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Youth Bank Hub for Western Balkan and Turkey Network (YBHWBT)

Project: WB&T for EmploYouth

**Funded by the European Union under the Civil Society Facility and Media Programme
Ref. No: 2020/414-560.**

Open Call for Tender - Senior Policy Researcher

Terms of Reference: Developing the YBHWBT Youth Participation Index (YPI) and YPI Monitoring Report, Three Policy Briefs (x3), and One Youth Research Study (x1) in the Republic of North Macedonia.

Contracting Authority: Association for education MLADIINFO INTERNATIONAL, Republic of North Macedonia

Eligible: Individual consultants/Researchers –natural persons and consulting companies/entities – legal persons

Reporting to: Association for education MLADIINFO INTERNATIONAL, Republic of North Macedonia

Duration: Total of 25 days in the period of six months from September 2020 to March 2021

Deadline for application: 20th of August 2020

Reference Number: 01/2020





I. BACKGROUND

PURPOSE

The **WB&T for EmploYouth** project strives to achieve greater involvement of young people in the decision making processes through a regional network of CSOs advocating towards **political, social, and economic participation of youth** in all partner countries. Under the coordination of the applicant “Ana and Vlade Divac Foundation” from Serbia, in partnership with “Partners Albania for Change and Development” from Albania, Association for Education – MLADIINFO International from Macedonia, “Prima” Organization from Montenegro and “Community Volunteers Foundation” from Turkey, in the period of 2016-2019 with the support of the European Union was established the **Youth Bank Hub for Western Balkans and Turkey (YBHWBT) Network** with the mission to monitor the development of the youth policies and practices, and increase the youth participation and employment in the region of WB and Turkey.

The **4-year track record of the YBHWBT Network** the network generated an **institutional experience** in reaching out to local grassroots, in building their capacities and sharing know-how and the **Youth Bank participation model** and in advocacy of research-based policy improvements; a **unique, regional youth policy monitoring tool** – [Youth Participation Index \(YPI\)](#) was developed to provide knowledge-based action planning, and firm and productive relations were built with key stakeholders of youth inclusion across the region. The YPI is the main research and policy tool is aiming to create a solid basis of information to target the main youth issues and needs and advocate for their solution, as well as to help all relevant stakeholders to create more informed, efficient, and sustainable youth policies and tools which will secure active young citizenry.

Besides the YPI, the Network relies its activities on strong research components presenting and comparing data and numbers from each participating country. As a result, during the first edition of the project, 6 regional, 20 national, and 10 local research (research, policy, mappings, reviews and analysis) have been conducted; and based on its findings, 2 regional, 65 national and 100 local events have been implemented gathering more than 1,000 participants. On top of this, 15 memorandums of understandings were signed with local and national authorities, declaring stakeholders` support for better youth participation in the partner countries.

Having in mind the above, the **purpose of the assignment** is to contribute to the policy advocacy component of the action in the Republic of North Macedonia and establish informed and constituency-based solutions for improved youth employment policies in the WB&T. This component also will continue the legacy of the previous edition of the project by creating youth policies focused at decreasing the NEET youth rate and increasing youth employment that will directly improve the situation of the target groups of NEET youth and young people in general, and indirectly the situation of the general population.

This policy research component of the action, and consequently, this assignment with specific focus on Republic of North Macedonia will be completed through **three main outputs**:



1. 4 Annual regional monitoring reports – Youth Participation Indexes (YPIs) – will be prepared using the methodology developed by YBH4WBT network from the first edition of the project; YPIs will contain comparable data pointing to trends in policies affecting youth inclusion across the region, by measuring political, social and economic participation of youth. YPIs will in this way monitor the results of the governmental youth employment and socio-economic related policies, based on which they will be evaluated and addressed by recommendations of measures within this action, in order to increase the youth employment and at improve the NEET youth position.

Specifically, this assignment will envision the production of the **annual Youth Participation Index for North Macedonia and the Youth Participation Index Monitoring Report**, following the already developed methodology, combining data gathered by desk research and by the public institutions in the field of the political, economic and social participation/inclusion of youth. The YPI Report would contextualize and analyze the data of the YPI, complying with previously agreed detailed structure, including the policy recommendations and issues for advocacy.

