

YOUNG RESEARCHERS OF SERBIA OPENS CALL FOR SUBMITTING OFFERS
for providing service of evaluation of project proposals for the purpose of ECO SYSTEM programme of strengthening the networks of associations of citizens dealing with environmental protection within ECO SYSTEM environmental reforms supporting programme

About the project

In January 2020 with the support of the Swedish International Development Cooperation Agency (SIDA), Young Researchers of Serbia (YRS) started implementing a new support Programme for civil society organizations (CSOs) and other actors dedicated to implementing EU environmental acquis in Serbia – ECO SYSTEM Programme.

One of the main three components of the project is ECO-SYSTEM capacity building programme focused on environmental CSO networks.

ECO-SYSTEM capacity building programme for environmental civil society organization networks has three specific goals:

- to strengthen the capacities and increase visibility of environmental CSO networks
- to enable organizations to continuously work on environmental reforms and Chapter 27 monitoring, and
- to advance the dialogue and cooperation between organizations and decision-makers on national and local level.

ECO-SYSTEM capacity building programme enables environmental networks and their member organizations to receive financial support for their projects and build and develop their capacities through participation in other components of this programme.

ECO-SYSTEM capacity building programme encompasses:

- a) Financial support for project implementation (grants)
- b) Strengthening capacities and increasing visibility

The organizations selected to take part in ECO-SYSTEM capacity building programme will become users of financial support for their project, as well as the programme for strengthening capacities that will take place for the following two years.

The amount of grant the organizations can apply for through ECO-SYSTEM programme has to be between the minimum and maximum set amount.

Minimum amount: 20 000 euros

Maximum amount: 30 000 euros

The programme is planned to support at least 13 projects of organizations that are members of environmental CSO networks.

DESCRIPTION AND SPECIFICATION OF SERVICES

For the purpose of implementation of ECO-SYSTEM capacity building programme for environmental CSO networks, Young Researchers of Serbia are hiring external evaluator to evaluate project proposals submitted by organizations.

Description of the project evaluation process

The application procedure for ECO-SYSTEM capacity building programme for environmental CSOs consists of two phases:

- First phase – submitting Expression of Interest
- Second phase – submitting Full project application

Evaluation Committee is responsible for evaluation of Expression of Interest and Full project proposals, their scoring and ranking.

Evaluation Committee consists of three external evaluators, one evaluator from Young Researchers of Serbia, Chairperson of Committee and Secretary of Committee.

Evaluation of Expression of Interest and Full project proposals is conducted exclusively by evaluators. The Chairperson and Secretary participate in scoring and ranking.

During the process of evaluation Young Researchers of Serbia will provide logistical support to the Evaluation Committee. Young Researchers of Serbia will also prepare all the required documentation and handle administrative procedures.

The hired external evaluator is required to examine Expressions of Interest and Full project proposals and score them, relying on their knowledge, experience and a set of defined criteria provided by Young Researchers of Serbia, by conducting the following tasks:

- examining and evaluating Expressions of Interest
- participating in forming lists of pre-selected organizations ranked based on the scores of their project ideas
- examining and evaluating Full project proposals based on set criteria
- participating in forming a preliminary list
- participating in meetings of Evaluation Committee

During evaluation of Expressions of Interest and project proposals, evaluators have to score them using evaluation tables. Each subsection of evaluation table has to be accompanied by concise, relevant and justified comments.

Signed evaluation table of each evaluator will be a singular annex to the final Evaluation Report.

Work timeline:

Examining and evaluating Expressions of Interest and forming a list of pre-selected organizations	June 5 - June 10, 2021
Examining and evaluating project proposals based on set criteria and forming a preliminary list of grantees	June 30 - July 15, 2021

Working language: Serbian.

Required qualifications:

- Education: university degree, master degree;
- General professional experience: at least six years of general working experience;
- Specific professional experience: at least three years of relevant working experience in the field of environmental protection; experience in project implementation, preferably in civil sector in Serbia; experience in scoring and/or evaluating project proposals for grants, preferably for projects financed by Sida and EU;
- Skills: excellent knowledge of English language; basic computer skills; analytical approach and writing skill; proficiency in writing reports;

Skills such as financial and budget analysis of project proposals, as well as the knowledge of environmental policies in the Republic Serbia and EU admission negotiations focused on Chapter 27, will be considered an advantage.

APPLICATION PROCEDURE

The offer is submitted to Young Researchers of Serbia via email, to address tijana@mis.org.rs, with subject "Offer for position of external evaluator on project ECO-SYSTEM: Environmental reforms supporting programme".

The offer should include:

1. Up-to-date CV of the bidder;
2. Offer price for the described tasks expressed in dinars or euros.

The bidder can be a natural person or legal entity. If the bidder is legal entity, they have to appoint one executive person for the job of external evaluator, and deliver required documentation accordingly.

The bidder is required to submit an offer filled out in accordance with the requirements in this Call.

The contact person for this open call is Tijana Ljubenović (tijana@mis.org.rs).

Deadline for submitting offers is May 25, 2021, until 5 PM.

Budget and payments

The maximum available budget for the Project of open call for external evaluator services is 1000 euros bruto, in dinars currency that calculated based on project course on the day of depositing the amount by the donor. The maximum amount for this procurement is EUR 1000 with value added tax (VAT), calculated in dinars currency at exchange rate defined by the commercial bank on the day of foreign currency purchase sale made by the Contracting party. Payment dynamics will be defined in the contract made with the chosen bidder.

Evaluation of offer

Submitted offer will be evaluated by Committee of the Contracting Party, within 5 working days from the day of offers' opening. The evaluation will be conducted in accordance with the procurement rules prescribed by the donor.

Young Researchers of Serbia respect gender equality and equal opportunities during engagement of service providers and associates.

Committee will evaluate whether the offers meets all the requirements described in the open call for submitting offer. Only complete offers containing all the required information and documents will be evaluated in accordance with criteria.

Bidders will be informed about the decision of the Committee in writing, within three days from the day of decision.

The offer will be scored with a number between 0 and 100 (with 100 being the maximum score) based on the following criteria:

Criteria	The maximum score
The bidder's CV	80
Offer price	20
Total	100

Belgrade,

May 11, 2021

Tijana Ljubenočić
ECO-SYSTEM Project Coordinator