

SERVICE PROCUREMENT NOTICE

Individual Expert for the “Preparation and implementations of the overall communication strategy aiming at promoting EPALE in Albania”

1. Reference

580174-EPP-1-2016-1-AL-EPPKA2-EPALE-NSS

2. Procedure

Global price.

3. Programme

European Programme for Education, Training, Youth and Sport, Erasmus+

4. Financing

Financing agreement: *Agreement No. 2016 - 3042 / 001 - 001*

5. Contracting Authority

National Agency of Vocational Education, Training and Qualifications

CONTRACT SPECIFICATION

6. Nature of contract

Global Price

7. Contract description

The subject of this Contract is Domestic Consultancy for the project “EUROPEAN PLATFORM FOR ADULT LEARNING IN EUROPE (EPALE) NATIONAL SUPPORT SERVICES FOR ALBANIA” managed by the National Agency of Vocational Education, Training and Qualifications.

8. Number and titles of lots

N/A

9. Maximum budget

24.000 EUR

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons [participating either individually of tenderers] which are resident in Albania. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person. 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.

The tenderers may submit a tender for both lots. Contracts will be awarded for both lots and will form a contract.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions.

13. Sub-contracting

Sub-contracting is not allowed

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

April 2017

15. Implementation period of the tasks

The period of execution of the individual contract for Domestic Expert shall be 21 months, starting from April 2017 to December 2018.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. Only individuals are eligible to apply.

1) Professional capacity of tenderer

- Have at least 5 years of proven work/consultant experience on preparation of the communication strategy to ALE in order to promote EPAL and to build a continuous dialogue with the representatives of the main beneficiaries of the EPAL activities.
- Extensive background in leadership abilities and organizational capacity, strong interpersonal and communication skills.

2) **Technical capacity of tenderer**

- He/She is expected to have very good knowledge of the ALE system, in Albania, as well as other countries. The expert is expected to have demonstrated knowledge and abilities on leadership and organizational capacity, strong interpersonal and communication skills.

17. **Award criteria**

Best ranked candidates based on Evaluations Grid.

TENDERING

18. **Deadline for receipt of tenders**

April 6th, 2017 at 16:30 PM.

19. **How tenders may be submitted**

Tenders must be submitted to the Contracting Authority, using the means specified in the request for expression of interest published in the below websites:

<http://www.akafp.gov.al>; <http://www.erasmusplus.al>.

Tenders submitted by any other means will not be considered.

20. **Alteration or withdrawal of applications**

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

21. **Operational language**

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

22. **Legal basis**

Regulation (EU) No 1288/2013 of the European Parliament and the Council of 11 December 2013 establishing 'Erasmus+' programme: The Union programme for education, training, youth and sport.

PRAG 2014

24. **Additional information, eg opening hours of the Contracting Authority.**

N/A