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Invitation to Tender (*)

Procurement - External Service Contract for support of EUROPARC members consultation

Issued by: The EUROPARC Federation

Date: 20/01/2019

europarc@europarc.org

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1. Summary

This call for tenders is issued to support the EUROPARC Federation conduct a member's consultation in advance of the preparation of a new strategy for the organisation. For the purposes of this tender, the contracting authority is The EUROPARC Federation. Their address is: Waffnergasse 6, D – 93047 REGENSBURG, Germany.

The indicative budget for this external assistance contract is €12,000 maximum, inclusive of VAT.

As a minimum, all bidders must have demonstrable experience of working with EU based NGOs or institutions.

Ultimately, those bidding for this contract, must demonstrate how such evidence and their expertise will be applied within the scope of this contract and benefit the EUROPARC Federation in the delivery of this consultation

Previous experience of delivering similar work as an external service contractor is required.

The issue date for the invitation to tender is January 20th 2020 with bids due to be received by 12.00 noon on 30th January 2020. A contract will be awarded by 3rd February.

2. Overview of the project

Introduction

The EUROPARC strategy 2015-21 has been developed thanks to a collective participatory effort made by EUROPARC members, Sections, Council and Directorate in 2014-15. The strategy includes a vision and a mission for EUROPARC and has been structured around four strategic themes, each containing several priority areas and multiple actions.

These have guided the work of the Federation over the last years:

- EUROPARC vision: Sustainable Nature; Valued by People.
- EUROPARC mission: EUROPARC works for our natural and cultural heritage, to improve and champion the policy and practice of Protected Area management, in order to deliver sustainable nature, valued by people.

1. Working for Nature. This included actions to improve PA management effectiveness, to strengthen the integration of landscape and species management, to promote the recognition of the role and values of PAs and to raise the awareness of the wider public, including young people.



2. Helping people and organisations learn. This included actions to support capacity building, to facilitate knowledge sharing and to strengthen international and cross-border cooperation for nature conservation and sustainable development.

3. Promoting sustainability. This included actions to support PAs in developing and implementing sustainable tourism strategies and plans, to support international cooperation among protected areas on the same theme, to promote sustainable agriculture practices and partnerships, to raise the awareness of the benefits of nature for human health and to strengthen the role of protected areas for climate change mitigation and adaptation.

4. Working together. This included actions to improve EUROPARC governance, to develop internal human resources, to develop smarter communication, to improve the financial sustainability of the organisation.

The Directorate, with Council support, is continuously monitoring its implementation and in 2018 undertook a midterm review. A final assessment will take place later next year, but in the meantime we can anticipate that, as described in the reports EUROPARC publishes annually, most of the actions foreseen have already been implemented, some are still in progress and very few have not been addressed yet.

It is now time to start looking ahead, as this strategy is progressively coming to its end. Things have changed since 2015, with protected areas and the nature conservation world confronted with new challenges, priorities and opportunities. We would therefore like to consider together if and how EUROPARC should adapt its vision and mission for the future, and which should be the main priority actions for the coming years.

As a new strategy will have to be approved at the General Assembly 2021, the Council and Directorate have recently created a dedicated task force to coordinate and oversee the process and have agreed a framework plan for action and a calendar.

Towards the new strategy

- A broader, more detailed and targeted online consultation is to be launched early 2020.
- In parallel, specific consultation meetings and workshops, with the active support of Council and Sections, will take place all over 2020.
- Feedbacks, inputs and comments will be elaborated early in 2021 and a first draft of the new strategy will be circulated for final comments in spring 2021.



-A final document will be presented to members over summer 2021 and then voted on at the General Assembly 2021.

In order to successfully develop this new strategy, advice and contributions of an external contractor to facilitate the consultation process is sought.

3. Contract deliverables & timescale

The contracting authority is looking to engage an experienced external service provider to produce comprehensive advice and support on the consultation process, when it begins at the end of February. This would take the form of online meetings at key points in the process such as the finalisation of the online questionnaire, the development of the face to face meetings with members and the planning of the final september internal EUROPARC meeting.

The creation of consultation workshop manual., for face to face 2 hour workshop sessions that will be delivered by EUROPARC staff.

