EEA and Norway Grants

Financial MechanismS 2014-2021

ACTIVE CITIZENS FUND in

Latvia

Bid Form

for the role of Fund Operator

Deadline for Submission:

04 May 2018

**BASIC INFORMATION**

**Programme title**: Active Citizens Fund

**Programme Area**: Civil Society

**Proposed Areas of Support**:

**Specific concerns in the MoU**: n/a

**Programme Grant**: EUR 8 500 000

**Expected implementation period** (see Terms of Reference Section 2.1)**:**

**INSTRUCTIONS FOR DRAFTING THE BID FORM**

This bid form comprises ten sections.[[1]](#footnote-1) The bidder must follow the instructions in this form in compliance with the Administrative checklist in the table in Section 10.

# General Information about the Bidders

This section must be completed for each organisation within the consortium.

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of the lead bidder  |  |
| 1.2 | **Primary contact name and details of the lead bidder** (website and email address and phone number)  |  |
| 1.3 | Name of co-bidders  |  |
| 1.4 | **Primary contact names and details of the co-bidders** (website and email address and phone number)  |  |
| 1.5 | **Registration number** (or equivalent), date, address and country of registration. Please provide this information for each organisation in the consortium. |  |
| 1.6 | **Description of legal status of bidders**. Please provide this information for each organisation in the consortium. |
|  |
| 1.7 | **Previous experience as an EEA and Norway Grants Operator**. Please specify whether the Lead Bidder and Co-Bidders have been an EEA and Norway Grants Fund or Programme Operator in previous programming periods, and if they have been involved with the EEA and Norway Grants in previous programmes or projects. Please provide the name and dates of the programme/project (if applicable).  |
|  |

# BIDDER’S EXPERIENCE WITH CIVIL SOCIETY

## Experience in working with the civil society sector

For each consortium member, please provide a detailed description in the table below of actions/projects/programmes showing your organisation’s experience in working with the civil society sector in the beneficiary country. Please limit this to the most relevant experience over the last ten years. Please copy this table for each co-bidder.

|  |
| --- |
| Name of the bidder: |
| Location/geographic coverage of the action/programme | Total size of the action/programme (EUR) – if applicable | Description of role/tasks and responsibilities in the action/programme  | Sources of funding - if applicable | Dates[[2]](#footnote-2)  |
| Action/Project/Programme title: |
|  |  |  |  |  |
| Action/Project/Programme title: |
|  |  |  |  |  |

## Experience in building capacity and sustainability of the civil society sector

For at least one organisation in the consortium, please provide a detailed description in the table below of actions/projects/programmes in the civil society sector in which your organization played a role in building capacity and sustainability of the civil society sector.Please limit this to the most relevant experience over the last ten years.

|  |
| --- |
| Name of the bidder: |
| Location/geographic coverage of the action/programme | Total size of the action/programme (EUR) | Description of role/tasks and responsibilities in the action/programme | Sources of funding | Dates (from mm/yyyy to mm/yyyy) | Amount re-granted per year |
| Action/Project/Programme title: |
|  |  |  |  |  |  |
| Action/Project/Programme title: |
|  |  |  |  |  |  |

# BIDDER’S EXPERIENCE in managing private or public grants

For at least one organisation in the consortium**:** Please provide a detailed description in the table below of actions/projects/programmes showing your organisation’s experience in re-granting funds within the civil society sector**.** Please limit this to the most relevant experience over the last ten years.

|  |
| --- |
| Name of the bidder: |
| Location/geographic coverage of the action/programme | Total size of the action/programme (EUR) | Description of role/tasks and responsibilities in the action/programme | Sources of funding | Dates (from mm/yyyy to mm/yyyy) | Amount re-granted per year |
| Action/Project/Programme title: |
|  |  |  |  |  |  |
| Action/Project/Programme title: |
|  |  |  |  |  |  |

# Financial Resources

Information in this section will be used to assess the consortium’s sources of finance and track record in managing funds. Please provide the following information on the basis of the profit and loss/balance sheet of your organization, with amounts *in thousands of euros*. Please provide this information for each member of the consortium.

