



Organization for Security and
Co-operation in Europe

EOI/SEC/03/2021 - PUBLIC CALL FOR DEVELOPMENT AND ORGANIZATION OF A FIVE PART ONLINE DIALOG SERIES, FOCUSING ON THE WORK OF THE OSCE

Date of issuing: 28th January 2021

Date of closure: 18th February 2021 at 12:00 CET – Vienna time

To: All interested not-for profit, non-governmental organizations or institutions.

Subject: Development and organization of a 5-part online dialogue series, focused solely on the work of the OSCE and the recent developments in the Organization, as a platform for interested young diplomats to enhance their knowledge and awareness about the work of the OSCE, as well as participate in relevant discussions with speakers associated with the Organization.

Location: Online

Time period: The online dialogue programme should comprise 5 sessions spread out over 5 weeks in the period March – May 2021.

The Organization for Security and Co-operation in Europe (OSCE) hereby seeks proposals from qualified non-profit organization or academic institutes, specialized in training and education, which are knowledgeable of the work of the OSCE and have the capacity to develop and organize a series of 5 online dialogue events which will focus on the work of the OSCE and the recent developments in the Organization.

1) Background information

The OSCE is the world's largest regional security organization comprised of 57 Participating States, working to ensure peace, democracy and stability for more than a billion people. It offers a forum for high-level political dialogue on a wide range of security issues and a platform for practical work to improve the lives of individuals and communities. The OSCE has 16 field operations in South-Eastern Europe, Eastern Europe, the South Caucasus and Central Asia in addition to specialized Institutions in The Hague, Vienna and Warsaw.

Young diplomats, coming from a diverse range of OSCE Participating States and from a variety of backgrounds including diplomats, graduate students and practitioners, due to the nature of their chosen career paths can benefit by enhancing their knowledge and increasing their awareness in security and co-operation across OSCE region. However, currently there is a very limited number of programmes offered to young diplomats that cover directly the work of the OSCE. The OSCE must continue to compete with other international organizations for attracting talent. As a mechanism to attract qualified human resource, OSCE plans to support high potential candidates who lack specific knowledge about the OSCE, by providing them participation in a high quality education programme and a dialogue platform where they can learn about the OSCE and participate in relevant discussions with the speakers associated with the Organization.

Target audience:

All interested people coming from a diverse range of OSCE Participating States and from a variety of backgrounds including but not limited to career diplomats, graduate students and practitioners.

2) Specific tasks of the implementing partner shall include:

The aim of the online dialogue series is to expand the knowledge about the OSCE, by looking at specific aspects of its work, also glancing at what is happening behind the scenes to get an understanding of diplomatic work and the importance of multilateralism. Therefore, in close co-operation with the OSCE Talent Development Unit, the selected Implementing Partner (IP) is expected to implement the following tasks:

- a) The IP should possess relevant knowledge of the OSCE, which will make them a reliable partner in organizing an event focused solely on the work of the OSCE, as well as established credibility, which can help increase awareness of the online event and attract high quality participants, as well as guest speakers.
- b) The IP should develop and conduct five online webinars preferably using the Zoom platform, around topics related to matters of diplomacy, mediation, current issues and activities of engagement of the OSCE, elaborating on the unique chances and opportunities the OSCE as regional organisation offers. The list of potential topics could entail:
 - Cooperative security
 - Mediation in the OSCE region
 - Three dimensions of the OSCE: Politico-military, Economic- Environmental and Human dimension
 - OSCE presence on the field
 - Values and interests
- c) The IP will announce, advertise and lead the selection process of the participants according to selection criteria agreed with the OSCE Talent Development Unit. The successful IP should demonstrate gender awareness, sensitivity and an ability to integrate a gender perspective into all tasks and activities.
- d) The education and dialogue programme should be held in an online format and moderated by an expert nominated from the IP. The duration of each online event should be 90 min – with ca. 60 min for input, 30 min for discussion and 30 min for Q&A.
- e) The programme agenda should be designed by the IP, taking into account the contributions of the OSCE Talent Development Unit which will support the process with selection and co-ordination of guest speakers, consisting of leading scholars in OSCE studies, senior diplomats with experience in OSCE diplomacy, representatives of OSCE executive structures and other current or past employees of the OSCE.
- f) Within 2 weeks after performing all agreed activities, the IP should provide a final narrative report, which will also include a financial breakdown of all actually occurred costs.

