



**Anna Lindh  
Foundation**  
— EUROMED —

## **Call for Expression of Interest for Provision of Services**

### **Network Activities for the ALF Virtual Marathon for Dialogue**

**Deadline for Submission:**

**24 March 2021**

at 23:59 Egypt time (GMT +2)

**Ref. no. ALF/VMA/2021/01**



This programme is co-funded by the 42 countries of  
the Union for the Mediterranean and the European Union.

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## SUSPENSIVE CLAUSE

The conclusion of service contracts under this Call will be subject to the availability of funds under the Anna Lindh Foundation budget 2018-2020.

## **1. FINANCING:**

Action Grant Contract ref ENI/2018/399-619 signed with the EU

## **2. CONTRACTING AUTHORITY:**

The Anna Lindh Foundation for the Dialogue between Cultures.

## **3. NATURE OF THE CONTRACT:**

Global price

## **4. RELATED PROGRAMMES: THE VIRTUAL MARATHON FOR DIALOGUE**

Due to the outbreak of Covid-19, the 4th edition of the Anna Lindh Forum, the MedForum 2020, had to be cancelled. Taking into consideration the symbolic and strategic importance of 2020 as the year of the 25<sup>th</sup> Celebration of the Barcelona Process, and the large mobilization made in preparation of MedForum, on 30 September 2020, the ALF launched a large civil society mobilization initiative: the Anna Lindh Foundation Virtual Marathon for Dialogue in the EuroMed region.

The ALF Virtual Marathon for Dialogue has been and is conceived as an opportunity to exchange good practices, identify and discuss new trends and priority areas of work for the promotion of intercultural dialogue (ICD) in the EuroMed region in the main domains of the ALF work and taking into consideration the new context brought about by the outburst of the world pandemic Covid-19.

### **What is the Marathon?**

The Marathon initiative aims at emphasizing the relevance of intercultural dialogue for the sustainability of EuroMed societies, as an essential tool to ensure social cohesion, economic growth, environmental respect and sustainability, youth development and exchange, gender equality and civil society empowerment, in line with the Barcelona Declaration.

The Virtual Marathon for Dialogue started with

- a Regional launch event held on 30 September 2020 in Barcelona, in cooperation with IEMED, the Head of the Anna Lindh Foundation Spanish National Network, and
- active contribution as representative of Civil Society during the UFM Regional Forum - civil society segment on 25 November 2020

it will continue with

- the launch of a social media campaign by March 2021 and running through 2021 to broadly spread messaging around the importance of EuroMed cooperation and Intercultural Dialogue and engaging large audience and social media influences with a specific focus on youth
- a traditional media campaign and coverage of the Virtual Marathon for Dialogue activities at the EuroMed level of the programme of virtual activities: regional conferences, workshops, exhibitions, trainings and debates running from May to June 2021 and including the organization

of a series of National Network Activities and Cross-Network Activities planned by and for the ALF networks as well as some activities in collaboration with the ALF partners

- a final regional outcomes activity in Croatia in 2021 in close collaboration with the Head of the Croatian ALF network who had been particularly involved in the planning of MedForum 2020.

The core part of the Marathon will take place in May-June 2021, and it will last 42 days (symbolically 42 as the length of the Marathon and as the number of national networks of ALF) and it will include 6 main weekly webinars and a rich programme of activities led by the ALF networks, with an estimated average of 2 activities per Network, and ranging from trainings to debates, to exhibitions and workshops.

For the implementation of the activities and related services, the ALF foresees to launch specific tendering processes addressing its Network as well as coordinate a social media and traditional media campaign with professional companies. A final wrapping up activity in Croatia is foreseen potentially in conjunction with other ALF planned activities.

## **5. AIM AND DESCRIPTION OF THE ASSIGNMENT (VIRTUAL MARATHON DIALOGUE ACTIVITIES)**

Both National Network Activities and Cross-Network Activities will aim to capitalise on Network members' knowledge and experience in addressing challenges related to intercultural dialogue at regional and sub-regional level with a central focus on the impact of Covid-19 on intercultural dialogue and changing trends accordingly in our broader Euro-Med region as well as on "sustainable societies" as the more-than-never necessary horizon.

## **6. OVERALL OBJECTIVE**

The Aim of the call for Virtual Marathon Activities is to activate all ALF National Networks for intercultural action to take part in the implementation of services in response to the Covid-19 pandemic with the engagement of 42 ALF networks and the organisation of 60+ activities over 42 days!

