

**REQUEST FOR ADMINISTRATIVE AND FINANCIAL MANAGEMENT ASSISTANCE
SUPPORT TO EED – TC18FIN003**

Background to the European Endowment for Democracy

The European Endowment for Democracy (EED) has been created to promote values of freedom and democracy. A joint effort of the Member States and European Union institutions, the European Endowment for Democracy is an independent private law foundation with its seat in Brussels.

The European Endowment for Democracy assists: pro-democratic civil society organisations, movements and individual activists acting in favour of a pluralistic multiparty system regardless of their size or formal status. EED also provides assistance to young leaders, independent media and journalists, provided that all the beneficiaries adhere to core democratic values and human rights as well as subscribe to principles of non-violence. Women rights organisations and female activists are among the recipients of support and gender perspective is mainstreamed in all decisions and EED-funded actions.

The European Endowment for Democracy operates in the most flexible and effective manner reflecting the situation, the specific context and the needs of its beneficiaries. It will engage in regular consultations with relevant EU institutions and other actors in order to avoid duplication and ensure synergy, complementarity and added-value to EU instruments and Member States bilateral activities.

The core operating grant for the European Endowment for Democracy is provided by the European Commission, and is implemented in compliance with the requirements of the EC Financial Regulation.

Subject of the Engagement

The overall objective of this assignment is to provide assistance in the administering and monitoring the core operations of the EED, in particular in supporting the Operations Team with regards of its administrative, accounting and finance tasks, as detailed per the attached Terms of Reference.

Eligibility and rules of origin

Participation is open to legal persons participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union as well as in a country or territory of the Eastern Partnership region.

The service provider must be able to issue an invoice to EED.

Grounds for exclusion from participation in procurement

Tenderers will be excluded from participation in the procurement procedure 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 have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct;
- they have not fulfilled 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 Belgium;

- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- they are currently subject to an administrative penalty referred to in Article 103(1) of the Financial Regulation (http://ec.europa.eu/smart-regulation/evaluation/docs/syn_pub_rf_mode_en.pdf).

Tenderers must be in a position to certify that they are not in one of the situations listed above.

Exclusion from award of contracts

Contracts may not be awarded to Tenderers which, during the procurement procedure:

- are subject to a conflict of interests;
- are guilty of misrepresentation in supplying the information required by the EED 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 procedure.

Standards and Ethics

The Tenderer undertakes to handle confidential information with the utmost discretion and agrees that he/she will not, during the duration of his/her mission or afterwards, disclose, publish or make use of such confidential information, unless it is in the interests of the Foundation and with prior written approval of the Foundation.

The term “confidential information” comprises all information, technical data, commercial secrets and knowhow of the Foundation as well as associated entities, including but not limited to research, product plans, products, services, beneficiaries, markets, software, development, works, proceedings, formulae, technologies, designs, drawings, engineering, marketing, financial or other information of which the Trainee has gained knowledge directly or indirectly in the Foundation, in written or oral form or by means of drawings and observation.

In particular, the Tenderer shall not disclose, unless explicitly asked to do so by the Foundation:

- The identity and contact details of EED grant beneficiaries or applicants, detailed project descriptions, internal documents or discussions during the Evaluation Committees, Executive Committees or Board of Governors meetings, day reports, the reports or minutes of meetings, invoices etc.;
- Financial or accounting information of beneficiaries, contractors or employees.

Award criteria

Offers will be evaluated based on:

- a **short description** (maximum 2 pages) of how the tenderer considers that their experience matches that of the Terms of Reference, taking into account the EED’s structure and mandate.
- **CV of a designated Consultant.** We insist on having one designated employee attributed to EED. We cannot accept any sub-contracting of services, unless previously approved in writing.
- **Financial offer.** The offer shall be for daily rate including all expenses (incl. VAT), taking account the provision of the ToR where between 220 and 232 days per year will be contracted. The Financial offer will constitute 20% of the evaluation.
- **Contact details for previous assignments.** Tenderers are requested to include contact details for previous assignments.
- A designated Consultant should be **available for a meeting** with EED, if requested, as part of of the tender evaluation process.

The applications will not be returned to tenderers but will be kept on file by the EED. The information provided in the applications is subject to EU legislation on protection of personal data and confidentiality of information.

Deadline for submission of offers

Tender submissions should be submitted before **31 December 2018 midnight (Brussels time)**.

Tender submission should be emailed to the following address:

recruitment@democracyendowment.eu with a reference number TC18FIN003. Please no phone calls/emails/letters.

Short-listed tenderers would be contacted by the end of January 2019.