



**Anna Lindh
Foundation**
— E U R O M E D —

Call for Expression of interest for provision of services

Network Activities for the Intercultural Cities Programme

Deadline for Submission:

10 September 2021

at 23:59 Egypt time (GMT +2)

Ref. no. ALF/ICP2021



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

Table of Contents

1.	FINANCING	3
2.	CONTRACTING AUTHORITY	3
3.	NATURE OF THE CONTRACT	3
4.	RELATED PROGRAMMES: THE VIRTUAL MARATHON FOR DIALOGUE	3
5.	AIM AND DESCRIPTION OF THE ASSIGNMENT (VIRTUAL MARATHON DIALOGUE ACTIVITIES)	4
6.	OVERALL OBJECTIVE 4	
7.	RESULTS TO BE ACHIEVED AND SPECIFIC TASKS	5
8.	START DATE & PERIOD OF IMPLEMENTATION OF TASKS	7
9.	STRUCTURE, MAXIMUM BUDGET AND LOTS	7
10.	ELIGIBILITY CRITERIA	7
11.	SELECTION CRITERIA	8
12.	NUMBER OF OFFERS	9
13.	TERMS OF PAYMENT	9
14.	SUBCONTRACTING:	9
15.	DATA PROTECTION	9
16.	CANCELATION:	9
17.	PROCEDURE FOR THE SUBMISSION OF OFFERS	9
18.	DEADLINE FOR RECEIVING OFFERS	10
19.	ADDITIONAL INFORMATION BEFORE THE DEADLINE	10
20.	EVALUATION PROCESS	10
21.	SELECTION	11
22.	TIMETABLE	11
23.	TEMPLATES	12

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: INTERCULTURAL CITIES AND LEARNING PROGRAMME

Human beings are the center of the concerns for inclusive and sustainable development and the Coronavirus pandemic has exposed and deepened existing social inequalities and hampered progress towards the sustainable development goals (SDGs). As such, the IMF estimates that by 2022, close to 90 million people will have fallen below the extreme poverty threshold since the pandemic started (World Economic Outlook, IMF, 2021).

Since the outburst of the pandemic, recent consultations regularly conducted by the ALF with its network members and stakeholders shed light on challenges and threats related to diversity and mutual perceptions through increase in discrimination, hate speech, racial profiling and negative stereotypes brought on by the pandemic making them more visible. The emerging evidence indicates the health crisis exposed disparities in vulnerable populations and disadvantaged communities who were left behind.

Moreover, consultations pointed to mobility limitations undermining fundamental freedoms due to quarantines, lockdown, travel restrictions and border closures to contain contagion that constrained the possibility for direct engagement and interaction between people increasing the risk of social exclusion. Hence, responding to these challenges requires immediate action in order to manage culturally diverse societies.

The relevance for addressing intercultural dialogue at the city level has been reiterated by the Anna Lindh Foundation's research on Intercultural Trends. Indeed, the fourth iteration of the ALF Intercultural Trends Survey conducted every three years reveals that the vast majority of respondents in European and Southern and Eastern Mediterranean countries agree that cultural and religious diversity is important for the prosperity of their societies (77% and 78% respectively).

Cities as major partners in the implementation of the ALF activities, considering the role they play for the implementation of intercultural dialogue policies, are in the frontline in promoting diversity management, inclusiveness and social cohesion, and sustainable development

In this regard, building on its regional capacity building scheme for intercultural citizenship education, the launch of the EuroMed Capital for Dialogue Award, the piloting of Local Dialogue Platforms, the ALF sets to financially support civil society collaborations within its EuroMed civil society Network for the promotion of dialogue at the local level.

All the above-mentioned actions aim to encourage a systemic approach for dialogue at the local level and give visibility to the work regularly taking place and advocating for further political and operation investment in this direction.

The ALF is committed to present the results of the Intercultural cities and learning programme and all the related actions in the framework of the Day of the Mediterranean on 28 November 2021. The Day of the Mediterranean was set up in November 2020 when the 42 Member States of the Union for the Mediterranean declared the 28th of November as the official Day of the Mediterranean, to be marked annually, calling upon the entire Mediterranean community and everyone who identifies with the Mediterranean to celebrate the lasting legacy of this age-old agora of cultural dialogue, wisdom and humanism.

5. AIM AND DESCRIPTION OF THE ASSIGNMENT (INTERCULTURAL CITIES AND LEARNING ACTIVITIES)

Both National Network and Cross-Network Activities will aim to capitalise on Network members' knowledge and experience in addressing challenges related to intercultural dialogue at the local level with a central focus on the engagement of local communities and communication 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 Intercultural Cities and Learning Activities is to activate all ALF National Networks for intercultural dialogue action to take part in the implementation of services in to organize local dialogue initiatives with a virtual or face-to-face dimension according to the Covid19 regulation in place at time of implementation with a view to contribute to the Day of the Mediterranean on 28 November 2021. ì

Through this call, the ALF aims to mobilise services/expertise for a series of **Inter-network (National Network Activity) and Cross-Network Activity** on main issues for the promotion of intercultural dialogue at the city level and EuroMed cultural and social cooperation, and building whenever applicable to previous initiatives supported by the ALF in the framework of the Virtual Marathon for Dialogue, the EuroMed funded collaborations, Intercultural Trends and Media, Intercultural Citizenship Programme, etc.

The ALF aspires to showcase activities within the mandate of the ALF and implemented by the ALF Network members in their collective efforts to engage local communities and local authorities to address challenges related to Intercultural Dialogue-

6.1 Specific objectives:

Activities are intended to

- stimulate give visibility and support exchange of good practices for cultural diversity management and dialogue promotion across the EuroMed region
- celebrate the diversity of cultures in the Euro-Mediterranean region and highlight the common features and values they share.
- support cultural literacy, increase awareness of diverse cultures and intercultural competences and behaviour

- encourage the collaboration between local authorities and civil society in the implementation of intercultural policies
- Support artistic production for social cohesion and intercultural interaction, combating stereotyping and intolerance
- Foster the development of intercultural policies for the sustainable and cohesive development of a city.
- Encourage the development of EuroMed collaborations and valorisation of EuroMed cultural diversity at the city level
- Support the involvement of young people, women, migrants and refugees in the development of initiatives for the promotion of intercultural relations within the city

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 and city-based activities expected to run for 1 month.

Activities must be collectively an effort of the network (in the case of the Network Intercultural Actions) 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 Intercultural Cities and Learning Programme and in view of the presentation of the outcomes on the occasion of the Day of the Mediterranean on 28 November 2021. Virtual follow-up and sustainability are essential in case no physical activities are possible.
- Collaborate with ALF on the social media coverage needed for the ensuring visibility to the activities implemented including any production of promotional material which can be used for further dissemination and especially on the occasion of the celebration of the Day of the Mediterranean.

RESULT is number of webinars/workshops, exhibitions, seminars, etc. delivered, number of participants mobilised etc., number of communication products, number of viewers for virtual activities, number of social media engagements, quality of recommendations/conclusions elaborated, number of collaborations established. A result might be a paper/manifesto gathering main inputs/contributions received during these events/encounters, establishment of new collaborations between local authorities and civil society organisations

IMPLEMENTATION MODALITY

All activities should take place online or within the city of reference of the organisation using any of the trusted platforms to ensure proper implementation and in line with the national and local measures in place in relation to the Covid-19 pandemic.

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

- Civil Society action for diversity management promotion
- Migrants/refugees and host community relations
- Intercultural Education
- Partnerships at the city level for the promotion of dialogue
- Active citizenship for social cohesion and social entrepreneurship
- EuroMed cultural heritage
- Arts and culture
- Culture of peace
- Research and innovation digital tools
- Women and gender stereotypes
- Youth
- Inter-religious dialogue
- Translation across the Mediterranean
- Environmental respect and protection
- SDGs and ICD
- Digital tools, media and cross-cultural reporting
- Extremism and xenophobia

For both Inter-network (National Network Activity) and Cross-Network Activity (1+1 formula¹), activities using the following modalities are envisaged:

- 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 virtually or at the local level, 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 month of activities of the programme with a view of contributing to the Day of the Mediterranean
3. Activities should have an outreach dimension for involvement local authorities, communities and the media and showcasing of good practices
4. Activities are intended to be implemented between 1 October to 31 October 2021

5. Activities need to include a comprehensive and clear communication dimension that ensure outreach as per point 3 hereabove.

7. START DATE & PERIOD OF IMPLEMENTATION OF TASKS

The intended start date is 1 October 2021. The period of implementation of the contract will be *4 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.

8. STRUCTURE, MAXIMUM BUDGET AND LOTS

(Lot 1): National Network Activities

The maximum allocation available per contract of National Network Activities is **EUR 3,000** (lump sum)

(Lot 2): Cross-Network Activities

The maximum allocation available per contract of Cross-Network Activities is **EUR 7,000** (lump sum)

Financial envelope

The overall indicative amount allocated to this call in the 42 ALF Networks is **EUR 207,000** 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 20 contracts (1 contract per national network) x maximum of EUR 3,000 for each contract = up to **EUR 60,000**.

Lot 2: up to 21 contracts (each contract involves a consortium of at least 2 organisations and must be lead by one Head of Network involving at least 1 organisation from other shore of the Mediterranean) x maximum of EUR 7,000 for each contract = up to **EUR 147,000**.