2. 5 National Baseline Studies, 5 Control Studies on NEET youth and 5 National Research Studies will be conducted with the purpose to understand more deeply the issue of youth unemployment and NEET youth unemployment, in particular, to be able to formulate more effective policy recommendations throughout the action. Two studies in each of the five countries will be prepared – at the onset of the action, answering questions about the precise demographic structure of NEET youth, key causes of NEET youth incidence, impediments to decreasing NEET rate in general and in particular, with attention to women and marginalized groups, and other.

Specifically, this assignment will add up to this part by the production of one **National Research Study for North Macedonia**. The Study will be prepared upon consultation with the consortium following the recent developments in the youth field in North Macedonia, containing a desk and primary analysis of data. The Study will focus on some of the most pertinent issues of youth in North Macedonia, analyzing the policy context on a national and regional level. Also, the study will complement and analyze some specific characteristics of the position of NEET youth from North Macedonia, relying on the findings of the National Baseline Study.

3. Policy recommendations on youth employment–20 Policy Briefs on NEET youth – will be prepared and advocated to national stakeholders; the briefs will respond directly to findings from YPIs and be grounded in conclusions from the National Baseline Studies and will reflect the conclusions from the consultations with stakeholders. To these grounds, consultative will be held, where YPIs will be presented and proposals of policy measures formulated through consultative debates and presented via multi-sectoral dialogue.



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Specifically, this assignment will envision the creation of **3 Policy Briefs on NEET youth** for North Macedonia, prepared upon consultation with the consortium and based on the findings of the Baseline Study on NEET youth for North Macedonia, the YPI and the YPI Monitoring Report. The Policy Briefs would be the key instrument and message for advocating and lobbying in front of the national institutions in North Macedonia, containing the key elements of standard policy briefs.

BACKGROUND INFORMATION

The **youth participation and inclusion** in the political, economic, and social affairs in the WB and Turkey is one of the most pertinent issues for the countries and the youth itself. While young women and men in WB and Turkey constitute between one-fifth and one-third of the countries' populations, the levels of their political, economic and social participation do not correspond to this populace share and remain far from the levels set in the Council of Europe's *Agenda 2020*, as indicated in the *YBHWBT Youth Participation Index*. This issue has been addressed through the action **Youth Banks Hub for Western Balkans and Turkey** carried out **in the period 2016-2019**, with support from the EU. It **resulted in the establishment of a regional thematic network – [YBH4WBT](#)** – which today facilitates cooperation and peer-learning of CSOs committed to youth inclusion in Albania, Montenegro, North Macedonia, Serbia, and Turkey. **YBH4WBT network** brings together **20 CSOs** engaged in policy monitoring and research-based advocacy of solutions for political, economic and social inclusion of youth, while at the same time encouraging civic participation of young women and men and promoting innovative participation models across the region.

One particular aspect of youth inclusion in Albania, Montenegro, North Macedonia, Serbia, and Turkey is most notable: **the level of youth unemployment, and within it, the rate of young women and men that are neither in employment nor education or training (NEET)**. The average youth unemployment rate in the targeted countries is **31,4%**, almost double the EU-28 average – 17,1%. The high rate of NEET is of particular concern because the lack of professional activity of these young women and men has a negative spiral effect – it leads to missing out on opportunities for acquiring experience and for skills development, thus further decreasing their chances of finding a job and increasing the risk of lower salaries, owing to the lack of marketable skills. According to data from the ILOSTAT database, the average NEET rate in the targeted countries is 23,1%, more than double EU-28 average – 10,8%. According to ILOSTAT, the negative effects of the NEET status affect women more strongly than men, and especially affected by the NEET status are marginalized/vulnerable groups such as youth from rural areas and socio-economically disadvantaged youth, Roma youth and young women and men with disabilities.

