



REQUEST FOR QUOTATION

12 October 2016

Ref.: Request for Quotation RFQ 428392

Theoretical and practical workshop on EU fundraising and proposal-writing, tailored to the OSCE’s specific needs

The OSCE has a requirement for the item(s) listed below and kindly requests you to provide a quotation as follows:

Please use this form for the submission of your quotation. Additional information can be supplied on a separate page. Technical specification sheets, brochures, photos, if applicable need to be submitted together with the quotation.

PLEASE COMPLETE THIS PRICE FORM!

#	Description	Total price per participant (net value)	Total Price Lump Sum (net value)
1	Provision of a workshop in accordance with the enclosed Terms of Reference.		
2	Please specify any other cost		
3	TOTAL Cost (Net Value)		

The costs shall cover all expenses for performing the services, including, but not limited to the cost of the remuneration of personnel and all other compensations, insurance and social charges as well as overheads, technical assistance, supervision costs, travel costs, meals and coffee breaks, and any other costs incurred by the contractor’s personnel for the purpose of performing the services. Training would take place at the OSCE Secretariat, Vienna, Austria.

The quotation MUST also include the following information:	
-	A draft training programme, which includes the following: <ul style="list-style-type: none"> o Learning objectives o Individual topics to be covered o Training methodology o Draft agenda o Methods of follow-up evaluation
-	Possible training dates by the end of 2016, in Vienna, Austria;
-	Experience on provision of services of similar nature;
-	Qualifications and competence of key personnel to perform the services (provide references and CVs of key personnel);
-	Written confirmation of your company acceptance to the OSCE General Conditions of Contract;
-	Completed OSCE Vendor Registration Form http://www.osce.org/procurement/74771 must be attached to the quotation, if not already provided.

The Purchase Order will be awarded to the bidder offering the least costly technically acceptable quote.

Any Purchase Order will be subject to the OSCE General Conditions of Contract which can be viewed at <http://www.osce.org/procurement>. Detailed “Instructions to Bidders – Request for Quotation” are also provided on this website.

**Deadline for submission of quotation:
Thursday 27th October 2016 at 12.00 hrs (CET Vienna time)**

Payment terms: 30 days after receipt of services and original invoice

Validity of offer: 60 days

Company name:

Authorized representative’s name and signature:

Address:

Email:

Telephone:

QUOTATIONS SHALL BE ADDRESSED TO: tenders-at@osce.org

*Vendors who are not registered with OSCE need to complete the Vendor Registration Form
<http://www.osce.org/procurement>.*

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1. Background

The OSCE External Co-operation Section (hereinafter referred to as the “Section”) works closely with the Secretary General, the Chairmanship and the other members of the Troika, as well as, where necessary, the participating States. It briefs, advises and supports them on external co-operation matters. The Section is the first point of contact at the headquarters level for partner organizations such as the UN, the EU, CoE and NATO, and other international, regional and sub-regional organizations and institutions that operate in the OSCE area, as well as with regional organizations outside the OSCE area. It is also responsible for liaising with the OSCE's Partners for Co-operation, both Mediterranean and Asian, and acts as master Project Manager for the Partnership Fund. In addition, the Section maintains contacts with academic institutions and think-tanks. More recently, the Section has also been given the additional task of co-ordinating and supporting the Secretariat's fundraising efforts.

In order to be able to support colleagues from various Departments, including the OSCE Conflict Prevention Center, Transnational Threats Department, Office of the Co-ordinator of Economic and Environmental Activities as well as Trafficking in Human Beings in their fundraising and proposal-writing efforts, and to ensure consistency, it is essential for the staff members to increase their understanding of the processes governing EU funding in order to increase chances for a positive outcome.

2. Objectives of the assignment

The general goal is to advance the ability of staff in the Section as well as selected staff members of other Units/Departments to receive EU funding for proposals by deepening their knowledge on the structure of the funding programmes and learning how to identify suitable open applications and adapt existing proposals to the specificities of open applications.

Accordingly, the OSCE is looking for a contractor (hereinafter referred to as the “Contractor”) to provide a workshop/training (hereinafter referred to as the “Training”) that shall cover the following topics:

- The new architecture of the 2014-2020 funding programmes;
- The operating system and rules for participation in the programmes;

- The project conception according to the expectation of the managing authorities and key instruments;
- The setting-up and formalisation of a partnership;
- The setting-up of an estimated eligible budget;
- The formalisation of the grant application;
- The method and criteria of the selection process;
- EU external aid instruments and funding programmes (EDF, IPA, DCI etc.).

In addition to that, the practical component of the Training, targeted and tailored to the OSCE, shall enable OSCE staff to:

- Identify suitable open applications;
- Adapt existing proposals or ideas for proposals to the specificities of open applications;
- Enable suitable partners for co-funding in order to increase their chances.

In light of the above, the Training shall consist of:

- Day 1, which should focus on the processes governing EU funding; and
- Day 2, which should focus on the practical skills.

3. Scope of Services

The Contractor shall deliver two-day Training for up to 15 participants from the OSG/External Co-operation Section and selected participants from other Departments within the OSCE by the end of 2016, in Vienna, Austria.

4. Expected output and performance indicators

Under the direct supervision of the Head/External Co-operation Section and the External Co-operation Officer, the Contractor shall:

- Liaise with OSG/External Co-operation and DHR/Learning & Development to determine training needs of the target group;
- Refine the draft agenda and tailoring it to the OSCE's specific needs;

- Deliver a two-day Training in the OSCE Secretariat, Vienna, Austria;
- Prepare material for the course (e.g. workbooks, reference books and materials) and recommending further sources of information and literature on the subject.

5. Qualifications

The Contractor shall provide qualified staff with:

- A minimum of six years of experience in the area of EU funding;
- A minimum of six years of training experience;
- Experience with other international organizations, especially with the OSCE, is a distinct asset;
- Professional fluency in English, with excellent oral and written communication skills; knowledge of other OSCE working languages is an asset;
- Highly developed presentation skills and client engagement;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.

6. Required Inputs

The OSCE will provide the Contractor with background information as well as a meeting room in Vienna, Austria, at the OSCE Secretariat, for delivering the Training. The Contractor shall provide qualified staff to deliver the Training.

7. Liaison Arrangements

The OSCE will support and supervise the preparation and delivery of the Training.

8. Reports and Time schedule

- Preparatory discussion to start as soon as a Contract between the OSCE and the Contractor has entered into force;

- Training to be held by the end of 2016 in the OSCE Secretariat, Vienna, Austria;
- Regular correspondence by e-mail or phone during the Preparatory discussion.

9. Data, Services, personnel, and Facilities to be provided by the OSCE

The OSCE shall provide the Contractor with:

- Background information on the OSG/External Co-operation Section and other OSCE Departments, if required;
- Seminar room at the OSCE Secretariat, Vienna, Austria;
- Administrative staff for on-site support;
- Possibility to print training material, if required.

10. Completion of the Training

The Training shall be provided to the satisfaction of the OSCE in accordance with these Terms of Reference.