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Terms of reference
for the selection of a consultant for the provision of HELPDESK services
in the framework of the project
“Supporting EU SMEs in the field of circular economy to participate in public procurement in Eastern Countries” (P2GreenEST)

1. BACKGROUND

“Supporting EU SMEs in the field of circular economy to participate in public procurement in Eastern Countries - P2GreenEST” is a project aiming at developing BSOs’ and clusters capacities to support EU innovative green SMEs’ internationalization and participation in public procurement in Eastern non-EU countries. The overall project is based on the circular economy approach, in line with the New European Green Deal’s objective to create new markets for climate neutral and circular products.

The project is financed through European Union COSME Programme "Supporting European SMEs to participate in public procurement outside EU and has as objective to ensure and improve the access of innovative European companies active in the sectors of water and waste management, as well as energy efficiency to the public procurement process in the beneficiary countries of Eastern Europe (main targeted countries: Republic of Moldova and Serbia)

The partnership of the project is formed of the following organizations:

1. Éa éco-entreprises is a French cluster of eco-enterprises located in the Région SUD, representing around 160 actors working on circular economy topics such as: water, waste and energy, biodiversity, sites and polluted soils. Éa éco-entreprises aims to assist its member SMEs at all stages of their economic development.
2. Green Energy Innovative Biomass Cluster has been founded in 2011 with the aim to raise the interest toward the production and utilization of the biomass, the most important renewable energy source in Romania. The cluster ensures the frame to develop innovative solutions in the field of the solid biomass by putting emphasis on the environmental, social and economic benefits.
3. The Asturian Federation of Entrepreneurs (FADE) represents 55.000 companies and self-employed workers in Asturias (Spain). In particular, we have integrated 79 territorial and sectorial business associations and 66 singular companies.
4. The Chamber of Commerce and Industry of the Republic of Moldova (CCI RM) is a non-governmental, autonomous, apolitical and non-profit organization, which was created as a legal entity under public law to represent, support and protect the common concerns of its members and of the entire business community in the country, in close cooperation with state authorities and other relevant national and foreign stakeholders.

The main focus of the project is on contributing to the improvement of the situation in water and waste management, and energy efficiency sectors in the targeted countries in the Eastern region, namely in the Republic of Moldova, Serbia and Ukraine.



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The project partnership has as objective to positively impact 18 clusters and BSOs, more than 1600 SMEs, and around 30 Eastern public procurers. The objectives of the project are embodied in its activities, that will enable European BSOs to build their capacity on public procurement and knowledge on Eastern markets and opportunities, provide advisory services to EU SMEs through an internationalisation strategy and a HELPDESK, implement a win-win situation for EU and Eastern public procurers through knowledge-sharing, B2B and B2P meetings or international trade missions.

The main project result will be to enable EU SMEs, through interregional and cross sectoral cluster cooperation, to deploy innovative green solutions that meet the needs of Eastern regions, allowing a win-win situation: EU SMEs become more competitive while non-EU countries gain knowledge on existing innovative green technologies for addressing their specific environmental challenges.

The project will encourage and develop sustainable partnerships between EU clusters and SMEs and those located in the Republic of Moldova, Serbia and other Eastern non-EU countries, by providing consultancy and support services for the creation of consortia and joint participation in public tenders organized in Eastern European countries.

To this end, the Chamber of Commerce and Industry of the Republic of Moldova in the framework of the P2GreenEST project will engage a consultant to undertake the development of a HELPDESK service for EU SMEs interested in public procurement in Serbia and in the Republic of Moldova.

The objective is to develop and formalize a HELPDESK that will support the EU SMEs in the process of application to tenders launched in such sector of the circular economy as water, waste management and energy efficiency launched in the targeted countries (Moldova and Serbia).

The target groups

The project and partnership directly target and support European green innovative SMEs by providing them accessible and adequate information about public procurement linked with circular economy and green innovation, especially focusing on waste and water management as well as the production of sustainable energy. The SMEs will be involved in cross-sector and transnational collaboration by being recruited by the partners within their own clusters and regions. Few SMEs are doing business beyond Europe, despite the fact that they are considered the backbone of the EU economy. Cross-sector collaborations within the participating regions, inter-regional and transnational cooperation is necessary to compare the capabilities of the participating regions and SMEs to produce, transfer and exploit knowledge for innovative services and technologies related to circular economy, and identify and exploit public procurement opportunities. Furthermore, collaboration also raises benefits from shared experiences, best and worst practices and enables organizations to better manage and react to shared and emergent risks.