Through this call, the ALF aims to mobilise services/expertise for a series of **National Network Activities and Cross-Network Activities** on main issues for the promotion of EuroMed cultural cooperation, such as virtual trainings, seminars, exhibitions, debates led by the ALF networks and partners, and building on all the work the ALF had done in preparation of MedForum 2020.

The ALF aspires to showcase activities designed by the ALF and implemented by the ALF members in their collective efforts to address challenges related to intercultural dialogue in the times of the pandemic and, where possible, come up with policy recommendations to address challenges of intercultural dialogue during these trying times.

## **7. RESULTS TO BE ACHIEVED AND SPECIFIC TASKS**

- National networks and collective efforts across ALF networks for the implementation of service contracts are mobilised to organise activities in the framework of the set topics to feed a large-scale programme of online activities expected to run for 42 days.

Activities must be collectively an effort of the Network (in the case of the National Network Activities) or the effort of more than one Network (in the case of Cross-Network Activities) in order to ensure maximum engagement and participation of the ALF Network members.

- Service Providers will be responsible to curate, manage and implement the activities for the

programme defined by ALF including managing invitations, content development, review of materials, hiring expertise (if needed) and selection of participants.

- Selected service providers need to ensure maximum network members participation at the national level in the case of National Network Activities or at the international level in the case of Cross-Network Activities.
- To ensure sustainability of the activities as part of the Virtual Marathon and work towards any follow-up needed for a possible closing event (mini-Forum) in Croatia in 2021 (subject to the unfolding reality of the Covid-19 pandemic). Virtual follow-up and sustainability are essential in case no physical activities are possible.
- Collaborate with ALF on the Social Media and traditional media coverage needed for the Virtual Marathon including any production of promotional material.

RESULT is number of webinars delivered, number of participants mobilised etc. it should be highlighted that considering the amount of the envelope is low, results are mainly quantitative than qualitative. A result might be a paper/manifesto gathering main inputs/contributions received during these events/encounters.

### **IMPLEMENTATION MODALITY**

All activities should take place online using any of the trusted platforms to ensure proper implementation.

The activities should cover/address at least one of the below listed thematic focus:

- Civil Society Response to Covid-19 (as a cross-cutting theme)
- Intercultural Education
- Partnerships
- Democracy and Rights
- Heritage
- Arts
- Conflict and Culture of Peace
- ICD Challenges
- Women and Gender Stereotypes
- Youth
- Inter-religious Dialogue
- Translation
- SDGs and ICD
- Media
- Extremism and Xenophobia
- Innovation and Social Entrepreneurship

**For both National Network Activities and Cross-Network Activities (1 North + 1 South formula<sup>1</sup>), activities using the following modalities are envisaged:**

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<sup>1</sup> Countries of the North: *Albania; Austria; Belgium; Bosnia and Herzegovina; Bulgaria; Croatia; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; Monaco; Montenegro; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; The Netherlands; United Kingdom.*

Countries of the South: *Algeria; Egypt; Jordan; Israel; Lebanon; Mauritania; Palestine; Morocco; Tunisia; Turkey.*

- Lectures
- Debates
- Panels
- Exhibitions
- Roundtables
- Research Presentations
- Cultural Activities
- Workshops
- Conferences
- Short movies with discussions
- Theatrical Performances

Accordingly, and taking into consideration that implementation is foreseen only virtually, activities to be carried out are to follow the below specifications:

1. Based on lessons learnt from previous virtual activities, duration of virtual sessions foreseen should be of around 2 hours
2. A balance between the different modalities of implementation requested below will be observed to allow for variety and a comprehensive overall programme for the 42 days
3. Activities should have an outreach dimension for involvement into civil society work and showcasing of good practices
4. Activities should be implemented between 4 May to 15 June 2021
5. Activities need to include a comprehensive and clear communication dimension that ensure outreach as per point 3 hereabove.

## **8. START DATE & PERIOD OF IMPLEMENTATION OF TASKS**

The intended start date is 4 May 2021. The period of implementation of the contract will be *6 weeks* from the start date.

In addition to the duration of implementation, 1 month (30 days) are given for the preparation of final reports, and related annexes.

