



**BIDDING DOCUMENTS**  
**IMPLEMENTING PARTNER FOR**  
Regional Training on Increasing Youth Participation in Public and Political Life  
**No. ITB/AZE/007/2012**

**BAKU, AZERBAIJAN**



**Organization for Security and Co-operation in Europe  
Office in Baku  
Fund Administration Unit**

The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan

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Date: 10 April 2012

**Invitation to Bid  
No. ITB/AZE/007/2012**

**Implementing partner for Regional Training on Increasing Youth Participation in Public and Political Life**

The Office in Baku of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed bids for the purpose of finding an implementing partner for the project Regional Training on Increasing Youth Participation in Public and Political Life (hereinafter called “the Implementing Partner”), to be based in Baku, Azerbaijan.

In addition to this Invitation to Bid, the Bidding Documents also include:

- Section I: Regional Training on Increasing Youth Participation in Public and Political Life - Outline
- Section II: Terms of Reference
- Section III: How to apply and the procedures to follow
- Section IV: Evaluation and Selection of Applications
- Annex I: OSCE Project Proposal Template
- Annex II: Budget
- Annex III: Certificate of Compliance for Potential Implementing Partner
- Annex IV: Form of Agreement in English

Any Agreement reached as a result of this Invitation to Bid shall be bound by the Form of Agreement contained in the Bidding Documents.

Bids must be delivered at the following address:

**Organization for Security and Co-operation in Europe (OSCE)  
Office in Baku  
Attn: Fund Administration Unit  
The Landmark III, 96 Nizami St.  
AZ1010 Baku, Azerbaijan**

Bids must be delivered on or before **10 May 2012, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**No. ITB/AZE/007/2012 – Regional Training on Increasing Youth Participation in Public and Political Life - Do Not Open Before 10 May 2012, 12:00 hrs (GMT+4)**”.

Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in AZN.

The OSCE reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

A complete set of the Bidding Documents may be obtained at the OSCE web site (<http://www.osce.org/baku/84066>). Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

**Office in Baku  
Democratisation Programme, [elgun.taghiyev@osce.org](mailto:elgun.taghiyev@osce.org)  
The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan**

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## **SECTION I: REGIONAL TRAINING ON INCREASING YOUTH PARTICIPATION IN PUBLIC AND POLITICAL LIFE**

### **2.1 BACKGROUND**

The 1990 Copenhagen Document declares that “the will of the people, freely and fairly expressed through periodic and genuine elections, is the basis of the authority and legitimacy of all government.” The participating States have further committed themselves to “accordingly respect the right of their citizens to take part in the governing of their country, either directly or through representatives freely chosen by them through fair electoral processes.”<sup>1</sup> As an OSCE participating State (pS), the Republic of Azerbaijan (Azerbaijan) has also committed to enhanced political participation as part of its overall election commitments.

Drawing upon its mandate, the OSCE Office in Baku (the Office) promotes the implementation of OSCE principles and commitments in Azerbaijan. Given that 2012 is a pre-election year, the Office’s Democratisation Unit will focus on activities aimed at promoting a more participatory environment for the development of electoral and political reforms.

The participating States have also recognized the important role that civil society plays in promoting human rights and fundamental freedoms. More specifically, the Copenhagen Document calls the participating States to ensure and respect the right of individuals to join and participate in NGOs and those NGOs can study and discuss the observance of human rights and fundamental freedoms as well as disseminate and publish their views and information gathered concerning human rights and fundamental freedoms.<sup>2</sup>

In order to improve the ability of civil society in the regions to engage more effectively on election issues, the Office will provide capacity-building training for young representatives of regional election-related NGOs during this pre-election year in order for them to develop a stronger foundation in project management, strategic planning and volunteer involvement. In general, this project will strengthen the abilities of those young people to actively participate in public and political life of the country.

### **2.2 1.2 OVERALL OBJECTIVES OF PROJECT**

The project objective is to promote a more participatory, transparent election process by assisting the host Government and civil society in developing political and electoral initiatives and reforms in Azerbaijan. The project activities aim to strengthen and increase the participation of youth in election and political processes.

