

## SERVICE CONTRACT NOTICE

**Provision of services for the development and facilitation of an “In-depth cross-country analysis of national studies on social innovation” for the implementation of the project MedRiSSE “Replicable Innovations of Social and Solidarity Economy (SSE) in the provision of services and creation of decent jobs in the post covid-19 crisis recovery”, that is co-financed by European Union through the Cross Border Cooperation Programme ENI MED 2014-2020**

### 1. Reference

The aim of this call of tender is to contract the provision of services for the implementation of the project MedRiSSE and more particular for the implementation of the work package (WP) 5 “Policy Advocacy and Mainstreaming”.

### 2. Procedure

Open Tender Procedure.

### 3. Project title

Project MedRiSSE “Replicable Innovations of SSE in the provision of services and creation of decent jobs in the post covid-19 crisis recovery”. Lead beneficiary (LB) of the project is Asamblea de Cooperación por la Paz (ACPP), Spain.

### 4. Total budget available for contracting

The total available budget for contracting is 11.400,00 € (including VAT and all taxes) and refers to the following cost categories, WPs and services

Cost Category	Services	Available amount in Euros (including VAT)
WP5: External Services	5.1.1 Data collection, analysis, processing	7.400,00
	5.1.2 Comparative analysis report	4.000,00
<b>Total approved budget (including VAT and all taxes)</b>		<b>11.400,00</b>



## 5. *Financing*

The project is financed by 90% by the European Union through the Cross-Border Cooperation Programme ENI MED 2014-2020 and by 10% through the own resources of the Oxfam Italia.

## 6. *Contracting Authority*

Oxfam Italia (OIT), Italy.

## 7. *Legal basis*

- Regulation (EU, EURATOM) No<sup>o</sup> 1046/2018 OF THE European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union;
- Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests;
- ENI Regulation (EC) No 232/2014 of the European Parliament and of the Council 11 March 2014 establishing a European Neighbourhood Instrument;
- ENI Common Implementing Rules (Regulation (EC) No 236/2014) laying down common rules and procedures for the implementation of the Union's instruments for financing external Projects;
- ENI CBC Implementing Rules (Regulation (EC) No 897/2014) of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulations (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument;
- Regulation (EU) No 1407/2013 of the European Commission of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the minimis aid;
- ENI CBC Mediterranean Sea Basin Joint Operational Programme approved by the European Commission on 17/12/2015 (Decision No C(2015) 9133), and its annexes;
- All manuals and guidelines issued by the Programme, in their latest version;
- Financing Agreements signed between the European Commission and the Mediterranean Partner Countries;
- National rules and guidelines applicable to the LB and Partners;
- The MedRiSSE Grant Contract with reference number A\_A.3.2\_0041 (signed on the 14<sup>th</sup> of July 2021) and the Partnership Agreement (signed on the 26<sup>th</sup> of July 2020) of the MedRiSSE project;



- The MedRiSSE ACP-UIT Bilateral Agreement for the project implementation signed on the 21<sup>st</sup> of December 2021;
- Oxfam Italia Internal Regulation on Procurements.

## INTRODUCTION

### *8. Brief description of the MedRiSSE project*

The purpose of MedRiSSE is to develop a Mediterranean scalability pathway for social innovations that enable the Co-production of municipal services with local Social and Solidarity Economy agents (SSE) that have emerged from interactions between the government and the SSE involved in several ENI funded projects. These innovations represent successful and efficient practices for the achievement of the SDGs in general, and for the protection of the most vulnerable groups in the post Covid19 economies in the MSB.

The strategy of the project revolves around widening the SSE and Co-production Community of Practice (WCoP) launched by the MedTOWN project, further involving policy makers, SSE actors, researchers, etc. The WCoP will benefit from social innovations and capacity building resources regarding the role of SSE in the promotion of decent jobs and social inclusion (MoreThanaJob), the promotion of SSE ecosystems (MedUP, IESS, progress) and the empowerment women in cooperatives through fair trade and eco-tourism (RUWOMED).

The WCoP will be linked to a new Mediterranean Co-production Lab (LAB) that will help establish conditions for innovation in the delivery of public services through alliances with SSE and help them identify and foster opportunities for collaboration.

The lab will develop an evaluation methodology to understand the potential for scalability of the different co-production models or social innovations, which, in turns, will evolve into a Mediterranean Co-production Toolkit for Public Sector Innovation. This Toolkit will help both SSE practitioners and public servants understand and apply innovation in their daily work.