In response to this situation, the **WB&T for EmploYouth project** intends to contribute in an innovative way to decreasing youth unemployment and NEET rate in Albania, Montenegro, North Macedonia, Serbia, and Turkey. The project aims to contribute to **strengthened regional collaboration, participatory democracies and the EU approximation process** in the Western Balkans and Turkey (WB&T) in the area of youth employment and:





- To create informed and constituency-based solutions for improved youth employment policies in the WB&T (policy-based advocacy);
- To increase the capacity of CSOs to pilot and promote innovative solutions for improved employment of NEET youth in the WB&T (re-granting and CSOs capacity-building component);
- To increase engagement and influence of CSOs in raising public awareness on youth employment in the WB&T (advocacy, lobbying, partnership building, and promotion);

II. DESCRIPTION OF RESPONSIBILITIES

OBJECTIVE AND SCOPE OF THE ASSIGNMENT

The **objective** of the assignment is to **set-up the basis of the policy-advocacy component** of the action by gathering and analyzing data on youth and particularly NEET youth, presented in the **Youth Participation Index and Youth Participation Index Monitoring Report**. Moreover, the assignment tends to add to the work of the YBHWBT Network, by producing one **National Research Study** on youth needs and issues in North Macedonia, and more importantly, **three Policy Briefs on NEET youth in North Macedonia**, as main tools for advocacy and lobbying. The assignment will also continue the good practices and research by the YBHWBT Network from the previous edition of the project, to create informed policy solutions to improve the situation of NEET youth in North Macedonia and the WB and Turkey.

Under the **scope** of the assignment, the services include the following:

- 1) **Updating and adjusting the methodology of the Youth Participation Index**, and quality and timely gathering, processing and analysis of data and information for the Index in coordination with the project manager and the project consortium.
- 2) **Production of the Youth Participation Index** following the previously agreed methodology among the project partners. The Index shall present up-to-date data and information on youth (15-29 years old as per the national legislation), accessed through communication and collaboration of the national institutions, such as the State Statistical Office, the Agency for Youth and Sports, the Ministry for Labor and Social Affairs, the Ministry for education and other relevant youth stakeholders. The Index shall display data in the areas of a) political b) social, and c) economic participation/inclusion of youth in the Republic of North Macedonia, giving a general overview of the situation of young people and youth NEET in the country. The data shall be gathered by desk research, free access to public information, and other methods as necessary.
- 3) **Production of the Youth Participation Index Monitoring Report**, analyzing and conceptualizing the data of the Youth Participation Index. The Report shall be created upon the previously agreed template among the project partners and will generally contain: a) introduction b) summary c) presentation of data and comparison between different years in North Macedonia d) conclusion and e) recommendations and issues for advocacy. The length of



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the Report would be up to 10 pages maximum, forming a joint research product with the Youth Participation Index, and serving as a basis for the creation of the Regional Youth Participation Index Report produced by the project lead.

4) **Production of National Research Study for North Macedonia** prepared upon consultation and coordination with the project partners. The topic shall address recent developments in the youth field and NEET youth policies in the country, aiming to present the findings and inform a larger, regional audience about the specificities in North Macedonia. The study will serve to complement the findings of the National Baseline Study on NEET youth, by further with further elaboration and analysis on the chosen topic. The methodology would be agreed upon among the project partners, yet, will include desk research and primary research corresponding to the objectives and scope of the study. The length of the study would be up to 15 pages maximum, containing: a) introduction b) background and overview of issue c) analysis and d) conclusion.

5) **Production of three Policy Briefs on NEET youth** for North Macedonia, prepared upon consultation with the consortium and based on the findings of the Baseline Study on NEET youth for North Macedonia, the YPI, and the YPI Monitoring Report. The Policy Briefs shall present the key instrument and message for advocating, lobbying and partnership-building with the national institutions in North Macedonia, as well as will share information between various stakeholders from WB and Turkey. The briefs would contain the standard elements of policy briefs a) executive summary b) introduction c) presentation of the problem d) alternative solutions e) conclusion f) recommendations. The length of the brief would be up to 7 seven pages maximum.

6) **Production of final narrative report** for the assignment at the end of the contract period, and detailed timesheets with a description of the activities and engagement for each of the deliverables of the assignment. The report and the description shall follow a template provided by the donor as part of the reporting documentation.

