

PART A: INFORMATION FOR THE TENDERER

Name and address of the contracting authority: Development – Guarantee Fund of Brčko District BiH

Title of the tender: Evaluation cost - Impact Evaluation

Reference number: 13-23

Date of launching: 28.11.2024

1. INFORMATION ON THE SUBMISSION OF THE TENDERS

The subject of the contract:

The subject of this tender is Implementation of services as indicated in the technical information in point 2 of this information i.e. Evaluation cost - Impact Evaluation.

Deadline for submission of the tenders:

The deadline for submission of tenders is **12.12.2024 at 10:00 hours**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the **maximum** available value of the contract is 3.000 EUR / 5.867,49 KM BAM (VAT excluded).

The Financial offer must be presented as an amount in BAM and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorized to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

In case more than one offer is received: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

- Organization and methodology: 60 points
- Proposed additional inputs / value added elements of the technical offer: 40 points

TOTAL: 100 points

In case one offer is received: the Contracting Authority shall check whether the offer is administratively, technically, and financially compliant with the requirements set by this tender documentation.

NOTE: Consultants proposed by the tenderer are required to meet the following criteria:

- Hold a social science or a closely related field.
- Have a minimum of 5 years of professional work experience, including experience in conducting evaluations, strategic plans or similar
- Demonstrate experience in the sector or technical areas pertinent to the evaluation or possess a comprehensive understanding of the subject matter to be evaluated (startup support or economic development).
- Have excellent communication and writing skills in both BCS (Bosnian, Croatian, Serbian) and the English language.

THE TENDERERS ARE OBLIGED TO PROVIDE INFORMATION ON THE GIVEN NOTE THROUGH DELIVERED CV OR SIMILAR DESCRIPTION THAT WILL PROVE THE CRITERIA ABOVE.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in Part B – Technical Offer and Part C - Financial Offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer.

The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of legal registration,

The tenders will be submitted in sealed envelopes, containing the following information:

- Name and address of the tenderer: *Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects*
- Title of the tender: Evaluation cost - Impact Evaluation
- Reference number: 13-23
- The words: *“Not to be opened before the tender opening session” and “Ne otvarati prije sastanka za otvaranje ponuda”*

Tenders must be submitted using a double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer"- part B and "Financial offer" - Part C. Any infringement of this rule (e.g., unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule and will lead to rejection of the tender.

The tenders will be submitted in person, by post or by courier service to the following address:

Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects

Cvijete Zuzorić bb, 76120 Brčko

n/r Indira Muharemović

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

INFORMATION ABOUT THE PROJECT

Development – Guarantee Fund of Brčko District BIH (concretely Unit for Implementation of International Projects, City of Loznica and Insititute for Development and Innovation IRI are implementing project titled as: „NEwly established Start-up Enterprise SERvices“ – abbreviation NESESER – as a project designed and approved by Cross-border Programme Serbia-Bosnia and Herzegovina 2014-2020 implemented under the framework of the Instrument of Pre-accession Assistance (IPA II) and is the result of joint planning efforts made by the governments and other stakeholders of the two countries. IPA II supports cross-border cooperation with a view to promoting good neighborly relations, fostering European Union integration and promoting socio-economic development. The project contract number 48-00-162/2021-28-5 was signed on December 16th 2022 and has officialy stated on February 1st 2023.

