

## Request for Quotations (RFQ)

### Procurement of the service to develop research on the constituency building concept and practices

Representative Office of Helvetas Swiss Intercooperation SRB invites interested parties to provide services as described below.

#### 1. Contract description

Helvetas Swiss Intercooperation is an independent organisation for development based in Switzerland committed to bringing about real change for disadvantaged people in about thirty countries in Africa, Asia, Latin America and Eastern Europe.

The Representative Office of Helvetas Swiss Intercooperation SRB (Helvetas SRB) is publishing this call for the Procurement for constituency building research consultancy for the Swiss Government funded project currently implemented in Serbia: For an Active Civil Society Together - ACT ([www.act.org.rs](http://www.act.org.rs)).

#### 2. Timetable

	DATE	TIME - CET
Invitation to bidders	23/01/2024	-
Deadline for written enquiries	26/01/2024	16:00
Last date for Helvetas SRB to issue clarifications	29/01/2024	16:00
<b>Deadline for submitting offers</b>	<b>30/01/2024</b>	<b>23:59</b>
Offers opening session	31/01/2024	12:00
Evaluation of offers	31/01/2024	13:00
Notification of award to the successful bidder*	31/01/2024	16:00
Signature of the Contract *	01/02/2024	12:00

*\*Subject to change.*

#### 3. Nature of the contract

Service contract (agreement).

#### 4. Negotiations

Representative office Helvetas Swiss Intercooperation SRB reserves the right to enter into negotiations with all or part of eligible companies/organisations in order to amend and/or complete their original offers. Negotiations may concern the technical, financial, legal and other aspects of the contract.

#### 5. Eligibility

Invited legal entities should be registered in the Republic of Serbia, while invited individuals have to be residents of the Republic of Serbia.

**6. Costs for preparing offers:**

No costs incurred by the legal entity/individual in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the legal entity/individual, including the costs incurred during negotiating and interviewing process.

**7. Sub-contracting**

Sub-contracting to another legal person is not allowed.

**8. Submission of offers:**

The offers need to be submitted via email with Subject Name: **Reference No: PRF - 05/2024** or via post office (all documentation must be sent with Notice of receipt) with a note: **Reference No: PRF -05/2024**.

Offer shall contain:

- **Technical and Financial offer –**

The Financial offer must be presented in EUR. The fees proposed in this offer should be all inclusive; the legal entity/individual will cover all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). Representative office Helvetas Swiss Intercooperation SRB is exempt from VAT, thus the fees offered should be without VAT. The legal entity/individual is responsible for all other taxes and duties in compliance with the legislation of the Republic of Serbia.

Offers must be submitted via email in English or Serbian language to the following e-mail address:  
[procurement.srb@helvetas.org](mailto:procurement.srb@helvetas.org)

Offers submitted after the deadline mentioned under point 2 Timetable of this RFQ will not be considered.

**9. Evaluation of offers:**

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. The entire evaluation procedure is confidential. The Purchasing Committee (PC) decisions are collective and its deliberations are held in closed session. The members of the PC are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the companies/organisations who submitted the offer nor to any party other than Representative office Helvetas Swiss Intercooperation SRB.

**Eligibility criteria**

Requirements	Documentary evidence
1. Offers submitted on time as per point 2 - Timetable	N/A
2. The legal entity is registered in the Republic of Serbia or individuals are residents of the Republic of Serbia.	The full Registration certificate or Serbian ID/Residence permit for individuals.
3. Tax Identification Number (TIN) number	TIN certificate (if applicable)

The legal entity/ individuals that pass the eligibility criteria will be processed for further evaluation.

### Evaluation criteria of eligible offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below.

The entire evaluation procedure is confidential. The Purchasing Committee (PC) decisions are collective and its deliberations are held in closed session. The members of the PC are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the companies/organisations who submitted the offer nor to any party other than Representative Office of Helvetas Swiss Intercooperation SRB.