Lastly, the project will continue the communication and policy dialogue initiated by the 5 capitalised project under a harmonised approach, to continue advocating for legal and institutional reforms and policy innovations aimed at supporting emerging sectors of SSE, as well as the concepts of “co-production” and “social economy”.

The total budget of the project is **1.111.110,99 €**, of which 90% is financed by the ENI CBC MED Programme and 10% by the partners own resources.

The implementation period of the project is 24 months **from 01/09/2021 to 31/08/2023**.



The partnership is composed of 7 partner organizations from 5 Mediterranean countries and 7 associate partners. In particular:

- BEN: Assembly of Cooperation for Peace (ACPP), Lead Beneficiary, Spain;
- P1: Al-Najah National University (ANU), Palestine;
- P2: Oxfam Italia (OIT), Italy;
- P3: Agricultural Development Association (PARC), Palestine;
- P4: Jordanian Hashemite Fund for Human Development (JOHUD), Jordan;
- P5: Tunisian Centre for Social Entrepreneurship (TCSE), Tunisia;
- P6: PIN S.c.r.l. Didactical and Scientific Services for the University of Florence, ARCO (Action Research for CO-development), Italy;
- P7: Innovation & Social Economy in Mediterranean cooperative enterprise (iesMed), Spain.

The associated partners are the following:

- ASSO1: Municipality of Seville, Spain;
- ASSO2: Municipality of Barcelona, Spain;
- ASSO3: Municipality of Tumbas, Palestine;
- ASSO4: Ministry of Local Administration, Jordan;
- ASSO5: REAS ANDALUCÍA – Network of Alternative Solidarity Economy, Spain;
- ASSO6: Tunisian General Labour Union, Tunisia;
- ASSO7: Municipality of Santa Coloma de Gramanet, Spain.

## *9. The role of OIT in the project*

As MedRiSSE project partner, Oxfam Italia is leading the WP5 Policy Advocacy and Mainstreaming by:

- conduction of an in-depth cross-country analysis of national studies on social innovation run within the 5 projects included in MedRiSSE;
- developing thematic policy briefs to positively influence changes in the institutional frameworks regulating social innovation in its different forms;
- promoting public private dialogue between institutional actors of the ecosystems in Europe and in the MENA region to share policy experiences and practices and foster mutual learning.

## CONTRACT SPECIFICATION

### 10. Contract description

#### Background

The contractor will assist OIT in implementing the activities of the Work Package 5 “Data collection from the 5 target projects” and “Comparative report and analysis on co-production and public sector innovation”, specifically output 5.1 “Cross-Country analysis report of national mappings and studies on social innovation”.

The analysis is built on the experienced gained through the following 5 cooperation Projects:

Project	Thematic experience
<a href="#">MedTOWN</a>	Exploration of digital payment systems for co-production and tools for financial innovation in the delivery of public utilities
<a href="#">MoreThanAJob</a>	Role of social and solidarity economy in the promotion of decent jobs and social inclusion
<a href="#">RUWOMED</a>	women empowerment in cooperatives through fair trade and eco-tourism
<a href="#">MedUP!</a>	Promotion of the ecosystem for social enterprises and in particular on access to finance for social business
IESS	Promotion of employment through the development of the social and solidarity economy

#### Detailed description of contracted activities

The objective of the inter-projects study is to outline a comprehensive understanding of the social innovation sector in its different declinations, programs and contexts, including their transversal topics and issues. The research will be the foundational for the design of the thematic policy brief and the promotion of dialogue between public institutions and private actors. The study must highlight main facts, challenges, opportunities, risks for social innovation to grow within the MedRiSSE 5 projects and draw key recommendations that can be included in the policy briefs that will be developed afterwards.

**Tasks.** The contractor will be responsible to conduct:

- Literature review on social innovation in the targeted countries (Jordan, OPTI, Tunisia, Italy and Spain);
- Data collection on the social innovation definition used within the 5 projects involved in the MedRiSSE;



- Desk review of the (i) documents and studies on social innovation produced by the 5 projects part of MedRiSSE related to the thematic expertise table include in the background, and (ii) 5 best practices from each MedRiSSE project for the replicability roadmap of the WP3;
- Analysis of the information collected;
- Key informant interviews with the teams of the involved projects;
- Design of a report (including a power point presentation) that describe the main findings of the in-depth analysis on social innovation in the targeted 5 projects, including cross-cutting topics and issues;
- Presentation of achievements to OIT and project partners.

