**CALL FOR QUOTATIONS**

**ADMINISTRATIVE AND LOGISTIC OFFICER**

***IMPORTANT:*** This document has no contractual value. CFI can at any time and until the effective conclusion of a contract with the selected service provider(s), decide unilaterally not to pursue the project without any justification. CFI reserves the right to modify all or part of the elements of the present document or to conclude a similar contract with the service provider of its choice. No company will be able to raise any complaint on this subject nor claim any indemnity whatsoever.

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| **CLOSING DATE AND TIME FOR SUBMISSION OF QUOTATIONS: 28th of August at 8:00 PM (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).**Email to the following address: charlotte.morel@cfi.fr with the subject line “EB2 / Call for quotations / Admin Log Officer” |

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#  BACKGROUND

##  Introduction to CFI

CFI, the French media development agency, works to promote the development of media worldwide, particularly in Sub-Saharan Africa, the Arab world and countries in the vicinity of the European Union. We engage with the media to foster dialogue between local authorities and citizens, in order to enable people to be as well-informed as possible. The fight against misinformation, the promotion of equality between women and men, protection of the environment, the promotion of democracy and community engagement are all central to what we do.

CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

##  Context of the Call for quotations

In the Western Balkans, as elsewhere in Europe, the last few years have been affected by strong disinformation linked to the Covid epidemic. More recently, Russia's invasion in Ukraine seems to have intensified the influence and disinformation campaigns waged by both local and foreign interests.

In this context, the youth of the Balkans are deprived of an essential right to information and self-expression, insufficiently protected in its diversity. Yet this right is essential to guarantee democratic debate.

This is why the "Balkan Expressions II" project aims to strengthen young people's participation in regional dialogue by supporting their media and digital expression and combating misinformation.

The project focuses on 2 major axes:

* Reinforcing Media and Information Education for young audiences, to enable them to decipher the challenges of online disinformation and help them forge a critical mind;
* Renew professional practices by supporting future journalists in dealing with misinformation and common regional issues;

In order to implement this Project, CFI is looking for an administrative and logistics officer to take part in the coordination of all the Project’s activities.

The purpose of this Call for Quotation is to define the contractual terms of the future contract, hereinafter referred to as the "contract", subsequently concluded between CFI and the selected service provider. The terms of the contract set forth in this Call for Quotation are provisional/informative and may be subject to unilateral modification by CFI prior to its conclusion.

# PUPORSE OF THE CALL FOR QUOTATIONS

##  Purpose

The purpose of this Call for quotations is to identify a Service Provider capable of ensuring project implementation by managing administrative and logistic tasks. This Call for quotations does not constitute a promise of award of the future contract to any applicant company.

The Contract between CFI and the chosen service provider(s) will be a service contract[[1]](#footnote-2) governed by the provisions of the [French Public Procurement Code](https://www.legifrance.gouv.fr/codes/texte_lc/LEGITEXT000037701019/2019-04-01).

##  Estimated services of the contract

### Description of the services

The services entrusted to the Service Provider will be:

* Provide administrative support for project activities:
	+ Assist the Project Coordinator with the preparation of project-related documents, including reports and presentations.
	+ Maintain project records, files and database, ensuring they are up-to date and easily accessible.
	+ Support the coordination of meetings, workshops and events, including communication to participants and documentation.
	+ Assist the Project Coordinator in the management of project calendars, schedules and deadlines – ensuring a timely respect of the tasks
	+ The Service Provider is responsible, with the supervision of the Project Coordinator, of managing and monitoring local expenses in the country of affectation which he/she will monthly send to CFI HQ along with corresponding receipts. The local expanses must be handled in accordance with CFI’s guidelines.
* Manage the logistics of the project’s activities:
	+ Coordinate travel arrangements of project staff, consultants, and beneficiaries, , accommodations and, if necessary, visa processing.
	+ Arrange logistics for project events, such as venue selection, equipment reservation, catering and transportation.
	+ Liaise with suppliers and service providers to ensure timely delivery of required goods and services.

*Estimated deliverables and due dates*

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| **PERIODIC DELIVERABLES** |
| **Type of deliverables** | **Due dates** |
| Monthly memo: Every Month, the Service Provider must send CFI’s Project Manager and Project Coordinator a report including, but not limited to:* A description of all tasks executed during the month
* The records, data bases updated throughout the period
* A summary of the exchanges with suppliers, including, when relevant, particularly in case of litigation, emails exchanges
* Time sheets

The Project Manager may ask for more information regarding the report, which the Service Provider must answer to.  | No later than the 30th of each month |
| Monthly local expanses report:Every month the Service Provider must send CFI’s Project Manager and Project Coordinator: * The signed and dated cashbook of the month
* Each expanse receipt through email.
 | No later than the 5th of each month |

Deliverables will have to be written in English.

The language of communication for this service, meetings and all deliverables shall be English.

Any deliverable not written in English will be rejected by CFI, and the service provider will have to make the modifications in order to comply with the imposed language within a period of time that will be transmitted by CFI without this being the object of any remuneration or compensation of any nature or amount.

#  ESTIMATED TERM

The term of the contract will be ten (10) months.

This Contract is subject to one (1) renewals under the conditions defined in this article. The maximum total duration of the Contract, including renewals, shall not exceed twenty-two (22) months.