### Evaluation Criteria of Eligible Offers

#### Technical Offer Evaluation Criteria

<b>Requirements</b>	<b>Documentary evidence</b>
<b>1. Proposed research methodology:</b>	Proposed research methodology, ensuring it is appropriate for addressing the research objectives, expected results and main tasks and activities of the consultants.
<b>2. Expertise and Qualifications:</b>	Provide a minimum of two Curriculum Vitae (CVs) of experts who will be actively engaged in the research. Each CV should detail the professional qualifications, relevant experience, and expertise of the respective expert.
<b>3. References:</b>	Include references to a minimum of two relevant research studies or publications related to issues involving civil society organizations.

#### Financial Offer Evaluation Criteria

<b>Requirements</b>	<b>Documentary evidence</b>
Financial offer provided by supplier	Financial offer in EUR

The weighting of the criteria for evaluation of technical and financial offers are as follows (for scoring evaluation):

<b>Criteria</b>	<b>Max points</b>
<b>Technical Offer*</b>	<b>70</b>
Proposed research methodology:	25
Expertise and Qualifications:	25
Reference:	20
<b>Financial Offer</b>	<b>30</b>

After evaluation of offers, Service Contract will be awarded to the economically most advantageous offer based on above criteria. Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to purchase/contract only part of required services, or cancel this procedure should it not be satisfied with the quality of offers.

## **10. Contract Signing**

Within five days of receipt of the purchase order/contract already signed by the *Representative Office of Helvetas Swiss Intercooperation SRB*, the selected legal entity/individual shall sign and date the contract. Failure of the selected legal entity/individual to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, *Representative Office of Helvetas Swiss Intercooperation SRB* may award the RFQ to another bidder or cancel the RFQ procedure.

## **11. Payment Terms**

*Representative Office of Helvetas Swiss Intercooperation SRB* is not a payer of value added tax (VAT). Prices in the financial offer must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in RSD within a maximum of 30 working days from the date of acceptance of invoice for services rendered.

The amount in RSD will be calculated based on the average exchange rate of the National Bank of Serbia on the date the contract was signed.

Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

## **12. Terms of Cooperation**

In the case of a contracting, the parties will have to perform according to the established time and in accordance with *Representative Office of Helvetas Swiss Intercooperation SRB* – Service provider contract. *Representative Office of Helvetas Swiss Intercooperation SRB* has the right to increase or decrease the number of ordered items. *Representative Office of the Helvetas Swiss Intercooperation SRB* has the right to choose a supplier/ implementer on the given offer according to its own discretion. In case of failure or non-compliance with contractual obligations, *Representative Office of Helvetas Swiss Intercooperation SRB* has a unilateral right to terminate the contract without incurring any legal obligation. The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFQ. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant. The *Representative Office of Helvetas Swiss Intercooperation SRB* signs a service contract with the winning bidder.

The contract will come into force upon signature by both parties. *If substantial errors, irregularities or fraud are discovered after the award of the purchase order/ contract, Representative Office of Helvetas Swiss Intercooperation SRB may refrain from concluding the purchase order/contract and/or terminate the purchase order/ contract.*

## **10. Operational Language**

*All written communications for this RFQ procedure and service contract must be in English or Serbian.*

## **11. Additional Information**

*The conclusion of the RFQ and the award of any purchase order/ contract are subject to the availability of funds. Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to annul this RFQ procedure at any time, without any liability on its side.*

## 12. Annexes

### a. Annex 1

#### Terms of reference (ToR)

**Contract duration:** from: 01.02.2024 to: 31.05.2024

#### 1. Background

Building on the achievements and lessons learned of the Project „For an Active Civil Society Together” ACT-1 (2019-2023) and considering the deteriorating environment for civic engagement in Serbia, ACT-2 continues to strengthen civil society actors across the country by facilitating the transformation process of mission driven CSO in their efforts to consolidate the constituencies, diversify sources of funding and engage citizens in public dialogue and participatory decision making at all levels. With the aim to further increase effectiveness and impact, ACT-2 seeks to actively include also informal civil society movements, support civil society cooperation and joint initiatives within and across selected thematic domains, and promotes dialogue and collaboration between the civil society, the public and private sector and other relevant system actors.

SDC supports the Program “For an Active Civil Society – Together” (ACT) phase 2 (2023-2027) through implementing partners HELVETAS Swiss Intercooperation (HSI) and Civic Initiatives, Belgrade.