**Deliverables and deadlines.** The contractor will provide the following outputs:

- Inception report of the analysis that will include the detailed methodology of the research, as well as the tools for data collection and work plan;
- Final study report (max 20 pages, without annexes) with an executive summary. The final study report will also include a short but comprehensive power point presentation highlighting key info from the study. The final study report needs to be submitted according to the following procedures:
  - The consultant will prepare a draft report of preliminary findings on a prior agreed date and share it with Oxfam Italia;
  - Oxfam Italia will provide feedback on draft report of the analysis within 15 working days and the consultant then have to finalize the report;
  - The final version of the report has to be validated by Oxfam Italia. The consultant needs to submit the electronic version (i.e. Word, Power Point, Excel and pdf);
- A virtual meeting to present the findings of the analysis will be carried out with all the project partners.

The working language of the assignment will be English.

## PROVISIONAL TIMETABLE

### *11. Duration of the contract*

The duration of the contract will be from the day of signature until the end of the project 31/08/2022. Below it is presented an indicative timetable for the implementation of the activities, which can be changed and modified according to the implementation of the project.



## 12. Indicative Timetable

Output	Deadline
Inception report of the analysis	The document will be submitted within 15 days from the signature of the contract with OIT
Draft report of preliminary findings	By 11 July 2022
Final study report	By 31 August 2022
Virtual meeting for the presentation of the analysis findings	By 31 August 2022

## PAYMENTS

The schedule of payment is the following:

- 50% of total value of consultancy will be paid upon the signing of agreement and the submission of the inception report.
- 50% of final payment will be paid after the acceptance of final report.

## CONDITIONS OF PARTICIPATION

### 13. Participation

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed. Participation is also open to international organizations.

### 14. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.



### *15. Grounds of exclusion*

Tenderers will be excluded from participation in the procurement procedures 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, or persons having powers of representation, decision making or control over them, have been convicted of an offence concerning their professional conduct by a judgement of a competent authority which has the force of res judicata; (i.e. against which no appeal is possible);
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they are not in compliance with their 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 contracting authority or those of the country where the contract is to be performed;
- they, or persons having powers of representation, decision making or control over them, have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU's financial interests;
- they are currently subject to an administrative penalty.

Contracts may not be awarded to candidates, applicants or tenderers who, during the procurement or grant award procedures:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- find themselves in one of the exclusion situations for this procurement or grant award procedure.

### *16. Ethic clauses and Code of Conduct*

The provider has to follow the Oxfam's Branding policies and ensure Oxfam and donor visibility rules and guidelines are respected. The provider and his / her team in the assignment must abide by Oxfam child protection policy, code of conduct, do not harm principles and Oxfam safeguarding policies. All requirements in respect of insurance including professional





indemnity, worker's compensation, public liability, superannuation and taxation, are the sole responsibility of the provider.

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

### *17. Sub-contracting*

Sub-contracting is allowed in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole. Tenderers must give an indication of the proportion of the contract that they intend to subcontract.

Tenderers are required to identify all subcontractors. During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

## **SELECTION AND AWARD CRITERIA**

### *18. Competency of provider*

The provider should possess extensive experience (minimum 5 years) in analysis and assessment of multi-country development projects (special attention will be given to the experience in assessing initiatives insisting on social entrepreneurship, economic and social inclusion and innovation as well as in assessing EU funded projects). If scheduled, the proposed team shall comprise personnel with extensive experience (at least 3 years) in the related field. The provider should also have:

- Advanced university degree in subjects relevant to the content of the project;
- Acknowledged similar consultancies with recognized organizations;
- Relevant work experience on social innovation and work experience on MENA region represents a strong added value;
- Advanced written and verbal English. Working knowledge of Arabic is an asset;
- Proven communication and drafting skills, both written and verbal, including the ability to write accurate reports and communication materials;
- Excellent leadership skills, ability to work effectively in a team, excellent interpersonal and negotiation skills;



- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes;
- Ability to plan and organize work, anticipates risks, and sets goals within area of responsibility;
- Target oriented and problem-solving aptitude. Diplomatic and confidentiality skills;
- Computer skills (advanced user of Microsoft Office 365).

