

YOUNG RESEARCHERS OF SERBIA OPENS CALL FOR SUBMITTING OFFERS

for providing service of improvement of Young researchers Serbia's policies and practices in the field of grants forwarding and risks assessments

In the period from **09/09/2020 to 24/09/2020** Young Researchers of Serbia (YRS) will be collecting offers for the service of improvement of organizational policies and practices in the field of grants forwarding and risks assessment during the implementation of the project: "ECO SYSTEM - Environmental reforms supporting programme" which is financed by Sweden.

By the means of the "ECO SYSTEM programme", YRS will forward grants to implementing partners (other civil society organizations). The grant forwarding methodology will include a procedure for assessing organizational capacity, internal management processes and internal controls of the implementing partners and monitoring management processes, as well as defining the risks of the grant evaluation / award process. At the same time, during the Programme, Young Researchers of Serbia should strengthen its own managing capacities by developing risk register and performing accompanying processes.

JOB DESCRIPTION

- Integrating assessments of organisational capacity, internal management processes and internal controls into the YRS grant forwarding methodology to the implementing partners;
- Integrating procedures for monitoring internal management procedures and internal controls of implementing partners in YRS grant forwarding methodology, in line with YRS's rules and procedures as well with the General Conditions applicable to Grants from Sida to NGO's, regarding project/programme support and core support;
- Establishing risk assessment database of Young Researchers of Serbia - perform initial risk assessment and evaluation, create risk database and risk matrices and develop various strategies for minimizing/eliminating risk impact and possibility.

Location: Republic of Serbia, Belgrade

Language and work mode: Serbian language for the communication with YRS team. English and Serbian language for the materials.

Duration: September 2020 – 31st October 2020

CONDITIONS FOR PARTICIPATION

The right to participate in subjected procurement has Bidders that meet the following conditions for participation in the procurement procedure:

1. Bidder is registered at the competent authority as auditor's firm, i.e. that it is added in the appropriate register.

Manner of proving: excerpt from the register of the Business Registers Agency. The auditor's firm is registered as a statutory auditor in the public register of a public oversight body in an EU member state in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (this applies to auditors and audit firms based in an EU Member State).

2. Bidder and his legal representative have not been convicted of any of the criminal offenses as a member of an organized criminal group, Bidder has not been convicted of criminal offenses against the economy, criminal offenses against the environment, criminal offense of receiving or giving bribes, criminal offense of fraud.

Bidder has a valid license from the competent authority to perform the activity that is the subject of the procurement, if such a license is provided by a special regulation.

Bidder respected the obligations arising from the valid regulations on safety at work, employment and working conditions, environmental protection.

Bidder is not bankrupt or in the process of liquidation.

Bidder has not been imposed a measure prohibiting the performance of activities, which is in force at the time of publishing or sending the call to submit offers.

Bidder has paid the due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia or a foreign state when it has its seat on its territory.

In the framework of another procurement procedure or procedure for awarding contracts financed from the funds of the Contracting Party, Bidder did not violate the contract and that he fulfilled the contractual obligations.

Manner of proving: Filled Template – Statement on fulfilment of obligatory conditions in the procurement procedure (Declaration of honour).

3. The right to participate in subjected procurement has Bidders that meet the following additional conditions for participation in the procurement procedure:

FINANCIAL CAPACITY

The right to participate have Bidders who have achieved a turnover of at least 1,500,000.00 dinars without VAT in the last three business years (2017, 2018 and 2019).

Manner of proving: balance sheet and profit and loss statement (financial report) for the previous three years.

BUSINESS CAPACITY

Business capacity is met by Bidders that during their business:

- Have experience in working with minimum 10 civil society organizations.

Manner of proving: reference list containing the following information – organization name, project name, project value, project donor's name, project description and type of services provided. For each project, submit a copy of the contract (first and last page) or an invoice.

- Have experience in auditing long-term projects/programs supported by international donors regarding grant forwarding to other entities, of minimum 20.000 EUR per grant.

Manner of proving: reference list containing the following information - reference number of the project/programme, name of the project/programme, name of the donor, value of the project/programme. For each project/programme deliver copy of approved auditing by the donor.