DUTIES

- To timely and quality produce the deliverables of the assignment as elaborated in section II of this Call, in line with the methodology and objectives of the research component of the action;
- To lead active communication and coordination for the assignment`s tasks and activities with the project coordinator for North Macedonia, the project manager from the applicant Ana and Vlade Divac Foundation, as well as the rest of the team members from Mladiinfo International;
- To lead active communication and coordination with the rest of the Senior Policy Researchers from the partner organizations for harmonization and alignment of the research work on consortium level;
- To lead active communication and coordination with the state institutions, CSOs, international organizations, donors and other relevant stakeholders for this assignment





and partnership-building activities, as well as to participate on the consortium meetings connected to its work portfolio;

- To participate in the creation and adaptation of the methodology of the Youth Participation Index, YPI Monitoring Report, the National Research Study and the Policy Briefs;
- To present the research findings to the media, the public, and all interested parties, and actively contribute to the promotion of the results and outcomes of the research;
- To deliver a final narrative report for the assignment at the end of the contract period, and detailed timesheets with a description of the activities;
- To perform other duties and tasks if necessary in communication with the project coordinator for North Macedonia.

In all its stages of the assignment, the deliverables will be developed in close consultation and cooperation with the WB&T for EmploYouth Project Coordinator for North Macedonia and the Project Manager of the applicant organization, the Ana and Vlade Divac Foundation.

Outline and methodology of work will be discussed and agreed on the level of the project consortium during several online meetings prior and in time of delivering the assignment. The meetings would take place regularly for the period of six months from September 2020 to March 2021 and would envision participation of the partners' project coordinators, senior policy researchers, other experts in the field, and representatives from the donors.

DELIVERABLES

Deliverable	Deadline
Youth Participation Index – North Macedonia (x1)	October 2020
Youth Participation Index Monitoring Report (x1)	November 2020
Policy Briefs on youth/NEET youth (x3)	December 2020 – February 2021
National Research Study on youth needs and issues	February 2021
Narrative report and supporting documentation	March 2021

METHODOLOGY

- Desk review and research, and gathering and analysis of secondary data (processing and collating public data; analysis of legal, policy and institutional framework; analysis of relevant national strategic documents, policies and programs; measurement and comparison of political, social and economic data of youth in North Macedonia);
- Online and in-person interviews, questionnaires, communication and consultation with national institutions, CSOs, youth organizations, donors and other stakeholders, and young people from North Macedonia;
- Other methods if necessary and applicable.



LINES OF COMMUNICATION

The service provider **will report to the project coordinator for North Macedonia and the Mladiinfo International team respecting the beforehand deadlines.** The Mladiinfo International team would conduct quality assessment and compliance with the methodology and objective of each deliverable. The service provider shall submit the final narrative report and supporting documentation to Mladiinfo International for technical and compliance checks. All deliverables also will be communicated with the project lead, the Ana and Vlade Divac Foundation, and the project consortium.

TIMEFRAME

The assignment and the deliverables shall be completed **in a total of 25 days in a period of six months, starting from September 2020 to March 2021.** This period encompasses all the above-stipulated tasks and activities and the completion of the final products as per this Call.

For this Call, the general conditions for service contracts in line with the PRAG procedure apply (Annex I): <https://ec.europa.eu/europeaid/prag/>.

III. COMPETENCIES

QUALIFICATIONS

Key expert qualifications

Education	A degree in social sciences: economics, political sciences, law; or other related fields. MA Degree would be considered as an asset.
Experience	<ul style="list-style-type: none"> -Minimum 5 years of research experience -Minimum 3 years working experience in the CSOs in North Macedonia or the WB region, and solid track record in the field of public policies, particularly youth policies -Knowledge and expertise in managing, reporting and administering (research) projects -In-depth knowledge and practical experience in data gathering, data input, statistical and quantitative analysis -Proven writing and analytical skills, concept design and research methodology -Proven communication and reporting skills and the ability to work in a team -In-depth knowledge of national legal, political and institutional framework concerning youth and youth policies - Proven communication and presentation skills and ability to work in an environment requiring liaison with multiple actors and stakeholders
Language requirements	<ul style="list-style-type: none"> -Fluency in English -Knowledge of one of the local languages in the region would be considered as an asset