## Annual budget for the last three years

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Turnover or equivalent** | **Net earnings or equivalent** | **Total balance sheet** |
| **N[[3]](#footnote-3)** |  |  |  |
| **N-1** |  |  |  |
| **N-2** |  |  |  |

**Financing source**(s): please specify the source of the revenues of your organization for the last three years

|  |  |  |
| --- | --- | --- |
| **Year** | **Source** (e.g. EU, beneficiary state’s public bodies, membership fees, third countries’ donors, private sector etc.) | **Percentage** (total for a given year must be equal to 100%) |
| N |  |  |
| **N** |  |  |
| **N** |  |  |
| **N** | **Total** | **100%** |

|  |  |  |
| --- | --- | --- |
| **Year** | **Source** (e.g. EU, beneficiary state’s public bodies, membership fees, third countries’ donors, private sector etc.) | **Percentage** (total for a given year must be equal to 100%) |
| N-1 |  |  |
| **N-1** |  |  |
| **N-1** |  |  |
| **N-1** | **Total** | **100%** |

|  |  |  |
| --- | --- | --- |
| **Year** | **Source** (e.g. EU, beneficiary state’s public bodies, membership fees, third countries’ donors, private sector etc.) | **Percentage** (total for a given year must be equal to 100%) |
| N-2 |  |  |
| **N-2** |  |  |
| **N-2** |  |  |
| **N-2** | **Total** | **100%** |

# Management capacity and competence of bidders

Information requested in this section is used to assess whether the bidder has the management capacity, qualifications and expertise required to successfully design, implement and complete the Programme, in accordance with the Terms of Reference.

## Experience and technical expertise of the bidder’s designated staff

Please describe in the table below the project and programme management experience, technical expertise and knowledge of the issues to be addressedof the staff proposed. Please provide this information for each organization comprising the consortium. Please provide the CVs of staff designated to the Programme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Proposed function in the programme** | **Project/programme management experience, technical expertise and knowledge of the issues to be addressed** | **Number of years with the organ-isation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Briefly explain why this experience makes the organisation(s) best placed to achieve the assignment described in the Terms of Reference (maximum 1 page).

|  |
| --- |
|  |

## Management structure, Executive Board and key partnerships

Please provide background information on each member of the consortium, including history, structure and goals of the organisations. Provide background information on the key partnerships that each member of the consortium has with civil society, public and private sectors (maximum 2 pages). Please provide information on the proposed Executive Board of the consortium in the table below.

**List of the Executive Board members of the consortium**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Profession** | **Function** | **Represented organisation** | **Country of residence** | **On the board since** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please provide an organigram/chart of the proposed management structure, illustrating clearly the respective roles in decision-making.

Please state the gender balance in percentage of the executive management and non-executive management of the consortium and Board.

# management set-up of the consortium

This section is used to assess whether the definition of roles in the consortium is strategically designed and leverages the skills and capacities of the consortium. It is also used to assess the level of participation of consortium members in the design and implementation of the Programme.

The bid should describe what each consortium member will contribute to the Programme, in terms of enhancing knowledge transfer, building the capacity of civil society organisations and the sector, and outreach to under-served geographic areas and target groups (non-exhaustive list).

The table below **must be completed for each organisation within the consortium.** You may make as many copies of this table as necessary.

|  |  |
| --- | --- |
|  | **Consortium Member 1** |
| Name of consortium member |  |
| History of cooperation with the Co-Bidders |  |
| Role and involvement in preparing the Programme |  |
| Role and involvement in implementing the Programme, including estimated share of management fee |  |

# Programme description and justification

Information requested in this section is used to assess the bidder’s proposal for the Programme and understanding of the assignment, in accordance with the Terms of Reference.

## Programme relevance and justification (maximum 2 pages)

Describe the main challenges and needs of civil society in the country that the Programme will address, and relate these to key trends in the sector. Identify synergies and complementarities with other EU, national and/or donor policies and programmes that are relevant to the justification of the Programme’s strategy, and explain how the Programme is intended to build on existing initiatives, and/or lessons from relevant programmes. Throughout this section, show how the problem analysis and justification are supported by recent reliable research and consultation, indicating sources of information.

## Programme focus (maximum 2 pages)

Provide a description of the Programme, including the proposed areas of support and a justification for their selection, and assess the relevance of the proposed areas to the needs and challenges identified above. Explain how the Programme will achieve the Programme objective and address the Programme Area Specifics and country-specific areas and concerns outlined in sections 1.4 and 1.6 of the Terms of Reference. Identify the Programme’s target groups (both end beneficiaries and intermediate beneficiaries) and describe how they will benefit from the Programme. Please ground your selection of areas of support and target groups in recent reliable research and consultation, indicating sources of information.