2. SCOPE OF THE WORK AND EXPECTED OUTPUTS

The Chamber of Commerce and Industry of the Republic of Moldova, in the framework of P2GreenEST project, will select at least 2 consultants in order to develop HELPDESK services in public procurement opportunities in Serbia and in the Republic of Moldova. The HELPDESK will offer consultations



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For each country (Republic of Moldova and Serbia) a separate consultant will be selected and all activities will be customized depending on the public procurement market of these countries.

HELPDESK services will involve at least 8 EU SMEs /consortia and will accompany them in the process of application to public procurement procedures launched in the Republic of Moldova and in Serbia (**4 SMEs for each country**).

The tenders identified should be launched and coordinated by national contracting authorities in the selected countries and targeting the sectors of water management, waste management and energy efficiency.

The **scope of work** and expected outputs/deliverables will be the following:

1. Conduct research on the current situation in sustainable public procurement (separately for the Republic of Moldova and Serbia) targeting the three main sectors: water management, waste management and energy efficiency. The analysis will include information on the main public procurers in the targeted sectors, the existing gaps and opportunities in sustainable public procurement, previously awarded contracts in the concerned sectors, EU participating companies in the bids already launched, provide recommendations and conclusions for each sector.
2. Carry out stakeholder analysis to bring out the roles and responsibilities of key players in the public procurement process for the three selected sectors: water and waste management and energy efficiency and provide a short overview of the future strategic plans of the public authorities in the selected sectors.
3. Schedule and organize meetings with relevant institutions in order to understand the situation in the targeted sectors and identify further projects or bids that are in the scope of the project.
4. Monitor and identify relevant tenders launched in the targeted countries and submit notices to the project partnership. A short resume for each tender will be drafted according to the template provided by the P2GreenEST project (template attached)
5. Search for and identify EU SMEs / clusters that would be potentially interested in participating in the circular economy tenders launched in the Republic of Moldova and/or Serbia.
6. Contribute to the creation of the partnerships /consortia between EU SMEs and local SMEs in Moldova and/or Serbia in case such a request or criteria may be in a launched tender
7. Collect, review and analyze all the necessary documents of the bids for which companies have expressed their interest of participation.
8. Accompany interested companies through the entire bidding process, including support in the preparation of tender documentation, translation of documentation if necessary, facilitating creation of consortia if the case may be.
9. Organization of 2 online and/or physical meeting (if possible) with each interested bidders in order to explain them in detail the eligibility criteria, the legislation that applies, establish the needs of the client SMEs and provide support with filling-in the documentation (if requested by the company)



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10. Follow-up of the submitted tenders and offering support to successful bidders in the award and negotiation process
11. A detailed report on each consulted company has to be made after the submission of the tender, including all questions of the company and concrete support provided to the Eu company or consortium

Expected Deliverables /Outputs:

At least 8 individual meetings/consultations for each selected country (Serbia and Moldova) with the interested bidders/consortia of companies (2 per company/consortium).

The first meeting will be focused on analyzing the tender documentation, explaining the legal aspects, eligibility criteria, regulations used by the contracting authorities, procedure of filling-in the technical and financial offer, most frequent errors.

The second meeting will be based on further individual work with the bidder (mentoring) and will try to improve the quality of the technical proposal, formulate clarification questions on behalf of the bidder for the contracting authorities, identification of weaknesses in the proposal of the bidder and formulating recommendations, answering questions of the bidder, presenting methods of self-evaluation of the offer.

The schedule of meetings will be coordinated with the P2GreenEST team. In case there will be a consortium of companies the meeting will be organized with all involved parties

For each consulted European Union company or consortium as the case may be, a detailed report will be drafted by the consultant(s) and share with the P2GreenEST team within 15 days following the meeting.

In fulfilling the assignment, the consultant(s) will undertake collection of all the required data/information from various sources, including Government departments, Ministries, Agencies and other relevant sources. The P2GreenEST Project team shall facilitate in collection of the data/information with required official letters and contact with the key stakeholders wherever required (in the Republic of Moldova and Serbia).

