

INVITATION TO TENDER

LOT 1 – Support to organize the CSO Capacity Development Program (CDP) in the areas of leadership, resources mobilization and communication;

I. BACKGROUND INFORMATION:

Climate Forum East II is a project funded by the European Union, Austrian Development Cooperation and the Austrian Red Cross implemented in Eastern Neighborhood Region (Armenia, Belarus, Georgia, Moldova, Ukraine) to help civil society, policy-makers and the broader public make informed decisions about how best to adapt to the risks of climate change.

CFE II primary goal is to build, strengthen the capacities and ensure support for a National Network of Civil Society Organizations to become a key factor in advocating environmental good governance, to influence effectively national and local policy making processes and raise public awareness on Climate Change Adaptation through the following main activities:

- Tailored capacity development programs (training packages, mentoring, consultancies and peer exchange with more experienced CSOs) in the areas of leadership, resource mobilization and communication for national network members.
- Funding opportunities for development and implementation of community based projects in the field of climate change adaptation;
- Exchange of practical knowledge and experience at regional level on climate change and environmental governance.

II. OBJECTIVE:

The overall objective of this LOT is to strengthen the capacities of CSO network and individual CSO network members through participatory development and implementation of a tailored CSO capacity development program in the areas of leadership, resource mobilization and communication.

III. SCOPE OF THE WORK AND EXPECTED OUTPUTS

The Contractor shall ensure the organization (*logistics and communication*) of four events (*two-day trainings*) in the areas of strategic leadership, external communication, resource mobilization and climate change adaptation.

The contracted NGO will be responsible for all logistical and communication arrangements and *optional: under the guidance of the National Coordinator to contract 2 trainers in the field of strategic leadership and fundraising.*

Relevant materials will be provided by the National Coordinator.

Terms and duration:

The contract shall be executed within 5 months' period, but not later than 31 of March 2017.

The expected output of the present contract includes the following:

- To provide the full arrangement including venue identification and negotiation, facility coordination, preparation of pre-meeting materials, speaker and participant liaison services, travel arrangements, simultaneous translation service for 2 out of 4 events (*RO-ENG-RO*), a full range of onsite support services, reimbursement processing and the compilation of meeting proceedings for 4 trainings ("*two-day training*") in the following areas:
 - (1) climate change adaptation
 - (2) external communication & advocacy
 - (3) strategic leadership and
 - (4) fundraising

The tentative calendar for the capacity development program (CDP) is the following:

1. Climate change adaptation – October-November, 2016
2. External communication & advocacy – November-December, 2016
3. Strategic leadership - January 2017
4. Fundraising - February – March 2017

At least 20 participants are expected at each training. The trainings shall be held in Chisinau, Republic of Moldova.

Budget and eligibility of costs: costs which may be taken into consideration

Detailed budget breakdown should be provided by the applicant including all estimated costs of case study development using the given format (see *Annex 2*).

Only "eligible costs" can be taken into account. Note that the eligible costs must be based on real costs, not lump sums. It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

Eligible direct costs covered by this grant may include:

- translation services;*
- printing services;* -
- local transportation;*
- expertise;*
- office supplies;* -
- venue and catering;*
- the cost of staff assigned to the action – if it is justified by showing that it is essential to carry out the action;*

IV. REPORTING

Within 2 weeks after each event the Contractor will deliver a report containing the agenda, list of participants, list of materials distributed, presentations delivered, photos, a review of the discussions and recommendations made if necessarily.

The Contractor shall provide brief monthly reports to the National Coordinator concerning the activities of the Contractor, highlighting any issues that may affect performance of the contract or delivery of the project results. In addition to the monthly reports, a final narrative and financial report shall be submitted.

V. MONITORING AND EVALUATION

The National Coordinator will evaluate the performance of the Contractor on a monthly basis, taking account of the following indicators:

- Monthly operational reports submitted on time
- Overall progress of the Contract implementation

VI. ELIGIBILITY CRITERIA:

Non-governmental and non-profit organizations legally registered in Moldova, whose objectives and activities are in line with the tender's thematic and have relevant experience in implementing similar projects are eligible to apply;

VII. EVALUATION CRITERIA

The proposals will be reviewed/approved by the CFE Evaluation Committee in 3 stages being the preliminary, technical and financial based on the following selection criteria:

- Application submission on time;
- The budget is within the given frame in the respective LOT;
- The activities are clearly formulated and coherent to reach the described result in the respective LOT;
- The applicant CSO is well cross-linked with relevant stakeholders for the respective initiative;
- The applicant CSO ideally provides some own resources, such as facilities, equipment, expendables, human resources and other sources of funding;
- The applicant CSO has the capacity to implement the activities and submit financial and narrative reports;
- The applicant CSO must ensure transparency and reliability;
- Only applications using given template will be considered;
- The contract will be awarded to the best price-quality ratio of the proposed activities;

Submission Details

Proposals shall be submitted electronically to the following address: cfe@vox.md no later than 09.10.2016

Required documents to be attached:

(Any missing document will result with proposal rejection)

- a. Application Form: Annex 1
- b. Proposed Budget: Annex 2
- c. Documents certifying the legal status of the applicant:
 - i. Copies of the registration certificate of the organization and bank certificate
 - ii. Copies of the financial report for the last two years of activity.

Annexes:

- a. Application Form: Annex 1
 - b. Proposed Budget: Annex 2
-