

REQUEST FOR A PROPOSAL NO. dzp.262.48.2023

1. Awarding Entity:

The Foundation for the Development of the Education System seated in Warsaw, Al. Jerozolimskie 142 A, 02-305 Warsaw announces the request for a proposal excluded from the obligation to apply the provisions of the Public Procurement Law for services consisting of **accreditation and monitoring of organisations from the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), the Russian Federation and Norway as well as from other countries named by the European Commission applying for Quality Label as part of the European Solidarity Corps.**

2. **Description of subject matter of contract** constitutes **Annex no. 1** to the request for a proposal.

3. **Term of the Contract:** from the date of Contract signing until 31.12.2024.

4. Requirements from Contractors:

For the procurement may compete the Contractor who proves, he disposes of a person who:

- a) has command of English on the level allowing for unconstrained verbal and written communication – minimal level B2,
- b) has practical computer skills (MS Office, IT tools for online submission of documents),
- c) has experience in implementation of min. 3 volunteering projects in frames of European Voluntary Service (EVS), Erasmus+ and/or European Solidarity Corps as a project coordinator or a person supporting a project or/and experience in implementation of training activities on the topic of volunteering projects within above mentioned programmes,
- d) has experience in implementation of min. 3 projects in the area of informal education of youth and persons working with youth in one of the Eastern Partnership countries, the Russian Federation or Norway, e.g. as project coordinator, educator, informal education trainer, pedagogue, instructor, tutor, expert, inspector, researcher etc.,
- e) has knowledge about aims and methods of implementation of European Solidarity Corps volunteering projects.

5. Proposal evaluation criteria and their weight:

5.1 Criterion I (X1): experience in implementation of European Voluntary Service(EVS) or European Solidarity Corps projects as a project coordinator or a person supporting a project, or/and experience in implementation of training activities on the topic of volunteering projects within above mentioned programmes different than listed in pt. 4 d) of the request for proposal - 20%

- a) 10 points for implementation of 1 -3 additional volunteering projects
- b) 20 points for implementation of 4 additional volunteering projects or more.

5.2 Criterion II (X2): Experience in conducting accreditations and/or Youth in Action and/or monitoring in frames of Erasmus+ and/or ESC for National Agencies or Regional SALTO Resource Centres - 35%

- a) 25 point for conducting from 2 to 4 accreditations/ monitorings in frames of the above mentioned programmes
- b) 35 points for conducting 5 or more accreditations/ monitorings in frames of the above

mentioned programmes.

5.3 Criterion III (X3): experience in implementation of volunteering projects in frames of programmes different than European Voluntary Service(EVS) or European Solidarity Corps – 15%. 15 points for implementation of min.2 projects in frames of these programmes.

5.4 Criterion IV (X4): experience in implementation of accreditations or assessment of applications for project grants in frames of educational and/or volunteering programmes different than European Voluntary Service(EVS) or European Solidarity Corps – 15%.

- a) 10 points for implementation of 3-5 accreditations or assessments of project grants,
- b) 15 points for implementation of 6 or more accreditations or assessments of project grants.

5.5 Criterion V (X5): fluent command of one of the official languages of the Eastern Partnership countries, the Russian Federation or Norway (Azeri, Belarusian, Georgian, Norwegian, Armenian, Russian, Romanian, Ukrainian) min. B2 - 15%. 15 points for knowledge of min. 1 official language of the above mentioned countries.

The most advantageous proposal shall be deemed the proposal of the Contractor which receives the highest score in specific evaluation criteria according to the formula: $X1+X2+X3+X4+X5$.

6. **Draft contract/ Essential Terms of contract** shall constitute **Annex no. 3** to the request for a proposal.

The Awarding Entity informs that will sign contracts with 15 Contractors, whose offers receive the highest number of points according to criteria of the assessment of proposals and will fulfill requirements specified in point 4 of the request for a proposal.

7. Proposals presented on the form constituting **Annex no. 2** to the request for a proposal shall be sent in electronic form (scanned copies) to the following e-mail address: dzp@frse.org.pl or directly to the FRSE office at Aleje Jerozolimskie 142a, 02-305 Warsaw.

8. Please enclose with the proposal:

- 1) Filled in Annex No. 4,
- 2) Filled in Annex No. 5,
- 3) Filled in Annex No. 7,
- 4) CV.

9. The deadline for proposal submission is: **23 March 2023 r. at 12:00 (CET)**.

10. Time limit for proposal validity is 30 days.

11. Contact person on behalf of the Awarding Entity: Daryna Skalatska, tel: +48 511 569 518, from 9.00 to 15.00, on weekdays (from Monday to Friday), e-mail: dskalatska@frse.org.pl.

12. The Awarding Entity reserves the right to cancel the request for a proposal at any time, without giving reasons for it.

13. The Awarding Entity may request explanation from the Contractors regarding the content of proposals and completion of demanded documents.
14. The Awarding Entity reserved the right to correct in the proposal of the Contractors: obvious written, arithmetical and other errors that do not cause significant changes.
15. Proposals sent after the deadline, as well as variants will be rejected.
16. The Contracting Entity informs that in accordance with applicable law the Request for Proposals does not constitute an offer within the meaning of Article 66 of Polish act of 23 April 1964 Civil Code (OJ of 2022, item 1360).

Warszawa, 17 marca 2023 r.

miejsowość, data

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*podpis pracownika realizującego
zamówienie*