Overall project budget is € 235,881.36, out of which, € 179,128.36 (75.94%) has been awarded by Cross-border Programme Serbia-Bosnia and Herzegovina 2014-2020. Project details are presented in the table below:

Overall objective:	Fostered the cross-border joint economic self employment potential through improvement of entrepreneurship environment for youth and women-led start-ups
Specific objective(s) or project purpose:	Stimulated economic growth and employment in Brčko district BIH and Loznica SRB through increase of vulnerable groups entrepreneurship abilities and skills and improvement of the cross-border
Estimated results:	<p>Output 1.1 Cross-Border Project is successfully implemented, monitored and reported toward Contracting Authority in line with contemporary project cycle and result based management methods</p> <p>Output 1.2 Established and functional Enterprise Centres and Business Incubators in Brčko District and Loznica</p> <p>Output 1.3. Government and business associations representatives in cross-border area raised their capacity, capability and awareness for business environment and business enterprise Centres and incubators</p> <p>Output 1.4. Best practices in business enterprise Centres and incubators operation and functionality shared in cross-border region</p> <p>Output 1.5. Sustainability – Feasibility Study (SFS) and Business plans for business enterprise Centres and incubators in Brčko District and Loznica developed and presented in cross-border region</p> <p>Output 1.6. Youth and/or women businesses/start-ups are using business enterprise Centres and incubators services in Brčko District and Loznica on a daily basis</p> <p>Output 1.7. Youth and/or women businesses/start-ups improved their business turnover</p>

	<p>Output 1.8. Youth and/or women businesses/start-ups and business enterprise Centres and incubators in Brčko District and Loznica networked and clustered into regional networks, such as European Enterprise Network</p> <p>Output 1.9. Web-based support within business enterprise Centres and incubators for all SMEs in Brčko District and Loznica established and functional</p> <p>Output 1.10. Cross-border project and business enterprise Centres and incubators in Brčko District and Loznica promoted and visible widely in the region.</p>
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Above presented expected outputs and outcome will lead to the impact where it is envisaged that the Project will “Foster the cross-border joint economic self-employment potential through improvement of entrepreneurship environment for youth and women-led start-ups.

Description of expected outputs/results to be achieved

The subject of this tender are services of an external independent consultant who will determine the relevance, efficiency, effectiveness, impact and sustainability of the Action implementation and whether project results and objectives are achieved.

More importantly, the Project should will get recommendations and lessons learned for the continuation of the implementation on both side of the border in order to ensure sustainability and impact prospects.

This Impact Evaluation should be structured around comprehensive evaluation criteria (OECD DAC), that in addition to the impact evaluation criteria also encompass relevance, coherence, effectiveness, efficiency, and sustainability of the Action as noted above.

The following questions will provide the foundation for designing a suitable methodology / technical approach that facilitates data collection and evaluation:

Relevance and Coherence

- To what extent is NESESER project activities consistent with the target group’s needs, contextual requirements, and institutional priorities, from BiH and Serbia side of the border?
- How does the NESESER approach and methodology align with the Strategic Documents of Brčko District BiH and City of Loznica? Are the implemented activities consistent with strategic goals?
- How compatible have the NESESER activities been with other interventions in Brčko District BiH and City of Loznica?
- How does the NESESER interventions correspond to the EU Strategy for the local, regional, national or international priorities?

Effectiveness

- Does the NESESER interventions contribute to achieving defined specific objectives?
- Was the Project effective in delivering desired/planned results?
- To what extent did the Project’s M&E mechanism contribute in meeting project results?

Efficiency

- Was there strategic and economical allocation of resources, including financial, human, and technical, to effectively achieve the NESESER intended effects?
- Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?
- Could a different approach have produced better results?
- How was the Project's collaboration with the national institutions, private sector and other partners?
- How efficient were the management and accountability structures of the project?

Impact

- To what extent NESESER interventions stimulated economic growth and employment in Brčko District BIH and Loznica SRB through increase of vulnerable groups entrepreneurship abilities and skills and improvement of the cross-border?
- How NESESER interventions fostered the cross-border joint economic self employment potential through improvement of entrepreneurship environment for youth and women-led start-ups?

Sustainability

- To what extent are the benefits of the NESESER Project likely to be sustained after the completion of this Project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- Key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level?
- What are the recommendations for similar support in future? (The recommendations should provide comprehensive proposals for future interventions based on the current Impact Evaluation findings).