Other	<ul style="list-style-type: none"> -Familiarity with MS Office applications -Published articles in international journals would be considered as an asset
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CORE VALUES

- ✓ Demonstrates integrity and fairness by modeling Mladiinfo International values and ethical standards;
- ✓ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- ✓ Demonstrates commitment, loyalty, and accountability for own action and work

CORE COMPETENCIES

- Demonstrates **professional competence** to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- **Result-oriented:** plans and produces quality results to meet the set goals, generate innovative and practical solutions to challenging situations;
- **Communication:** Excellent communication skills, including the ability to convey complex concepts and recommendations clearly;
- **Teamwork:** Ability to interact, establish and maintain effective working relations in a culturally diverse team;
- Ability to establish and maintain **productive partnerships** with regional and national partners and stakeholders.
- **Collaboration:** Works effectively with others on common goals and fosters a positive, trust-based working environment
- Analysis and decision-making:** Analyses available information, draws well-founded conclusions and takes appropriate decisions
- Flexibility:** Responds positively and effectively to changing circumstances

IV. APPLICATION RULES

The application needs to contain the following:

- **Technical Offer;** and
- **Financial Offer.**

A. TECHNICAL OFFER:

For individuals-natural persons

- Letter of interest;
- CV, outlining relevant knowledge and experience as described in the Core Competencies Section
- List of written articles, reports, papers, or any other documents that demonstrate the writing and analytical skills;



- Reference list including contact details of minimum 2 referees;
- Concept note with a list of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);

For Companies-legal persons

- Company profile including a brief description (up to 2 pages) of the company. In case of a bidding consortium, the team leader should submit the profile of the consortium stating the key expert and experts;
- Copy of Company's Registration Certificate (in case of consulting companies). In case of a bidding consortium a corresponding written authorization, power of attorney is accordingly treated;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);
- CVs of experts (stating the key expert and experts), outlining relevant knowledge and experience as described in Section III Competencies of the Terms of References, along with contact details of referees;
- Brief concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as the approach to the work to be undertaken, as described in the Terms of Reference;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);
- Signed Statements of Availability (Annex II).

B. FINANCIAL OFFER

The financial offer should reflect the following:

- All figures should be expressed in EUR
- To use a free format for the Budget providing the global price for the work

NOTE:

When preparing the financial offer, the applicant should take into account the following:

- Maximum total budget should not exceed 3,750,00 EUR (three thousand seven hundred and fifty euros)
- The fee rates should be broadly consistent with those applicable in the WB region

DEADLINE:

Applications need to be submitted by **August 20, 2020**, to the following address: recruitment@mladiinfo.eu with the subject: WB&T for EmploYouth–Open Call for Senior Policy Researcher. Late applications would not be considered.



V. EVALUATION RULES

The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment.

The applications are evaluated following these criteria:

Evaluation Grid	Maximum Score
A. Technical offer (A.1+A.2+A.3)	100
A.1. Work experience, references list: Relevant work experience; evidence of other contracts of the nature comparable to that of the Call; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity: CV satisfies the criteria outlined in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	30
A.3 Quality of the concept note: Concept note describing the main issues, information, data sources, and tools to be employed by the expert as well as approach to the work to be undertaken.	30
B. Financial Proposal/ lowest price has a maximum score	100

The score for offer X =

A: [Total quality score (out of 100) of offer X / 100] * 80

B: [Lowest price/price of offer X] * 20

In addition to the results of the technical and financial evaluation, a **competency-based interview** will be held with the selected bidder.

INFORMATION ON A SELECTION OF THE MOST FAVORABLE BIDDER

Mladiinfo International shall inform candidates and bidders of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure. The candidates and bidders wishing to receive feedback may send a request within 15 days after receipt of the information for non-selection.