Tenders not fulfilling these minimum criteria will be rejected. The Technical Proposal shall include CVs of the nominated Experts.

### 19. Award criteria

The provider is required to submit a comprehensive proposal describing / articulating the work requirements outlined in the present document. The language proficiency of the proposed personnel is important to indicate in the proposal.

Tenders will be assessed against the award criteria, which are divided into quality criteria and price. The tender will be awarded according to the best price-quality ratio. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

#### **Criterion 1: Technical Offer (up to 80 points), including:**

Criteria/sub-criteria	Maximum points (80)
1. Methodology approach 1.1. Coherence with the defined scope and objectives, accuracy, clarity and completeness of the offer; 1.2. Feasibility of the approach proposed and adequacy of the methodology to the economic, social and environmental challenges in the relative fields of the contract.	30 points
2. Structure of the project team and CVs 2.1. Gender-balanced composition of the team; 2.2. Multidisciplinary composition of the team; 2.3. Thematic knowledge and degree of specialization in the fields related to the contract; 2.4. Level and relevance of the personal and collective capacities.	40 points
3. Quality of the proposal presentation 3.1. Language and the way proposal have presented. 3.2. How far proposal has complied with the format given in the ToR.	10 points



The applicant should score minimum of 40% in the technical evaluation to be eligible for financial evaluation (price).

### **Criterion 2: Economic Offer: 20 points**

Economic offers must be in Euro. All the economic offers that exceed the amount of 11.400,00 € (including VAT and all taxes) will be excluded.

The score (P) for the economic offer will be calculated as follows:

$$P = \frac{\text{lowest price}}{\text{bidder price}} * 20$$

The total score of the valued offer will be the sum of the score obtained for the technical offer plus that obtained for the economic offer.

The proposal and the budget should be prepared using the format provided in annex 3, in English.

#### *20. Explanations concerning tender documents*

Tenderers may submit questions in writing up to 10 working days before the deadline for submission of tenders, specifying the publication reference and the contract title, to:

E-mail: [lorenzo.paoli@oxfam.it](mailto:lorenzo.paoli@oxfam.it) and [silvana.grispino@oxfam.it](mailto:silvana.grispino@oxfam.it)

The contracting authority has no obligation to provide additional information after this date. Any clarification of the tender dossier will be communicated simultaneously in writing to all tenderers at the latest 3 calendar days before the deadline for submitting tenders.

## **TENDERING**

#### *21. Deadline for receipt of tenders*

**The deadline for receipt of tenders is 15 May 2022 at 14.00pm Italian time**

All tenders should be submitted in English.

#### *22. Period of validity of tenders*

Tenders must remain valid for a period of 90 days from the deadline for submission of tenders indicated in the contract notice.

The successful tenderer must maintain its tender for a further 60 days. The further period is added to the validity period irrespective of the date of notification.



### *23. Tender format and details to be provided*

The tenderer should present the following duly signed documentation:

- One technical offer with the methodological approach of implementing the activities (detailing phases, methodology, presentation and structure of the project team, quality of the proposal), as Annex I;
- One financial offer, as Annex II;
- CVs of the persons in charge for the provision of services that should fulfil the obligatory competency of provider of art. 18;
- Proven experience according to art. 18.

## **SUBMISSION OF TENDERS**

### *24. Sealing, marking and submission of tenders*

The complete tender must be submitted electronically through email.

The tenderer should send the offer via email to [lorenzo.paoli@oxfam.it](mailto:lorenzo.paoli@oxfam.it) and [silvana.grispino@oxfam.it](mailto:silvana.grispino@oxfam.it) with the email subject “**Proposal for social innovation analysis for MedRISSe project**”, by **14.00pm (Italian time) of the 15 May 2022**. The offer should be sent through a zip file with 2 folders: one with the technical offer and one with the financial offer.

All tenders must be sent to the contracting authority before the deadline for submission of tenders specified in section 21.

### *25. Extension of the deadline for submission of tenders*

The contracting authority may, on its own discretion, extend the deadline for submission of tenders when issuing a modification. In such cases, all rights and obligations of the contracting authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

### *26. Late tenders*

All tenders received after the deadline for submission specified in these instructions will be kept by the contracting authority.

No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.



### *27. Alteration or withdrawal of tenders*

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

## OPENING AND EVALUATION OF TENDERS

### *28. Opening of tenders*

The opening session should be held at least one day after the deadline for submission of tenders.