## Bilateral ambitions (maximum ½ page)

Briefly describe how the Programme will strengthen bilateral relations between civil society organisations and other entities in the beneficiary country and in the donor states). If relevant, please briefly describe any previous bilateral cooperation with the donor state(s). Provide your assessment of the key topics/areas in which bilateral cooperation could address some of the needs and challenges facing civil society and contribute to achieving the objective of the Programme. The description of bilateral ambitions is supported by recent reliable information, indicating sources of information.

## Programme modalities and design (maximum 3 pages)

Describe how the Programme will be implemented. This should include the planned use of open calls and pre-defined projects; proposed types of financial support (e.g. grants of varying size, institutional/core grants etc.); and a rationale for the proposed modalities in terms of how they will help the Programme reach specific target groups, outcomes and achieve the Programme objective. Please describe innovative aspects of the proposed programme design. Where pre-defined projects are proposed in the bid, please provide the following information:

* Rationale and justification for the project: what challenges and needs in the beneficiary state will the project address?
* Explain why it is necessary to pre-define this project
* Describe the objective of the project, and the benefits it will bring for the identified target groups (direct/intermediate beneficiaries and indirect/end beneficiaries)
* Estimated budget and duration

Describe the Programme’s intervention logic, with expected outcomes and outcome indicators for the target groups, based on the Guidance on Outcomes and Outcome Indicators for the Active Citizens Fund (Annex D to the Terms of Reference) and the Civil Society Results Manual (see Annex E to the Terms of Reference). Identify key risks that may affect the achievement of expected outcomes. Please use the template provided below for the intervention logic. Provide a brief narrative description of the intervention logic, and describe the proposed capacity and method for carrying out results monitoring and risk management.

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Expected programme results**  | **Indicators** | **Risks** |
| **Programme Objective** | Civil society and active citizenship strengthened and vulnerable groups empowered |   |
|
| **Outcome 1** | [mandatory – at least 1] | [mandatory – at least 1] |   |
|  |  |
| **Outcome 2** |  |  |   |
|  |  |
| **Outcome 3** |  |  |   |
|  |  |
| **Outcome 4** |  |  |   |
|  |  |
| *Add more outcomes* *as needed* |  |  |   |
|  |  |

## Capacity building and sustainability of civil society (maximum 2 pages)

Describe the proposed support for project preparation and implementation, in terms of the need for outreach to defined geographic areas (e.g. rural and other under-served area), target groups (e.g. groups representing vulnerable persons), organizational types (e.g. small organisations and other organisations needing support) and thematic areas (e.g. public scrutiny, sectoral capacity building and other areas that may generate fewer applications).

Describe the proposed approaches to developing the capacity and sustainability of civil society organisations and the sector. Describe the benefits that the proposed capacity development will have for civil society and for the target groups.

Describe how the Programme will contribute to the sustainability of civil society organisations and the sector, in terms of financial sustainability (how the Programme can help civil society to diversify funding sources, in order to be sustainable after the Programme ends); institutional sustainability (what structures and partnerships will allow the activities to continue after the Programme ends); and sustainability at a policy level (how will the Programme’s interventions help civil society to improve policy and practice and contribute to reforms).

Describe how the Programme will support regional exchange, in terms of promoting the transfer of learning, good practice and knowledge across civil society, dissemination of successful approaches, adoption and use of knowledge gained through exchange, networking and cooperation around thematic issues.

## Budget and cost effectiveness

Using the template in Annex B of the Terms of Reference, please indicate the proposed expenditures for each budget heading and indicate how the management fee will be shared among consortium members in accordance with each organization’s tasks, having in mind the main responsibilities of the Fund Operator as described in section 2 of the Terms of Reference.

Provide a rationale for why the expenditures proposed in Annex B are necessary to achieve the Programme’s objective and results. The proposal must be realistic and cost-effective, and provide the maximum level of transparency and clarity. The bid must include detailed assumptions, justifications and specifications of how the amounts for each budget heading will be spent.