The overall goal of the is to engage citizens in public dialogue, participatory decision making and advocacy processes at local and national level, through and with the support of strengthened, mission-driven and mutually connected CSOs, informal groups and other stakeholders.

To achieve the overall goal, the Project will focus on three outcomes:

**Outcome 1 (CSOs):** CSOs and informal groups are effective in pursuing their mission and engaging in advocacy, gradually increase and strengthen their constituency, are financially viable and responsive and accountable to citizens.

**Outcome 2 (Civil society networking and collaboration):** CSOs and informal civil society groups regularly exchange and coordinate with each other in thematic areas and jointly advocate on issues of shared concern with the aim to achieve greater impact.

**Outcome 3 (Multi-sector dialogue and collaboration):** Civil society actors initiate and co-create spaces for dialogue, partnerships and collaboration with local authorities, private sector, media, academia, and other non-state stakeholders.

The Project will ensure inter-linkages between these three outcomes by following a gradual, but flexible approach from identification and strengthening of individual partner CSOs and informal groups (Outcome 1) to fostering and supporting networking and joint advocacy initiatives among different and mutually complementary civil society actors (Outcome 2) and creating space for multi-sector dialogue and collaboration among civil society and other sectors (Outcome 3).

#### 2. Objectives of the consultancy

The objective of the consultancy is to **develop comprehensive analysis** of the concept and practices of constituency building and **to create recommendations** for enhancing constituency building efforts

in Serbia and **alternative ways for measuring the CSOs' constituency**.

The research should include definition of constituency building and understanding the current state, challenges, and opportunities associated with constituency building in Serbian context. The recommendations should be grounded in the findings from the desk research, interviews, and engagement with civil society organizations and informal groups.

### **3. Expected results (or Output)**

The key expected result/output of the consultancy is **created analysis on constituency building in Serbia** that includes recommendations for enhancing constituency building efforts in Serbia and alternative ways for measuring the CSOs' constituency.

### **4. Main Tasks and Activities of the Consultant**

Specifically, the consultants would be expected to:

- **Develop a Conceptual Framework** to guide the analysis of constituency building, outlining key concepts, relationships, and variables.
- **Design Data Collection Methods** - formulate an approach to data collection, encompassing desk research, interviews/focus groups, online questionnaires, and other tools. Specify the methodologies and techniques to be employed.
- **Review and Analyze Relevant Documentations (desk research)** – conduct a comprehensive review of existing literature on constituency definition; conduct review and analysis of all relevant documents related to constituency building in Serbia and summarize key concepts, theories, and findings related to constituency definition.
- **Engage with Civil Society Organizations and informal groups (field research)** - collect information from diverse sources, with a focus on engaging civil society organizations and informal groups relevant to constituency building; undertake interviews and/or focus group sessions with representatives of civil society organizations and members of informal groups to stimulate different perspectives on constituency building. Consultants are expected to actively engage with a minimum of 15 civil society organizations and at least five informal groups.
- **Analyze and Interpret Findings** - systematically analyze and interpret the results obtained from the interviews and/or focus groups. Identify commonalities, disparities, and emerging patterns in perceptions and experiences related to constituency building.
- **Prepare Draft Research on Constituency Building** - synthesize findings from desk research and interviews to develop a coherent and insightful draft policy research document on constituency building including recommendations for enhancing constituency building efforts in Serbia and alternative ways for measuring the CSOs' constituency.
- **Develop Final Research on Constituency Building** - incorporate feedback and comments received from representatives of implementing partners HELVETAS Swiss Intercooperation (HSI) and Civic Initiatives. Address any queries, refine methodologies, and enhance the overall quality of the research output.

### **5. Deliverables and Timeline**

These are key deliverables with timeline for constituency building research consultancy:

<b>Key tasks:</b>	<b>Deliverables:</b>	<b>Timeline:</b>
Develop Conceptual Framework	<b>Conceptual Framework</b>	By February 18th, 2024.
Prepare Draft Research on Constituency Building	<b>Draft Research Document on constituency building</b> including findings from desk research and collected information from civil society organizations and informal groups	By April 15th, 2024.
Develop Final Research on Constituency Building	<b>Final Research Document on constituency building</b> including incorporating feedback from implementing partners and recommendations for enhancing constituency building efforts in Serbia.	By May 15th, 2024.

