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**EUROPEAN FOREST INSTITUTE**

**TENDER SPECIFICATIONS**

**PROCUREMENT REFERENCE NUMBER 2-15.2-2019-F-R**

**Provision of support to the communication team**

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## **1. TERMS OF REFERENCE**

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### **1.1. Introduction**

The European Forest Institute (EFI) is an international organisation, established by European States, with 110 Associate and Affiliate Member organisations in 37 countries.

EFI hosts the EU FLEGT Facility and the EU REDD Facility, which support timber-producing countries negotiating and implementing Voluntary Partnership Agreements (VPAs) with the European Union (EU), the European Commission (EC), EU Delegations and EU Member States in the implementation of the EU FLEGT Action Plan and REDD+ Activities.

The EU REDD Facility provides support to the development of REDD+ policies and actions. It assists both the EU and developing countries, supporting forest governance reform and providing advice for the development of EU-financed REDD+ related actions. The Facility builds synergies with FLEGT VPA processes, including taking lessons from the EU FLEGT Action Plan to address drivers of deforestation outside the forest sector.

The EU FLEGT Facility supports efforts to combat illegal logging and promote trade in legal timber. It works with timber producing and exporting countries to develop systems to ensure the legal trade and export of timber products, aiming to improve forest governance. The Facility works in Africa, Asia and Latin America. The Facility provides this support through technical assistance in VPA processes and other arrangements, through the facilitation of dialogue between the EU and timber exporting countries and other forms of cooperation.

In 2003 the European Commission published the Forest Law Enforcement, Governance and Trade Action Plan, or FLEGT. The Action Plan sets out a number of measures to exclude illegal timber from the EU market. It proposes actions to improve the supply of legal timber and to increase the demand for wood coming from responsibly managed forests. For the first time, the Action Plan explicitly recognises the EU as a major consumer of wood products from regions with high levels of illegality and poor governance. It acknowledges that the EU potentially provides valuable markets for illegal wood, undermining efforts by producer countries to only trade in legal timber.

A cornerstone of EU FLEGT Action Plan is the negotiation and implementation of VPAs. VPAs are bilateral agreements between the EU and timber exporting countries. They aim to ensure that only legal wood reaches the EU from those countries.

Communication matters at the FLEGT Facility focus on facilitating strategic communication, sharing knowledge and building capacity, and supporting media relations.

### **1.2. Objective**

The communication team is seeking the services of a forest governance communications expert for on demand assignments and services over a period of two years.

### **1.3. Scope and tasks**

The contractor will provide support in the following areas on an on-demand basis:

#### **1.3. a. Support to FLEGT and REDD country communication**

- Develop and support implementation of strategies and plans to support VPA and REDD+-related country communications

- Liaise with in-country parties – that is, EU and national government representatives and Civil Society bodies - to review and update communication plans and strategies

Deliverables: Communication strategies for implementation by country-based stakeholders on demand as requested by countries

#### **1.3.b. Story gathering and communication product development**

- Develop new content and update existing content for the EU FLEGT and REDD facilities' websites
- Coordinate the production by the FLEGT and REDD facilities of multi-media communication products, liaising with photographers and videographers
- Conceptualize and draft stories for use by the facilities, EC and EU Member States
- Write, edit and translate communication materials into French and Spanish

Deliverables: Multimedia communication products in English, French and Spanish

#### **1.3.c. Stakeholder and media coordination**

- Support coordination among organizations communicating about FLEGT and REDD
- Feed in news and updates of relevance to the FLEGT & REDD Facilities and Facilities Steering Committee members
- Undertake media liaison when required

Deliverables: High quality and accurate media coverage

EFI may request the services of the contractor under this Contract, but is under no obligation to do so.

EFI may require the contractor to travel to perform tasks in Barcelona, Spain (up to eight times, two days each time), Brussels, Belgium (up to four times, two days each time), London, the United Kingdom (up to two times, two days each time), Honduras (up to two times, seven days each time), Republic of the Congo (up to two times seven days each time), Guyana (up to two times, seven days each time) and Cote d'Ivoire (up to two times, seven days each time).