## **9. STRUCTURE, MAXIMUM BUDGET AND LOTS**

### **(Lot 1): National Network Activities**

The maximum allocation available per contract of National Network Activities is **EUR 2,000** (lump sum)

### **(Lot 2): Cross-Network Activities**

The maximum allocation available per contract of Cross-Network Activities is **EUR 4,000** (lump sum)

### **Financial envelope**

The overall indicative amount allocated to this call in the 42 ALF Networks is **EUR 168,000** divided into two separate lots based on the following indicative calculation. However, the ALF reserves the right not to award all available funds:

Lot 1: up to 42 contracts (1 contract per national network) x maximum of EUR 2,000 for each contract = up to **EUR 84,000**.

Lot 2: up to 21 contracts (each contract involves at least 2 National Networks involving at least 1 North + 1 South) x maximum of EUR 4,000 for each contract = up to **EUR 84,000**.

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of offers received, the Contracting Authority reserves the right to reallocate the remaining funds to the other lot.

Should funds remaining under one lot be insufficient to fund one service contract, remaining funds under the call will be consolidated and allocated to the next highest scoring offer, regardless of lot.

## **10. ELIGIBILITY CRITERIA:**

Offers must fulfil the following criteria in order to be considered eligible for evaluation under this call.

### **10.1 For National Network Activities (Lot 1):**

- Participation is open to all legal persons participating either individually or in a grouping (consortium) who are members of one of the ALF 42 National Networks<sup>2</sup> by the date of the launch of this call.
- Participation is open to legal persons participating either individually or in a grouping (consortium) recognised as Heads of the 42 ALF National Networks Institutions at the moment of the launch of this Call and provided they have **not** signed a service contract under the Management Support during the period from 2018 to 2021.
- Members of consortium (if applicable) must fulfil the above 2 criteria
- Member(s) of consortium -where applicable- must be from the same national Network of the leader of consortium.

Priority will be given to offers involving a consortium of 2 organisations fulfilling the above criteria, however participation in a group (consortium) is not mandatory.

### **10.2 For Cross-Network Activities (Lot 2):**

Participation is open only to a grouping (consortium) of a minimum of 2 organisations respecting the 1+1 formula and must fulfil the below criteria:

Leader of the Consortium must be:

A member of one of the ALF 42 National Networks by the date of the launch of this call

**OR**

a recognised Head of one of the 42 ALF National Networks Institutions at the moment of the launch of this Call.

Member(s) of consortium must fulfil the above 2 criteria.

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<sup>2</sup> Albania; Algeria; Austria; Belgium; Bosnia and Herzegovina; Bulgaria; Croatia; Cyprus; Czech Republic; Denmark; Egypt; Estonia; Finland; France; Germany; Greece; Hungary; Ireland; Israel; Italy; Jordan; Latvia; Lebanon; Lithuania; Luxemburg; Malta; Mauritania; Monaco; Montenegro; Morocco; Palestine; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; The Netherlands; Tunisia; Turkey; United Kingdom.

Priority will be given to offers involving a consortium of 3 organisations fulfilling the above criteria.

If selected, the leader of the consortium will act as the Service Provider and will be responsible and liable in front of the Contracting Authority for the financial and technical management of the contract as well as the final reporting and invoicing.

### **11. SELECTION CRITERIA:**

All legal persons submitting an offer in the framework of this call must have sufficient technical capacity to implement this contract by demonstrating they have provided similar services under at least 2 contracts, in at least one of the following fields of intercultural dialogue: EuroMed cooperation projects, youth participation and virtual exchange in the EuroMed region in the last 3 calendar years.

Documentary evidence must be available to be sent to the Contracting Authority upon request and based on a risk assessment in case such evidence has not already been submitted for the purposes of another procurement procedure.

### **12. NUMBER OF OFFERS**

No more than one offer can be submitted by the same legal person (however the same organisation could participate as a member of a consortium in different projects). In the event that a legal person submits more than one offer, all offers in which that person has participated will be excluded.

### **13. TERMS OF PAYMENT**

Payments will be made in accordance with the following schedule:

- a) Pre-financing instalment (60%) upon the signature of the Service Contract and the submission of a payment request/invoice to the ALF;
- b) Balance payment upon submission of the Final Report, invoice and after the related Report approval by ALF.

### **14. SUBCONTRACTING:**

Subcontracting is not allowed

### **15. DATA PROTECTION**

Processing of personal data related to this call by the Contracting Authority takes place in accordance with the national legislation of the state of the Contracting Authority and with the provisions of the respective financing agreement.

The processing of personal data by the Contractor shall meet the requirements of the service contract and be processed solely for the purposes set out by the Controller.