Tenders will be opened in a virtual session by the appointed committee on the following date and time:

Monday 16 May 2022 time 10.00am Italian time

The committee will draw up minutes of the meeting, which shall be available to tenderers on request.

After the opening of the tenders, no information relating to the examination, clarification, evaluation or comparison of tenders or recommendations concerning the award of contract can be disclosed until after the contract has been awarded.

### *29. Evaluation of tenders*

The contracting authority reserves the right to ask a tenderer to clarify any part of the offer that the evaluation committee may consider necessary for the evaluation of the offer. Such requests and the responses to them must be made in writing. They may in no circumstances alter or try to change the price or content of the tender, except to correct arithmetical errors discovered by the evaluation committee when analysing tenders. The contracting authority reserves the right to check information submitted by the tenderer if the evaluation committee considers it necessary.

The evaluation of tenders will be conducted according to Section 19.

#### **Examination of the administrative conformity of tenders**

The evaluation committee will check that each tender:

- has complete documentation and information;
- substantially complies with the requirements of these tender documents.

#### **Technical evaluation**

The evaluation committee will analyse the tenders' technical conformity in relation to the technical specifications, classifying them technically compliant or non-compliant.



## **Financial evaluation**

Once the technical evaluation has been completed the evaluation committee checks that the financial offers contain no arithmetical errors.

## **Award criterion**

The tender will be awarded according to the best price-quality ratio.

### *30. Correction of errors*

Possible errors in the financial offer will be corrected by the evaluation committee as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will prevail.

The amount stated in the tender will be adjusted by the evaluation committee in the event of error, and the tenderer will be bound by that adjusted amount.

## **CONTRACT AWARD**

### *31. Notification of award, contract clarifications*

Prior to the expiration of the period of validity of tenders, the contracting authority will notify the successful tenderer, in writing, that its tender has been selected and draw its attention to any arithmetical errors corrected during the evaluation process.

After the contract has been signed, the contracting authority will promptly notify the other tenderers that their tenders have not been successful.

By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.

### *32. Contract signing*

Within 30 days of receipt of the contract already signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.

If it fails to sign and return the contract within 30 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to claim compensation or pursue any other remedy



in respect of such failure, and the successful tenderer will have no claim whatsoever on the contracting authority.

### *33. Cancellation of the tender procedure*

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

### *34. Data Protection*

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed<sup>1</sup> solely for the purposes of the management and monitoring of the tender and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this tender procedure. Details concerning processing of your personal data are available on the privacy statement at <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A><sup>2</sup>

### *35. Appeals*

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint within 3 working days after the announcement of the results.

### *36. Operational language*

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

### *37. Information for the tender documents*

For any question related to the above Terms of reference and activities, tenderers may contact to [lorenzo.paoli@oxfam.it](mailto:lorenzo.paoli@oxfam.it) and [silvana.grispino@oxfam.it](mailto:silvana.grispino@oxfam.it)

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<sup>1</sup> Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ('Regulation 2018/1725'), Official Journal L 205 of 21.11.2018, p. 39.

<sup>2</sup> This link will lead you to the 'privacy statement' published as annex A13 to the practical guide general annexes.



## **Annex I: technical offer template**

1. Covering letter
2. Introduction
3. Background and understanding of the assignment
4. Proposed approach and methodology (including internal coordination process)
5. Deriving and presenting conclusions & recommendations
6. Work plan
7. Team composition
8. Evidence of past experience
9. CVs of professional members of the proposed team
10. A profile of team of consultants or organization (if applicable)
11. Any other elements deemed useful.

Above sections are compulsory to be presented in the proposal and any other information relevant to the ToR also can be included.



## Annex I: technical offer template

Description	Unit Description	No. of Units	Unit Costs in Euro	Total in Euro
<b>A) Professional Fees</b>				
<b>Sub Total - Professional Fees</b>				<b>0</b>
1.				0
2.				0
3.				0
4.				0
5.				0
<b>B) Field Work</b>				
<b>Sub Total - Field Work</b>				<b>0</b>
1.				0
2.				0
3.				0
4.				0
<b>C) Logistics &amp; Local Administration</b>				
<b>Sub Total - Logistic Administration</b>				<b>0</b>
1.				0
2.				0
3.				0
4.				0
5.				0
<b>Total in Euro (Inclusive of all taxes)</b>				<b>0</b>

**Note:** the costs must be in Euro (€).