Also, the Evaluator is expected to identify major findings related to lessons that can be learned from the activities and which best practices, if any, can be identified and used in future work.

Required inputs from tenderer (additional information)

The tenderer should propose methodology / technical approach in which they will outline and justify their chosen evaluation strategy and methods for data collection. They will lead the evaluation process and serve as the main point of contact for NESESER team. The final report prepared by the evaluator(s) will include an executive summary, key findings, conclusions, a detailed account of the evaluation process, and recommendations for the future.

Task 1: Desk Review and Planning

This review shall include reading all relevant background materials (the evaluator should read the background documentation before starting the fieldwork). Using the information gained from the desk review and the information provided from NESESER team, the evaluator will develop a Inception Report.

Task 2: Conduct an Impact Evaluation (Field Work)

The evaluator will be in constant contact with and communicate with NESESER team. In addition to the project evaluations, the evaluator will contact different relevant stakeholders (partners and beneficiaries of the NESESER project) to obtain information about the NESESER interventions. The

proposal should contain proposal of the methodological tools to be used for the Impact Evaluation, such as interviews, surveys, primary and secondary data revision etc.

Task 3: Finalisation of the Report

The final evaluation report will include, at minimum, an executive summary, major findings and conclusions, a description of the evaluation methodology, the overall impact of the project efforts, and specific recommendations for future similar interventions.

Required time frame

Impact Evaluation should be performed from December 15th 2024 to January 15th 2025 the latest. Final report should be submitted by January 18th 2025.

ADDITIONAL INFORMATION

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the tenderers with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

**NOT TO BE FILED IN BEFORE CONTRACT SIGNING
NOT TO BE SUBMITTED WITHIN THE OFFER!!!**

FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

CONTRACT TITLE: Evaluation cost - Impact Evaluation REF: 13-23

Concluded between:

Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects

Cvijete Zuzorić bb, 76120 Brčko

(Contracting Authority)

AND

<Title>

<Address of the contractor>

<Official registration number/VAT number¹>

(Contractor)

Article 1: Subject of the contract

The subject of the contract is the Evaluation cost - Impact Evaluation as indicated in the contractor's offer – "Part B: Format of an offer to be provided by the tenderer"

Article 2: Contract value

The total contract value for the implementation of services indicated in Article 1 is <xxx EUR/NC>, (VAT excluded)².

Article 3: Contracting documents

The documents which form part of this contract are (by the order of precedence):

- Contract Agreement
- Contractor's offer as provided in the tendering phase – "Part B: Format of an offer to be provided by the tenderer"
- Contractor's financial offer – "Part C: Format of financial offer"
- Registration of a company.

For any issues not defined in this contract agreement the rules of General conditions will be applied

b8d	Draft contract: General conditions (Annex I)	
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<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> PRAG 2021.0

¹ Where applicable. For individuals, mention their ID card or passport or equivalent document - number

² In accordance with the Law on ratification of Framework agreement between the Government of Republic of Serbia and the Commission of the European Communities on the rules for co-operation concerning EC financial assistance to Montenegro in the framework of the implementation of the assistance under the Instrument for pre-accession assistance (IPA), Community financed contracts for services, supplies or works carried out by contractors registered in Republic of Serbia or Montenegro shall be exempted from VAT for services rendered, goods supplied and/or works executed by them under EC contracts.

Article 4: Deliveries and Payments

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Format of an offer to be provided by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay the contractor for the services in the amount indicated in Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in BAM, the applicable exchange rate must be the InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

Day/Month		<EUR/BAM>
December 2024	Balance final payment	100% of the contract value / Absolute amount>
	Total	<Total contract value>

* The basis for issuing balance final payment is Final Impact Evaluation Report.

Article 5: Duration of the contract

The duration of the contract is 30 days as of contract signature.

Commencement date is December 15th 2024.

Article 6: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Brčko District Court in accordance with the national legislation of the state of the Contracting Authority.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date: