the City of Kutaisi (Georgia), without sharing the intentions and the activities to be carried out with the management team;
- the candidate is directly responsible for the preparation, management and implementation of the action of the Agreement, if any, and is not acting as an intermediary;

## 10. Selection criteria

All requests to participate and tenders will be evaluated by an evaluation committee which consists in the team representing the Italian project partners, made of the Executive of the Province or its delegate, the Director of the Confartigianato or its delegate, the project coordinators for the Province and for the Confartigianato, the local project partner, the staff assigned to the action with the technical and administrative capacities necessary to give an informed opinion on the tenders and the project scientific director.

The Project Manager from the Contracting Authority could be involved in the evaluation of the bidders.

The bidders will be selected according to the following criteria:

- The eligibility of the tender, considering that it must satisfy all the requirements of the call on the basis of the exclusion criteria ;
- The technical evaluation, as the successful bidder should have the capacity, professional competencies and qualifications required to successfully complete the tasks assigned. For this reason the Evaluation Committee will take into consideration the curricula of the candidates, in particular their qualifications in the sector of interest and the experiences made on the themes treated. Particular account will have the experiences made in other European projects with third countries.
- The economic and financial evaluation, taking into account the price for the subcontracting proposed by the tenderer.

After the formal and technical evaluation, the Committee will write up the evaluation report and the successful bidder will be informed about the evaluation result.

## 11. Award criteria

The contract will be awarded to the most economically advantageous tender. The tender offering the best price-quality ratio according to the selection criteria will be awarded, in accordance with the principles of transparency and fair competition for potential contractors and taking care to avoid any conflicts of interest.

In consideration of the urgency, the contract will be awarded even if just a bid respecting will be received.

## 12. Content and Presentation of the bids

### 12.1. Content of the bids

The bids should contain the CV of the expert (preferably on the Europass model) with a detailed explanation of the qualification and the expertise of the tenderer, to demonstrate to be interested and to fitting in performing the tasks, as set out in point 4 of this Call for tender. Moreover, a short summary (in form of “index”) of the Tourist Plan, with only the statement of the contents to be achieved, is an asset.

### 12.2. Presentation of the bids

Bids should be presented by e-mail to the Europe Office of the Confartigianato, to the following email address: [info@partenariato.it](mailto:info@partenariato.it), mentioning this subject: *CIUDAD - Cooperation in Urban Development and Dialogue - EuropeAid/127778/C/ACT/MULTI - Project: “An integrated approach for the sustainability of the tourism production”*

If requested, a paper copy will be provided to:

**Confartigianato, Associazione Artigiani e Piccole Imprese del Mandamento di San Donà di Piave – Europe Office**

Via Perugia, 2

30027 – San Donà di Piave (Venice)

Italy



**Offers must be received within 15 days from the date of publication of this call for tender on the Confartigianato website.**