Regular correspondence by e-mail or phone during the preparation and execution phase between the implementing partner and the OSCE Talent Development Unit is to be expected.

3) Qualifications of the IP (mandatory requirements):

- IP shall be registered in one of the 57 OSCE participating States;
- IP shall have proven experience in training and education;
- Proven experience in conducting at least 3 successful trainings and/or capacity building projects, with provided detailed references for each completed project;
- Availability of experts and lecturers with experience in online moderation of events;
- Logistical and technical capacities to design, host and maintain an online event;
- Experience in working with governmental/intergovernmental entities and institutions;
- IP staff should have a professional fluency in English, with excellent oral and written communication skills. Detailed CVs of the proposed staff should be provided.
- IP shall ensure professionalism, transparency and accountability in managing funds provided by external entities.

Applicants must meet all of the listed mandatory requirements in order to be considered for selection.

Submitted project proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the applying organization: demonstrated knowledge about the OSCE, offered education programmes, online workshops structure and proposed topics, conducted capacity building projects, experience in working with governmental entities;
 - 60 out of 100 points
2. Experience and qualifications of staff assigned to the project: number of training courses and education programmes developed;
 - 40 out of 100 points

Applicants that meet all mandatory requirements listed in point 3) and which will score at least 70 or more points out of 100 on the evaluation of their project proposals, will be considered compliant and hence further admitted to the financial evaluation and considered for selection.

From among all compliant proposals, the selection and award will be made to the financial proposal offering the overall lowest cost.

4) The project proposal should provide:

- a) Background information about the applicant organization with justification of its eligibility to participate in the public call based on the qualifications:
 - a. Information on the background of the organization, education programmes, workshops and online training courses;
 - b. Information on background (CVs), qualifications and experience of the staff who would be assigned to the project;
 - c. Information on the online platform to be used, online outreach of the institution and capacity to maintain the course.
- b) Timeline of activities;
- c) Brief implementation plan, highlighting methodology and main topics to be covered;
- d) Supporting documentation, as requested under point 7) below.

Note: no prices should be included in the project proposal

5) Financial Proposal:

The Financial Proposal shall cover all expenses to be incurred for performing the services as specified including, but not limited, to the cost of the remuneration of the Applicant's personnel and all other compensations, insurance and social charges as well as overheads, technical assistance, supervision costs and any other costs incurred by the contractor's personnel for the purpose of performing the services; and shall show a detailed cost breakdown per price categories.

As the OSCE is always interested in delivering products of the highest quality, the applicants are welcome to present any suggestions or comments on how to improve the delivering of this activity.

6) Entities eligible to apply:

- Organizations and academic institutes in the OSCE area. Not for profit organizations are strongly encouraged to apply. Private companies are not eligible to apply on this open call.

7) Supporting documentation:

Applicants shall provide information on their operational capacities:

- Registration certificate (accreditation)
- Statute (in English)
- Documentation proving expertise in organizing and developing training programmes
- A list of key management personnel and proposed project staff
- Bank account details
- Short description of three similar projects implemented in the last 5 years

8) How to apply and the procedures to follow:

The Public Call documents are available online on the website <https://procurement.osce.org/tenders> and upon request by e-mail to: boban.jakshikj@osce.org. The Public Call documents include:

- This document
- Acknowledgement letter ANNEX A (applicants are required to submit the signed Annex A – Acknowledgment letter in electronic form to boban.jakshikj@osce.org **not later than 15 February 2021, 17:00 CET**)

Applicants must apply in English. Hand-written applications will not be accepted. There is no pre-defined template to use for applying; applicants are able to use their own template or form.

Applications (Project Proposal and Financial Proposal) must be delivered in separate, password protected PDF files to tenders-at@osce.org **latest on or before 18 February 2021, 12:00 CET**. The email subject should read: *"Application for the OSCE EOI No. SEC/03/2021 – name of your organization"*

Any application submitted after the deadline at **12:00 CET on 18 February 2021** will be rejected.

Please address all your queries or questions in writing to boban.jakshikj@osce.org up to 7 days before the submission deadline and kindly refrain from any telephone calls. OSCE will share by email all questions and answers with all interested applicants. The OSCE reserves the right to reject any or all applications received in response to this Public Call and to negotiate with any of the applicants in any manner deemed to be in the best interest of the OSCE.