Implementation period for this contract is two years from its entry into force.

#### **1.4. Timetable and reporting**

The contract will be implemented through individual assignments as requested by EFI, not exceeding total of 200 days.

Projected tasks, outputs, and timetables will depend on the priorities and actions decided by the FLEGT and REDD Facilities Steering Committee and the financial resources adopted in the facilities 2019 and 2020 annual work plans. Related deliverables and tasks will be mutually agreed between EFI and the contractor in a quarterly work planning; document.

The contractor will provide EFI quarterly progress reports indicating the results achieved with a list of produced deliverables and number of days worked.

## 2. TENDER DOCUMENTATION

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### 2.1. Administrative Documentation

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nomination of Expert form (Annex 4)
- Minimum criteria declaration (Annex 5)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

### 2.2. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

**1) A nomination of one Expert** to carry out the tasks in the Terms of Reference:

The Technical Proposal shall include CV of the nominated Expert.

The Tenderer shall be able to certify the information contained in the CV for the nominated Expert at EFI's request.

The CV shall have all the information as in the EuroPass CV

<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

**2) A description** of no more than two pages, **making reference to the Terms of Reference and the previous experience of the Expert** showcasing an understanding of forestry and international development policy and processes in relation to FLEGT and REDD+.

**3) A presentation** of no more than four pages on the Tenderer's methodology for the assignment – building upon the Terms of Reference and the experience of the Expert– addressing the following elements under separate headings:

- -Measures to ensure the readability, usefulness and accuracy of communications products and content to target audiences
- Measures for ensuring the accuracy of translations, taking into account understanding and respect for cultural and political context

- Approaches to developing content collaboratively with in-country partners, experts from different disciplines, institutions and cultures in complex and politically sensitive issues for a large range of stakeholders with different views and needs
- Approaches to synthesising lessons and content from FLEGT and REDD+ activities, for development into multi-media communications products.

**2.3. Financial Proposal**

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein.

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (model contract).

### 3. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

#### 3.1. Minimum Criteria

The Expert nominated must meet the following criteria:

N°	Criteria description
M.I.	Minimum 5 years' experience in communication and stakeholders liaison related to forest governance domains in developing countries
M.II.	Demonstrated technical knowledge of FLEGT and REDD+
M.III.	Understanding, speaking and writing English, French and Spanish as demanded with respect to all tasks covered by the Terms of Reference

**Tenders not fulfilling the minimum criteria will be rejected.**

#### 3.2. Award Criteria

Tenders which fulfil the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)		
N°	Award criteria	Max points
A.I.	<b>Understanding of forestry and international development policy and processes in relation to FLEGT and REDD+.</b>	<b>25</b>
A.II.	<b>Proposed methodology for the implementation of the tasks</b>	<b>50</b>
i.	Measures to ensure the readability, usefulness and accuracy of communications products and content to target audiences	10
ii.	Measures for ensuring the accuracy of translations, taking into account understanding and respect for cultural and political context	10
iii.	Approaches to developing content collaboratively with in-country partners, experts from different disciplines, institutions and cultures in complex and politically sensitive issues for a large range of stakeholders with different views and needs	15
iv.	Approaches to synthesising lessons and content from FLEGT and REDD+ activities, for development into multi-media communications products	15

The Technical component (TC) is calculated according to the following formula:

$$TC = A.I. + A.II.$$

**Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.**

**Tenders not considered qualitatively acceptable will not be considered further.**

**B. Financial component (maximum 25 points)**

**Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 155.000 will not be considered further.**

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (Fmin / Fo) \times 25$$

where

**Fmin** is total sum in the tender in the evaluation with the lowest total financial proposal; and

**Fo** is the total sum in the financial proposal being considered.

**C. Most economically advantageous tender**

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).



## **ANNEXES**

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Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration on exclusion criteria and Absence of Conflict of interest
Annex 4	Nomination of Expert form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract
Annex 9	EC per diem rates