

REQUEST FOR PROPOSAL/PROCUREMENT ANNOUNCEMENT

I. We request¹ submittal of a proposal for performance of the procurement undertaking/fulfilling the duties of **Country Policy and Advocacy Officer** no. 1 of 1 September 2016 **under the project: “National Integration Evaluation Mechanism”**, financed from the European Union funds within the framework of Asylum, Migration and Integration Fund

II. DETAILS OF THE CONTRACTING AUTHORITY

Name of the organisation: Multi Kulti Collective

Address: Druzhba district, bl. 218, entr. G, ap. 101, Sofia, Bulgaria

E-mail: info@multikulti.bg, **tel.:** +359 89 823 9850

III. CONDITIONS FOR PROCEDURE PARTICIPATION (optionally / failure to meet them shall mean rejection of the proposal, avoid conditions limiting competition) ²

1. **University degree** – Contracting entity requires a copy of a diploma
2. **Academic and/or work experience related to policy and advocacy in the field of refugee integration in Bulgaria** – Contracting entity requires a CV including relevant information
3. **Fluency in English** - Contracting entity requires a CV including relevant information

IV. DESCRIPTION OF THE SUBJECT OF THE PROCUREMENT

The subject of the procurement is undertaking/fulfilling the duties of **Country Policy and Advocacy Officer** under the project: “National Integration Evaluation Mechanism”.

Description of tasks:

- Leading national advocacy activities in the field of refugee integration
- Building a national coalition related to refugee integration
- Establishing and maintaining contacts with relevant stakeholders
- Developing and organizing national coalition meetings
- Developing bulletins, newsletters, communication materials and others related to NIEM’s activities and refugee integration in Bulgaria
- Sharing best practices in the field of refugee integration on national and EU level
- Participating in NIEM’s international meetings, events, conferences, etc.

V. PROPOSAL ASSESSMENT CRITERIA

1. price 100 %

VI. PROPOSAL SUBMITTAL DEADLINE AND METHOD

¹ The requests for proposals must be sent to at least 3 potential contractors (if the amount of net 30 000 euro is exceeded, it is obligatory to post the procurement announcement on a website and the request for proposal can be sent additionally).

² Complete if a specific condition, e.g. education, qualifications, experience or possessed licences, etc., is required.

1. The proposal must be submitted acc. to the proposal form template (app. no. 1);
2. The proposal must be drawn up in English;
3. The proposal must be legible;
4. The proposal must be submitted by³ 30 September 2016.
- in the form of a scanned copy by electronic mail to the following address:
info@multikulti.bg
5. The Contracting Authority shall reject the proposal⁴:
 - 1) *submitted upon lapse of the time limit**;
 - 2) *submitted by a contractor who failed to meet the conditions of participation in the procedure**;
 - 3) *non-conformant with the content of the request for proposal**;
 - 4) *containing errors that are not obvious typographical or computational errors**;
 - 5) *if the price of the proposal exceeds the amount the Contracting Authority holds for procurement performance**;
6. The Contractors shall bear all own costs related to preparation and submittal of the proposal, regardless of the result of the procedure.

VII. INFORMATION REGARDING PROPOSAL SELECTION/DESCRIPTION OF THE PROPOSAL SELECTION METHOD

The most advantageous proposal shall be selected from the proposals not subject to rejection on the basis of criteria specified in point V.

VIII. ADDITIONAL INFORMATION/CONTACT PERSON

Additional information is provided by:

Bistra Ivanova

tel. +359 89 823 9850

e-mail: info@multikulti.bg

IX. ADDITIONAL INFORMATION

1. The Contracting Authority projects the possibility to increase the procurement value up to 50% of the procurement value determined in the contract concluded with the contractor related to the extension of the procurement scope (e.g. increase of the number of units)*⁵.

*Optionally, at the Contracting Authority's discretion, this can be crossed out;

³ The time limit for submitting the proposal shall be not less than 7 calendar days running from the day following the day on which the announcement including the request for proposal was posted on the website or on which the request for proposal was sent to potential contractors and ends upon lapse of the last day, thus the opening of proposals can be carried out upon lapse of 7 days, thus not earlier than on the 8th day (for details of time limit calculation, see Chapter 7 of the Beneficiary Manual).

⁴ If the Contracting Authority projects the possibility of proposal rejection, they are obliged to indicate the cases this would regard. The recommended catalogue of premises in this scope can be found in point VI section 5.

⁵ Optionally, to be removed if not applicable. It must be, however, noted that using this option in case of sending only requests for proposals without publication of the announcement, the value of the procurement with additional procurement cannot exceed 30 000 euro. In case of announcement publication, the 30 000 euro limitation does not apply.

2. The Contracting Authority reserves the right to cancel the request for proposal and possibility not to make a selection if⁶:
- 1) no proposal was submitted;
 - 2) only one valid proposal not subject to rejection was submitted if the request for proposal had been sent to 3 potential contractors and no procurement announcement had been published;
 - 3) the proposal selection procedure bears a non-rectifiable defect, precluding contract award.
3. This request for proposal shall not be equivalent to obligation of Multi Kulti Collective to conclude the contract.
4. Proposal validity time limit: 90 days from lapse of the proposal submittal time limit⁷.

[regards personnel recruitment]

X. Personal data collected as a result of the recruitment process can be made available by Multi Kulti Collective for the purpose of monitoring, reporting and audit of the implemented project, solely to the entities authorised to conduct the above actions or to their representatives under the Personal Data Protection Act of 29 August 1997 (Journal of Laws 1997 no. 133, item 883, as amended).

Appendices to the request for proposal/procurement announcement⁸:

1. Template of the proposal form

1 September 2016

**Sofia, Bulgaria
procedure,**



(signature of the person conducting the

acting on behalf of the contracting authority)

⁶ It is necessary to specify the possible cases in which cancellation of the procedure/not selecting a proposal is possible, the catalogue of these premises can be found in point IX, section 2. The Contracting Authority can provide for other additional premises, and the said premises must be reasonable and cannot be applied for the purpose to avoid the necessity to award the contract in the situation where a proposal is submitted that is not subject to rejection, according to the principle of competitiveness and lack of objective projected premises justifying cancellation of the proposal selection procedure.

⁷ Exceeding the time limit of proposal validity results solely in the Contractor's entitlement to refuse to sign the contract.

⁸ Specify all appendices.