P2GreenEST project team will offer all necessary support in the promotion of the activity, providing access to relevant project documents, ensuring connection with the interested companies and/or stakeholders, providing its own expertise and coordinating all consultations as per the agreed work schedule.

3. DURATION OF THE WORK AND LOCATION

The duration of contract shall be for a **maximum of 7 (seven) working months, between October 2023 and April 2024**. The consultant can undertake a mix of in-country and distance mode of work based on the agreed work-plan and methodology. The consultant will work closely with the P2greenEST Project Team and will submit and share the progress of activities as agreed. The consultant is expected to use own computer and other equipment required for the task.

4. REQUIRED EXPERTISE AND QUALIFICATIONS



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- A post-graduate or equivalent qualification/ degree in Law, Economy, Business Administration
- At least 5 years of prior work experience in dealing with public procurement in the targeted countries (Republic of Moldova or Serbia), consultation of companies, excellent knowledge of the legal framework, main stakeholders and procedures.
- Demonstrated knowledge and experience in undertaking research especially in the area of public procurement
- Knowledge of the private sector in the targeted countries, their challenges in the process of participating in public procurement in the selected countries. Knowledge of European private sector would be an advantage.
- Relevant regional and international experience will be an added advantage.
- Advanced knowledge of English language and the local languages in the Republic of Moldova or Serbia. Knowledge of another European language would be an advantage.

5. SCOPE OF FINANCIAL PROPOSAL AND SCHEDULE OF PAYMENTS

The consultant will be offered a lump sum fee inclusive of transport costs (amount depending on the country). The payments will be made in installments based upon outputs/deliverables specified in the TOR (under payment schedule) and upon certification of satisfactory work as per work plan and endorsed by P2GreenEST project.

Payment Schedule

- 20% on signing the contract and submission of the methodology and work-plan of the assignment (in English).
- 40% on the achievement of the following indicators:
 - Submission of the report on the current situation in sustainable public procurement (for the Republic of Moldova or Serbia) targeting the three main sectors: water management, waste management and energy efficiency
 - Identification of at least 10 relevant tenders for the Republic of Moldova/Serbia
 - Organization of 3 meetings with relevant public authorities (contracting authorities) for the targeted country including the project partners.
 - Identification of 5 European Union companies interested in tenders in the targeted countries.
 - Completion of two HELPDESK consultations and submission of consultation report (in English).
- 40% on submission of the final report and completion of all required consultation as per work-plan (in English).
 - Identification of at least 10 relevant tenders for the Republic of Moldova/Serbia
 - 3 meeting with relevant public authorities for the targeted country
 - Identification of 5 additional European Union companies interested in tenders in the targeted countries
 - completion of two HELPDESK consultations and submission of consultation report (in English).
 - Submission of the final report of the assignment with conclusion and recommendations



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6. DOCUMENTS

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

1. Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
2. Relevant Experience (max 2 pages).
3. Detailed methodology and conceptual framework with expected deliverables and timelines, team composition, man days required (3-5 pages).
4. Recent CV.

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made in installments based upon key outputs/deliveries (mentioned under payment schedule above).

7. OFFERS SELECTION & DEADLINE

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview)	60%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50
<ul style="list-style-type: none"> ▪ Technical competence 		25
<ul style="list-style-type: none"> ▪ Relevant Experience 		25
Financial	40%	40

he proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan

Offers will need to include all required documents to be eligible. A score will be given as a percentage. Offers will be evaluated according to the following criteria:

- 40% of the score will be based on the price following this formula (cheapest offer/evaluated offer) x 40

- 60% of the score will be based on technical criteria listed in chapters 4 and 6 of the present document.

This call is open both to residents of the Republic of Moldova and/or Serbia and to foreign consultants (natural or legal persons).

The present ToR is elaborated in conformity with the legislation of the Republic of Moldova and the Internal Regulations of the Chamber of Commerce and Industry of the Republic of Moldova

The deadline for submitting the technical and financial offer is October 16th, 2023, 17:00 CET to the following e-mail addresses: seminar@chamber.md, Ludmila.botosan@chamber.md All questions and clarifications should be addressed to the Chamber of Commerce and Industry of the Republic of Moldova by e-mail at: Ludmila.botosan@chamber.md till October 10th, 2023.