EEA AND NORWAY GRANTS

FINANCIAL MECHANISMS 2014-2021

**Bid Form**

for the role of Fund Operator for a Civil Society Programme comprising the pre-defined projects ‘Home for Cooperation’ and ‘Centre for Visual Arts and Research’

Cyprus

Deadline for submission:

1 November 2019

**BASIC INFORMATION**

**Programme title**: Civil Society Programme comprising the predefined projects ‘Home for Cooperation’ and ‘Centre for Visual Arts and Research’

**Programme Area**: Civil Society

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

**INSTRUCTIONS FOR DRAFTING THE BID FORM**

This bid form comprises eight 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 Bidder

In the case of a consortium, this section must be completed for each organisation within the consortium.

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of the bidder  |  |
| 1.2 | **Primary contact name and details of the 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.  |  |
| 1.6 | **Description of legal status of bidder (and of co-bidders, if applicable)** |
|  |
| 1.7 | **Previous experience as an EEA and Norway Grants Operator**. Please specify whether the bidder (and co-bidders, if applicable) 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

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

|  |
| --- |
| 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: |
|  |  |  |  |  |

# BIDDER’S EXPERIENCE in managing private or public FUNDS

Please provide a detailed description in the table below of actions/projects/programmes showing your organisation’s experience in managing private or public funds and projects financed by donors re-granting funds within the civil society sector.Please limit this to the most relevant experience over the last five years. Please copy this table for each co-bidder, if applicable.

|  |
| --- |
| 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 bidder’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 organisation, with amounts in thousands of euros. Please provide this information for each co-bidder, if applicable.

## 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 organisation 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 bidder

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 the CVs of staff designated to the programme. Please provide this information for each co-bidder, if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Management and control systems

Please describe the proposed management structure of the programme, including a chart/organigram, illustrating clearly the respective roles in decision-making. Please describe how the programme will establish and operate procedures for all tasks and responsibilities defined in Section 3 of the Terms of Reference, including project contracting arrangements. Please state the gender balance in percentage of the executive management and non-executive management.

## Programme risks

Please describe the main programme risks as well as proposed mitigation measures.

# Declaration of the bidder

The bidder, represented by the undersigned, being the authorized signatory of the bidder (if applicable, 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
* In case of a consortium, 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 7 of the Terms of Reference

Signed on behalf of the bidder:

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

# Consortium member statement

In the case of a consortium, this bid must be accompanied by a signed and dated consortium members’ statement from each consortium member (co-bidder), 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
* The consortium members must consult regularly with each other. The 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 10 number of pages (A4 size), excluding the cover page, Section 6, 7 and required annexes |  |  |
| 3 | The bid is sent in an electronic file, with the name: EEA-Grants\_Cyprus\_[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, if applicable, the 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 1 November 2019 before 12:00 CET to the following address: acfund@efta.int |  |  |
| **B** | **Supporting Documents** |  |  |
| 10 | Documents proving the registration and legal status of the bidder |  |  |
| 11 | Organisational chart of the proposed management structure |  |  |
| 12 | CVs of involved staff |  |  |
| 13 | Financial offer, including an indicative budget breakdown showing the build-up of the global price |  |  |
| 14 | An external audit report of the bidder, certifying the bidder’s accounts for the last financial year available |  |  |
| 15 | A copy of the bidder’s latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) |  |  |
| 16 | A draft project contract template |  |  |
| 17 | Declaration of the bidder |  |  |
| 18 | Consortium member statement, if applicable |  |  |

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)