## 6. Requirements

The research consultant/s need to possess a strong academic background, relevant experience, and a comprehensive skill set to effectively carry out the research on constituency building in Serbia. The research can be conducted by an individual or a legal entity that engages a group of individuals as experts for the research.

Specifically, consultants are expected to fulfill the following requirements:

### Educational Background:

- The University or higher degree in a relevant field such as political science, public policy, sociology, law, or a related field in social sciences.

### Experience:

- Proven experience in conducting research - minimum five years of professional experience in research in the areas of policy analysis, political science, or community development.
- Demonstrable experience in designing and implementing research projects related to social and political issues.
- Previous experience in researching and analyzing issues related to civil society engagement, governance, or community development.
- Experience in engaging with different stakeholders, particularly civil society organizations.

### Skills:

- Expertise with desk research methodologies, including systematic literature reviews.
- Strong methodological skills, including expertise in designing and implementing qualitative research methods (interviews, focus groups).
- Proficiency in designing and implementing surveys and questionnaires, including online tools.
- Strong analytical and interpretative skills to draw meaningful insights from both qualitative and quantitative data.

- Excellent written and verbal communication skills.
- Ability to articulate complex concepts in a clear and concise manner.
- Effective time management and organizational skills.
- Ability to work collaboratively with implementing partners and incorporate feedback into the research process.
- Proficiency in preparing comprehensive reports and research documents in Serbian and English language.

## **7. Budget:**

The proposed budget must incorporate all costs, including personnel costs, travel expenses, accommodation, per diems, materials, equipment, and any other pertinent categories. The calculation of estimated costs should be thorough, factoring in the cost of each component based on current market rates.

The overall budget amount should be denominated in euros (EUR), explicitly detailing the number of consultancy days and the corresponding prices for each day in gross amounts.

It is important to note that the Representative Office of Helvetas Swiss Intercooperation SRB is not subject to Value Added Tax (VAT).

## **7. Logistics**

Consultant/s are obligated to independently organize all tasks, including travel and accommodation, while visiting civil society organizations and informal groups across Serbia. All consultant/s costs, including per diems, travel and accommodation expenses, and any other associated costs, must be incorporated into the total proposed gross amount for the consultancy engagement.

Consultants will receive a list of potential interviewees from the Representative Office of Helvetas Swiss Intercooperation SRB and/or Civic Initiatives in order to facilitate the process. Final list of the interviewees (both the civil society organizations and informal groups) will be jointly agreed upon between the Representative Office of Helvetas Swiss Intercooperation SRB and Civic Initiatives and the consultants.

## **8. Reporting / Debriefing**

During the implementation period, consultant/s will be in regular contact with representatives of implementing partners: Svetlana Radosavljević (svetlana.radosavljevic@helvetas.org), Dejana Stevkovski (dejana@gradjanske.org) and Dragoslava Barzut (dragoslava@gradjanske.org).

Representatives of implementing partners, HELNETAS Swiss Intercooperation (HSI) and Civic Initiatives, will organize debriefing meeting with consultant/s at the beginning of their engagement. Furthermore, implementing partners will organize a meeting after delivery of the Draft Research Document on constituency building in order clarify all comments that that should be addressed in the document.

## **9. Documents**

Documents that should be delivered to implementing partners, HELNETAS Swiss Intercooperation (HSI) and Civic Initiatives, are following:

- Conceptual Framework
- Draft Research Document on constituency building



- Final Research Document on constituency building

Belgrade,

23. January 2024

**Annex 2 – APPLICATION PACKAGE**
**APPLICATION FORM**
**1. SUBMITTED by (i.e. the identity of the bidder)**

	BIDDER'S INFORMATION
Name of legal entity	
Registration number	
TIN number	
Address	
Email	
Telephone	
Legal Representative	

**2. CONTACT PERSON (for this application)**

Name	
Telephone	
e-mail	

**Annex 3 – Financial Offer**

Services Items – specifications	Qty- number of consultancy days	Price per unit (consultancy day) in EUR	Total