# Declaration of the bidder

The bidder, represented by the undersigned, being the authorized signatory of the bidder, and in the context of the present bid, representing the co-bidders in the proposed Programme, hereby declares that:

* The bidder has the sources of financing and professional competence and qualifications specified in the Terms of Reference
* The bidder undertakes to comply with the obligations foreseen in the Partnership Agreement regarding the principles of good partnership practice
* The bidder is responsible for the preparation, management and implementation of the Programme, and is not acting as an intermediary
* The bidder is in a position to deliver immediately, upon request, the supporting documents stipulated in the Terms of Reference
* The bidder is eligible in accordance with the criteria set out in section 4.2 of the Terms of Reference
* If selected, the bidder accepts the contractual conditions as laid down in the standard Programme Implementation Agreement (Annex C of the Terms of Reference)

Signed on behalf of the bidder:

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Position |  |
| Date |  |

# Consortium member statement

This bid must be accompanied by a signed and dated consortium members’ statement from each consortium member, in accordance with the model provided below.

In order to ensure the Programme runs smoothly, the FMO requires all consortium members to acknowledge the principles set out below.

* All consortium members must have read the Terms of Reference and Bid Form and understand their role in the Programme’s development and implementation before the bid is submitted to the FMO
* All consortium members must have read the standard Programme Implementation Agreement (Annex C of the Terms of Reference) and Manual for Fund Operators of the Active Citizens Fund (Annex E of the Terms of Reference), and understand what their respective obligations under the Agreement will be if the contract is awarded. They authorize the Lead Bidder to sign the Agreement on their behalf with the FMO, and represent them in all dealings with the FMO in the context of the Programme’s implementation, unless otherwise agreed with the FMO
* The consortium members must consult regularly with each other. The Lead Bidder should keep them fully informed of the progress of the Programme
* All consortium members must receive copies of the narrative and financial reports submitted to the FMO
* Proposals for substantial changes to the Programme (e.g. activities, targets) should be agreed by the consortium members before being submitted to the FMO

I have read and approved the contents of the bid submitted to the FMO. I undertake to comply with the principles of good partnership practice.

Signed by each consortium member:

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Position |  |
| Date |  |

# CHECKLIST FOR THE BID

|  |  |  |
| --- | --- | --- |
|  | **BEFORE SENDING YOUR BID, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF** | Tick the items off below |
| **A** | **Administrative Checklist** | *Yes* | *No* |
| 1 | The text of the bid is submitted in a MS Word document, using Calibri font, size 11 (A4 size format) of single line spacing (excluding required annexes) and with margins as provided in the Bid Form |  |  |
| 2 | The bid does not exceed 25 number of pages (A4 size), excluding the cover page, Section 8, 9, 10 and required annexes |  |  |
| 3 | The bid is sent in an electronic file, with the name: Active-Citizens-Fund\_Latvia\_[Lead Bidder Name]. Zipped files ending in .zip are accepted.  |  |  |
| 4 | The bid provides the information requested in the Terms of Reference and under the headings below, in the order in which it is requested |  |  |
| 5 | The bid provides full information (the evaluation grid will be applied solely on the basis of the information in the bid) |  |  |
| 6 | The Declaration of Bidder and Consortium Member Statement are signed and attached separately, and sent together with the bid |  |  |
| 7 | The bid is drafted as clearly as possible to enable it to be evaluated |  |  |
| 8 | The bid is in English |  |  |
| 9 | The bid is submitted in one electronic transaction, by 04 May 2018 before 12:00 CET to the following address: acfund@efta.int |  |  |
| **B** | **Supporting Documents** |  |  |
| 10 | Statutes or articles of association of the bidders  |  |  |
| 11 | External audit report of the Lead Bidder  |  |  |
| 12 | Copy of lead bidder’s latest accounts  |  |  |
| 13 | CVs of staff designated to the programme  |  |  |
| 14 | Chart/organigram of management set-up |  |  |
| 15 | Declaration of the bidder |  |  |
| 16 | Consortium member statement |  |  |
| 17 | Budget (Annex B of the Terms of Reference) |  |  |

1. Please see *Terms of Reference* Section 1.1 for definitions of terms used in this document. [↑](#footnote-ref-1)
2. From mm/yyyy to mm/yyyy [↑](#footnote-ref-2)
3. N = previous financial year [↑](#footnote-ref-3)