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.

9. ELIGIBILITY CRITERIA:

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

9.1 For National Network Activities (Lot 1):

- Participation is open to all natural or legal persons with business registration in one of the 42 countries of ALF National Networks participating either individually or in a grouping (consortium) who are members of one of the ALF 42 National Networks¹ by the 1st of September 2021.

¹ 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; UK.

- Participation is open to legal entities participating either individually or in a grouping (consortium) recognised as Heads of the 42 ALF National Networks Institutions at the 1st of September 2021.
- Members of consortium (if applicable) can be member/Head of Network or non-member of the ALF Network.
- 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.

9.2 For Cross-Network Activities (Lot 2):

Participation is open only to a grouping (consortium) of a minimum of 2 organisations respecting the 1+1 formula² and must fulfil the below criteria:

Leader of the Consortium must be:

A recognised Head of Network of one of the ALF 42 National Networks by the 1st of September 2021.

Member(s) of consortium:

At least one member of consortium should be registered within one country from the other shore of the Mediterranean (1+1 formula) and can be Head of ALF Network, member or not member of the ALF Networks. Additional members of the consortium can be from the same or different country of the leader.

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.

10. 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.

² 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; Luxemburg; Malta; Monaco; Montenegro; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; The Netherlands; United Kingdom.
Countries of the South: Algeria; Egypt; Israel; Jordan; Lebanon; Mauritania; Morocco; Palestine; Tunisia; Turkey.

11. NUMBER OF OFFERS

No more than one offer can be submitted by the same natural or 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.

12. 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.

13. SUBCONTRACTING:

Subcontracting is not allowed

14. 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.

15. CANCELLATION:

The publication of this call does not commit the contracting authority to implement the Intercultural Cities Programme 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.

16. PROCEDURE FOR THE SUBMISSION OF OFFERS

16.1 General Instructions

- 1- The offers must be filled in electronically and can be at the following address: https://docs.google.com/forms/d/e/1FAIpQLScAWa9ACLkcl5Ga5uiTvR32GmMkTBC2wHWpFs_rTnGOO53aw/viewform.
- 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.

16.2 How to apply

Steps to follow to submit an Offer

1. The Offer template form should be completed electronically **by 10 September 2021**.
2. The Offer template is available at the following address https://docs.google.com/forms/d/e/1FAIpQLScAWa9ACLkclk5Ga5uiTvR32GmMkTBC2wHWpFs_rTnGOO53aw/viewform

The documents to be filled in are available at the following ALF web-page: <https://www.annalindhoundation.org/open-call-civil-society-action-intercultural-cities-and-learning>

(i) Offer **template** to be filled online
3. It important to ensure saving of the online offer template until final submission
Submit the Offer no later than 10 September 2021 at 23:59 hrs (Egypt time). It is strongly recommended **not to wait the last minute to fill in and submit the Offer** as any online system can get blocked when it is used by many people at the same time.
4. Once the Offer is submitted, an automatic notification of receipt should be received to the email address of the applicant. However, this notification does not confirm that the complete set of documents has been included..

17. DEADLINE FOR RECEIVING OFFERS

Offers should be sent by email no later than **10 September 2021, by 23:59 hrs Egypt time (GMT +2)**.

18. ADDITIONAL INFORMATION BEFORE THE DEADLINE

Queries and questions related to the submission may be sent in writing to the email address ALF.cities@bibalex.org before 21 August 2021, specifying the publication reference of the call. Answers to the received questions will be 21 August 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.

19. 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).

19.1 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.

19.2 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
Rationale: Are the proposed activities appropriate, clearly described and coherent with the objectives and expected results of this call?	25
Strategy: Is the quality of the offer significant and valuable for the promotion of intercultural dialogue at the city level? Does the offer include an appropriate communication strategy and to what extent does it contribute to the intercultural cities and learning programme and ALF mission visible?	40
Timetable of activities: Is the proposed timetable in line with the duration indicated in the guidelines for the call?	15
Budget: Is the proposed budget within the allocation specified in the guidelines for the call?	20
Overall total score	100

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.

20. 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.

21. TIMETABLE:

⊗ Provisional date

	STEPS	DATE
1	Deadline for submission of offers by email.	10 September 2021 by 23:59 hrs Egypt time (GMT +2)
2	Completion of Evaluation	20 September 2021⊗
3	Notification of award	25 September 2021⊗
4	Contract preparation and signature	28 September May 2021⊗
4	Start of implementation	1 October2021⊗
5	End date of implementation	31 October 2021⊗
6	Deadline for submission of Final Reports	30 November 2021⊗

22. TEMPLATES:

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