They would also create a training for EUROPARC staff to assist in the delivery of these consultation workshops. The face to face workshop to deliver this training in facilitation, needs to take place at the end of March 2020.

In addition, the provider would lead and run a facilitated workshop for internal EUROPARC representatives in September and complete the report and analysis of the inputs received.

4. Key relationships & contract management

The service contract will be managed by the Directorate of the EUROPARC Federation. The main points of contact will be the Project Managers: Carol Ritchie, Executive Director and Federico Minozzi, Managing Director.

To facilitate the delivery of the consultation process and ensure the engagement of members and quality of outputs, the contracting authority has already formed a Consultation Task Force, made up of representatives from across the Federation. It is proposed that this Task Force, will convene via online meetings 3 times during the



period of the contract, at Inception, Interim and Final contract stages. The main function of this group will be to support the Federation who will then advise the contractor in the delivery of the aims and objectives of the contract. The Contractor may be invited to such meetings

5. Tender submission & return process

Bids must be submitted in English and sent by email to europarc@europarc.org by or before 12.00 noon on Thursday 30th January 2020.

Tenderers must demonstrate within their proposal assurances that they have the necessary capability and capacity to meet the contract requirements, including evidence of a proven track record. Bids must include the following:

- A short narrative introduction to your organisation
- Your understanding of the brief
- A detailed description of your proposed approach to meet the requirements of the contract
- Knowledge of and ability to work in related subjects
- Evidence of previous work of a similar scope and scale
- Experience of writing insightful and coherent reports, which identify clear recommendations that can be used to inform decision making processes and/ or future project development ideas: in addition, reports produced must be written so they can be shared with a variety of (non-technical) audiences.
- Evidence of partnership working, engaging with a variety of partners to deliver shared aims and objectives.

As a minimum, tenderers must provide the following details within their proposals:

- A detailed description of your proposed approach, including timescales for delivery.
- Project management and risk assessment associated with delivering the contract and how these would be managed.
- Skills, expertise and experience of your proposed team. This would include a breakdown of the contracted team by their role, experience and expertise.
- The costs of your bid broken down by each element and team member, time allocations for each team member and day rates.
- Any anticipated travel requirements and likely costs – this will be included in your overall bid, but specified separately.



All interested parties wishing to submit a bid must adhere to the following conditions:

- Bids must be sufficiently detailed with clear descriptions and costs for services to be provided.
- All Prices must be stated in EUROS, inclusive of VAT, which must be shown separately.
- Prices will be fixed for the period of the contract.
- Prices should include any anticipated travel and expenses, but these must be separately detailed.
- In preparing a bid, potential contractors must note that one day is equal to 8.0 hours.

At no point following the submission of the bids will potential contractors be allowed to make changes to the substance of their proposals. Post-submission, any attempt to contact the contracting authority with a view to influencing the outcome will result in the immediate disqualification of that bid from consideration in the tendering process.

All bids received will be treated as being submitted as 'commercial in confidence'. All bids will be assessed for completeness, quality and cost. To ensure transparency and equal treatment of bids received, all bids will be opened and assessed on the same day and a confidential written record of the procedure used to assess the bids and the decisions reached will be maintained as part of the tendering procedure.

The outcome of decisions reached following the conclusions of the tendering process will be communicated individually to the proposer of each bid received. The decisions reached will be final and, at no point, will the contracting authority enter in to further discussion about the outcome.

6. Award criteria

The contract will be awarded to the tender evaluated by the contracting authority to demonstrate value for money, added value for the project and quality.

Note here that added value means the capacity of the tenderer as external assistance provider to complement the expertise and experience already available within the project with specialist professional knowledge and skills required for the project.

Indicatively, the maximum value of the contract will be €12,000 inclusive of VAT.

The scoring criteria are weighed as follows:

- Price 30%
- Added value 40%
- Quality 30%

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7. Intellectual property rights

All feedback, information and data gathered during the performance of the contract and production of the reports associated with the consultation process and outputs, including the intellectual property rights, will belong to the EUROPARC Federation.

8. Data protection & confidentiality requirements

All data management must comply with GDPR requirements - all reasonable precautions to protect user data security must be ensured.

Carol Ritchie

Executive Director.

January 20th 2020