- Have professional risk indemnity insurance.

Manner of proving: copy of the insurance.

- Second level audit.

Manner of proving: reference list of projects containing the following information – name of project, reference number of project, project value, name of the donor.

- Familiar with EU or other international donor's procurement rules and procedures.

Manner of proving: reference list of projects containing the following information - name of project, reference number of project, project value, name of the donor. For each project/programme deliver copy of approved auditing by the donor.

TECHNICAL CAPACITY

The right to participate have Bidders that:

- Have sufficient technical capacities, to possess (either owned or otherwise provided) technical equipment and other technical means necessary for the realization of the procurement of subject.

Manner of proving: a statement on technical capacities (*Statement on the memorandum given under material and criminal responsibility*) that the Bidder has (either owned or otherwise provided) technical

equipment and other technical means necessary for the implementation of the procurement. The statement is required to contain a description of the technical means and equipment available to the Bidder to ensure the quality of service.

- Have business premises (owned or based on a lease agreement or a contract for free use).

Manner of proving: a copy of the title deed or a copy of the lease agreement or free use agreement.

- Are a member of a national accounting or auditing body or institution which in turn is member of the International Federation of Accountants (IFAC)

Manner of proving: proof of the membership.

PROFESSIONAL CAPACITY

The right to participate have Bidders that have sufficient staff capacity, who have at least 5 full-time licensed certified auditors or otherwise employed licensed certified auditors in the fields related to this contract.

Manner of proving: copies of licenses, copies of certificates of submitted applications for compulsory social insurance (pension and disability insurance and health insurance) for each employee individually or copies of employment contracts.

The right to participate have Bidders that have sufficient staff capacity, who have experienced auditors for risk management and provide service of risk's evaluation, as well as could prepare a risk management strategy with policies covering internal control procedures, resources, information systems and security.

Manner of proving: biography with asked experience.

APPLYING PROCEDURE

The offer must contain the following elements:

- Price offer in RSD with VAT or EUR with VAT for needed service (signed and stamped);
- List of documents asked in chapter „Conditions for participation“.

Submission of the offer and deadline:

- The bidder is responsible for providing a complete offer, in accordance with all requirements stated in this call;
- The bidder may submit only one offer;
- The offer and following documentation shall be submitted in writing, by post or personal, with the note "Offer for procurement within the project Eco system" and "Do not open before the official opening by the Committee for the selection of bidders" on the front of the envelope;

- On the back of the envelope it is necessary to indicate: name, address and contact of the bidder;
- Upon receiving a certain offer personal, YRS shall indicate the date and time of its receiving and shall issue a confirmation of receipt to the Bidder at his request;
- The contact person regarding this procurement is Tijana Ljubenović, tijana@mis.org.rs all questions regarding the procurement can be asked only in writing.

Deadline for receiving tender's documentation is 24 September 2020 till 4:00 PM to the following address:

Mladi istraživači Srbije (Tijana Ljubenović)
Bulevar umetnosti 27
11150 Beograd

Budget and payment procedure:

The maximum amount for this procurement is EUR 6.000,00 equivalent to RSD. Payment dynamics will be defined in the contract made with the chosen bidder. In case the Bidder gave price offer in EUR, calculated in dinars currency at exchange rate defined by the project.

Evaluation of received offers:

The evaluation will be conducted in accordance with the procurement rules prescribed by the donor in the document "Procurement provisions for use by Non-Governmental Organizations (NGOs) in the context of the Sida-financed Project / Core Activities (Sida's Procurement Provisions)".

After collecting all the received offers, the most favorable Bidder will be selected according to the criteria "**best price of cost**" with the fulfilment of all the stated conditions from the call.

The Committee will determine in advance whether the offer meets all the conditions described in the call. Incomplete and untimely offers will not be considered. Only offer which contains all the required information and asked documentation can be evaluated. After the final decision on the selection of the service provider is made, all Bidders will be notified of the decision by an e-mail, no later than three days after the decision is made.

In Belgrade,
07 September 2020