The request may be sent to the e-mail address recruitment@mladiinfo.eu or the address of Mladiinfo International:

Association for education MLADIINFO INTERNATIONAL
Subject: WB&T for EmploYouth – Open Call for Senior Policy Researcher
St. Filip Filipovic 22



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1000 Skopje, Republic of North Macedonia

APPEALS PROCEDURE

Bidders believing that they have been harmed by an error or irregularity during the award process may petition Mladiinfo International directly within 15 days of the receipt for non-selection. Mladiinfo International must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address recruitment@mladiinfo.eu or the address of Mladiinfo International:

Association for education MLADIINFO INTERNATIONAL
Subject: WB&T for EmploYouth–Open Call for Senior Policy Researcher
St. Filip Filipovic 22
1000 Skopje, Republic of North Macedonia

VI. FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

CONTRACT TITLE: Senior Policy Researcher WB&T for EmploYouth

REF : 01/2020

Concluded between:

Project WB&T for EmploYouth

Association for education Mladiinfo International
St. Filip Filipovic 22, Skopje 1000, North Macedonia
Represented by:
(Contracting Authority)

AND

Title
Address of the contractor
Represented by:
(Contractor)

Article 1: Subject of the contract

The subject of the contract are the services as indicated in the contractor's offer – ‘Part II: Description of responsibilities (duties, deliverables, methodology and timeline)’

Article 2: Contract value





The total contract value for implementation of services / delivery of supplies / execution of works indicated in the Article 1 is: XXX EUR.

Article 3: Contracting documents

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

- Contract agreement
- Contractor’s offer as provided in the tendering phase – “Part IV: Application Rules: technical and financial offer”
- Any other supporting documentation from the part IV, subsections Technical and Financial Offer.

The general conditions for Service Contrats in line with the PRAG procedure apply if not otherwise stipulated herewith. (Annex I – General Conditions).

Article 4: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor’s offer “Part II: Description of responsibilities (duties, deliverables, methodology and timeline)”. The deliveries will be implemented within the indicated dates.

The Contracting Authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Month		EUR
September 2020 to March 2021	Monthly on the basis of verified timesheets of the Senior Policy Researcher	XXX EUR per day
Total for 25 days		<contract value

- The contractor will provide Contracting Authority with the brief report on execution of the services at the end of the tender, beside timesheets.

Article 5: Duration of the contract

The duration of the contract is from the day of signature of both parties to 16th March 2021.

Article 6: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:



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- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

Article 7: 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 Court in Skopje 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:





ANNEX I: SUBMISSION FORM

Open Call for Tender - Senior Policy Researcher: Developing the YBHWBT Youth Participation Index (YPI) and YPI Monitoring Report, Three Policy Briefs (x3), and One Youth Research Study (x1) in the Republic of North Macedonia.

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One signed scanned copy of this Call for Consultancy Submission Form must be supplied.

STATEMENT

[Name of the representative of the Entity] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Experts, Grounds for Exclusions and Conflict of Interest as such:

Grounds for exclusion

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) 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 subject of proceedings concerning those matters, or are in an analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offense concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes following the legal provisions of the country in which they are established or with those of the country of the Contracting Officer or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Officer as a condition of participation in the contract procedure or fail to supply this information.



Conflict of Interest

a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interest that could arise during the performance of the contract must be notified in writing to the Contracting Authority without delay.

b) The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Consultant shall ensure that its staff, including its management, is not placed in a situation that could give rise to a conflict of interests. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.

d) The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.

e) Civil servants and other agents of the public administration of the Mladiinfo International Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the Mladiinfo International.

f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to Mladiinfo International financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

We offer to provide the services requested in the Terms of Reference based on supplied documentation subject to this Open Call for Consultancy Services, which comprise our technical offer, and our financial offer.

This Open Call for Consultancy Services is subject to acceptance within the validity period stipulated in the Terms of Reference.

Name	
Address	



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Telephone	
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ANNEX II: STATEMENT OF AVAILABILITY

REF:01/2020

By representing the Entity_____ we agree to participate in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely:

Full name	Available from (date)	Available until (date)	Acceptance by signature	Number of man- days associated with each task from the ToR