### **16. CANCELLATION:**

The publication of this call does not commit the Contracting Authority to implement the Virtual Marathon Initiative as announced. In no event shall the Contracting Authority be liable for any damages whatsoever



including, without limitation, damages for loss of profits, in any way connected with the cancellation of the call.

## 17. PROCEDURE FOR THE SUBMISSION OF OFFERS

### 17.1 General Instructions

- 1- The offers must be sent electronically to the following email address: [VMA-ALF@bibalex.org](mailto:VMA-ALF@bibalex.org). In case the offer is sent to any different e-mail address, the offer will be immediately rejected. Offers submitted by any other means will not be considered
- 2- Offers must be written in English or French ONLY.
- 3- The format of the offer must be strictly maintained and with all sections and annexes duly completed.

### 17.2 How to apply

Steps to follow to submit an offer
<p>The templates for the offer will be published on the ALF website at the following address <a href="https://www.annalindhfoundation.org/news">https://www.annalindhfoundation.org/news</a></p> <ol style="list-style-type: none"><li>1- Offer Template: Please download the Word format template, fill it in, sign it and send it in PDF format to the email address indicated above. It is highly recommended a delivery and read receipt option is activated.</li><li>2- Send the offer via email to <a href="mailto:VMA-ALF@bibalex.org">VMA-ALF@bibalex.org</a>. Do not send it to any of the ALF Secretariat Staff directly and do not put them in CC.</li></ol>

## 18. DEADLINE FOR RECEIVING OFFERS

Offers should be sent by email no later than **24 March 2021, by 23:59 hrs Egypt time (GMT +2)**.

## 19. ADDITIONAL INFORMATION BEFORE THE DEADLINE

Queries and questions related to the submission may be sent in writing to the email address [VMA-ALF@bibalex.org](mailto:VMA-ALF@bibalex.org) before end of 3 March 2021, specifying the publication reference of the call. Answers to the received questions will be posted on the Contracting Authority's website. The Contracting Authority has no obligation to provide clarification after this date.

No information meeting or site visit is foreseen.

## 20. EVALUATION PROCESS

Shortly after the deadline for submission of offers, the ALF Secretariat will start the evaluation process on three levels: (administrative, technical and financial).

## 20.1 Administrative Check

It will be checked against the eligibility criteria and the selection criteria indicated in section 10 and 11 of these guidelines.

Upon conclusion of the administrative check, the Tenderers whose offers are rejected will receive an email from the ALF Secretariat, indicating the reasons for rejection.

## 20.2 Technical and financial evaluation

Applications which have passed the administrative check will be automatically considered for further evaluation based on the following evaluation grid.

	Maximum
<b>Rationale:</b> Are the proposed activities appropriate, clearly described and coherent with the objectives and expected results of this call?	25
<b>Strategy:</b> Is the quality of the offer significant and valuable for the promotion of intercultural dialogue and the Virtual Marathon?  Does the offer include an appropriate communication strategy and to what extent does it contribute to make the Virtual Marathon Initiative and ALF mission visible?	40
<b>Timetable of activities:</b> Is the proposed timetable in line with the duration indicated in the guidelines for the call?	15
<b>Budget:</b> Is the proposed budget within the allocation specified in the guidelines for the call?	20
<b>Overall total score</b>	<b>100</b>

In order to be considered for award, an offer must obtain at least 80/100 points in the above evaluation grid. However, offers exceeding the applicable maximum budget available per contract as per section 9 of these guidelines are rejected and the corresponding offer will be eliminated regardless of the overall score.

The ALF reserves the right to ask for technical and financial clarifications as necessary and replies must be received by the ALF within the deadline mentioned in the request for clarifications.

## 21. SELECTION

Upon the completion of the evaluation process, the awarded Tenderers will be notified accordingly. Tenderers will be required to submit copies of their statutes/registration document along with the Legal Entity File (LEF) and their bank account details along with the Financial Entity File (FIF) necessary to start the contract preparation.

## 22. TIMETABLE:

\* Provisional date

	STEPS	DATE
1	Deadline for submission of offers by email	24 March 2021 by 23:59 hrs Egypt time (GMT +2)
2	Completion of evaluation	15 April 2021*
3	Notification of award	20 April 2021*
4	Contract preparation and signature	28 April 2021*
4	Start of implementation	4 May 2021*
5	End date of implementation	15 June 2021*
6	Deadline for submission of Final Reports	15 July 2021*

## 23. TEMPLATES:

- Template for the offer – to be downloaded
- Template for Service contract - for information only