Renewal is tacit.

In the event that CFI does not wish to renew the Contract, it shall notify the Service Provider, by any means that allows for proof of receipt, of its decision not to renew at least one (1) month prior to the anniversary date of this Contract. In the event of non-renewal, no compensation or indemnity of any kind whatsoever may be claimed by the Service Provider

In the event of non-renewal, the Service Provider may not request payment of compensation and the right to payment acquired shall not apply.

The Service Provider may not refuse the renewal[[2]](#footnote-3).

# PLACE OF SERVICE PERFORMANCE

Services will be performed in Tirana, Albania. The Service Provider will be required to travel to Serbia and/or Bosnia-Herzegovina and/or Kosovo and/or Montenegro and/or North Macedonia for specific missions, upon request by CFI.

Work meetings and discussions may be done by video conference.

#  TOTAL ESTIMATED VALUE

##  Amount and form of prices

The maximum amount of the contract is nineteen thousand and eight hundred euros (19 800€) excluding tax.

The services of the contract will be paid for using a unit price set out in the estimated and signed quotation of the applicant company.

#  CONDITIONS FOR SENDING PROPOSALS

##  Content of proposals

Any incomplete proposal will be rejected by CFI without the possibility for the applicant company to complete it.

Each applicant must submit a complete proposal that includes all of the following documents and information or CFI will not consider the proposal:

1. The resume of the person dedicated to this Contract.
2. **A quotation**, excluding mission fees, detailing the unit price and the total price excluding tax of the services.
3. **A note (1-page max, Arial 10)**detailing the experience of the Service Provider in the provision of similar services.

Only the unit prices in the quotation have contractual value and are deemed firm. Estimated quantities set by CFI and the total estimated amount have no contractual value.

All of these documents are written in English by the applicant company or its proposal will be eliminated by CFI.

##  Conditions for sending quotations

Applicant company must submit their proposal to the address indicated on the cover page of this Call for quotations.

Complete proposals will be sent to reach the destination **before the deadline indicated on the cover page of this Call for quotations.**

Only proposals received at the latest on the closing date and time specified on the cover page of this Call for quotations will be received. Proposals received or delivered after this date and time will not be opened.

Once selected, the service provider will provide CFI with additional documentation[[3]](#footnote-4).

##  Quotations validity period

The quotation validity period is one sixty (60) calendar days from the quotation’s submission closing date.

By responding to this Call for quotations, the applicant company is deemed to have unconditionally accepted conditions. Its application and offer shall undertake the entire period stipulated in this article. The applicant company cannot withdraw before this period expires.

#  SELECTION OF PROPOSALS

##  Expected qualifications and skills of the team tasked with providing the services

* Fluency in English and at least one of the local languages spoken in the Western Balkans (Albanian, Macedonian, and BCMS)
* A demonstrated experience in providing administrative and logistic support for projects or organizations, preferably in the media or civil society sector.
* Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines effectively.

##### Strong coordination and planning skills, ensuring the efficient organization of project meetings, workshops, and events.

##### Excellent communication and coordination skills, with the ability to work collaboratively with diverse stakeholders.

##### Knowledge of financial procedures and budget monitoring, with experience in expense tracking and financial reporting.

##### Understanding of project management principles and practices.

##### Proven ability to identify and address administrative challenges proactively and efficiently.

##### Ability to work in a fast-paced environment, adapt to changing circumstances and handle multiple tasks simultaneously.

##  Quotation selection criteria

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| **Criteria** | **Weighting** |
| ***Criterion 1*** | ***Technical value of the bid*** | **80%** |
| Sub-criterion 1.1 | Based on the note, understanding of the challenges and expectations regarding the position and activities ahead | 20 |
| Sub-criterion 1.2 | Fluency in English and at least one of the local languages spoken in the Western Balkans (Albanian, Macedonian, and BCMS) | 20 |
| Sub-criterion 1.3 | Skills and detailed references of the candidate  | 20 |
| Sub-criterion 1.4 | Relevant professional experience in similar positions | 20 |
| ***Criterion 2*** | ***Value of the bid price***  | **20%** |
|  | Price | 20 |

**END OF CALL FOR QUOTATIONS**

1. Pursuant to Article L. 1111-4 of the French Public Procurement Code [↑](#footnote-ref-2)
2. Pursuant to the article R2112-4 of the French Public Procurement Code. [↑](#footnote-ref-3)
3. Once selected, Service Provider is to provide CFI with the following documents:

	* + **A tax clearance certificate or equivalent,** less than six months old, certifying that its returns and payments for to income tax, corporation tax and value added tax are all in order This certificate is issued by the tax authorities with jurisdiction over the applicant.
		+ **A social security certificate or equivalent,** less than six months old, certifying that the company is up-to-date with its returns and payments of employers’ and employees’ social security contributions (in France, this certificate is issued online by the URSSAF website).
		+ **For companies domiciled abroad:** A document issued by the authorities maintaining the business register or an equivalent document certifying its registration or a document mentioning its name, registered name, full address and nature of the entry in the business register
		+ **Bank details of the bank with the registered name of the Service Provider appearing in the contract and the currency of the account** [↑](#footnote-ref-4)