### **2.3 1.3 PROJECT OUTPUTS**

The following activities shall be essential in reaching the expected results:

- Developing a training module on project management, strategic planning, volunteer involvement, democratic processes, leadership and communication skills;
- Conducting twenty training sessions for 500-600 young civil society activists in the regions of Azerbaijan;
- Evaluating the training and providing recommendations for the OSCE Office in Baku on further improvement of the youth participation in public and political life.

<sup>1</sup> Copenhagen Document, 1990, article 6.

<sup>2</sup> Copenhagen Document, 1990, articles 10.1-10.3.

## 2.4 1.4 FINANCIAL ALLOCATION AND TIME FRAME

### 1.4.1. Financial Allocation

This Project allocates limited funds of 20,000 AZN to support the Project activities which will cover the project staff and operational costs of the implementing partner.

The OSCE Office in Baku will not fund the equipment necessary for the operation of the implementing partner. The Implementing Partner is therefore required to provide an in-kind contribution in this regard (see details below).

### 1.4.2. Time Frame

The Project is designed for an eight (8) months implementation period.

Activities	Apr	May	Jun	July	Aug	Sep	Oct	Nov
Bidding Process								
Identification of Implementing Partner								
Contracting Selected IP								
<b>Progress report</b>			<b>Project Implementation ongoing</b>					
			Weekly progress report					
<b>Narrative and Final Reporting</b>			Interim narrative and financial report			Final Narrative and Financial Report		

## SECTION II: TERMS OF REFERENCE

The OSCE Office in Baku seeks the best implementing partner to carry out this project, in line with the above-mentioned project's objectives and outputs. While applicants may formulate additional specific objectives, these shall be in accordance with and support the specified objectives identified by the Office.

## 2.5 2.1 TASKS AND RESPONSIBILITIES OF IMPLEMENTING PARTNER(S)

The tasks and responsibilities of the implementing partner will include the following:

- Overall coordination of the project's implementation and fund administration, including all logistical issues. The project implementation is to be carried out under the supervision of the OSCE Office in Baku;
- Providing expertise particularly for proper identification of project target areas and during the training sessions to be delivered;

- Identifying training specialists on youth participation in public and political life who will be delivering the training sessions in the regions;
- Conducting training sessions on democratic processes, strategic planning, project management and volunteer involvement for youth and women;
- Providing the Office with regular weekly progress reports on the status of the project's implementation, respectively in accordance with OSCE quality standards, each Friday of the week.
- Provide the Office with the interim and final financial and narrative report on the project's implementation, respectively in accordance with OSCE quality standards, not later than 30th day of August and November 2012.

## 2.6 2.2 CRITERIA FOR ELIGIBILITY

In order to be eligible as implementing partner for this project, the applicant must be a non-governmental and non-profit organization having at least one year of project management experience and a demonstrated capacity to manage the activity in the scale corresponding to the size of the project.

Necessary qualifications include the following:

- The applicant shall have a background as well as proved knowledge of the Azerbaijani electoral and political system , including both substantive and procedural issues;
- Prior experience in working with youth issues will be an asset;
- The applicant shall have the capacity to manage the financial and human resources involved in the project.

In addition to this, applicants must submit the following documents:

- Copy of Certificate of the State Registration;
- Copy of the Mission Statement in the original language and in English;
- Copy of the official Statute/Charter in the original language and in English;
- A listing of and CVs for all the Board Members;
- A list of all key management personnel;
- CVs for the proposed project staff;
- Copies of the most recent financial statement;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not funded by other donors, or identification of the donor(s) and amounts where there is co-founding;
- Agreement that the applicant will submit original invoices to the OSCE and allow the OSCE to stamp them as paid;

- Agreement that all significant procurement activities will be conducted by the OSCE;
- A declaration of compliance with the laws of Azerbaijan, or an explanation of problems encountered in complying with specific laws.

#### 2.7 2.3 IN-KIND CONTRIBUTIONS

The successful selected implementing partner(s) must include in the project its in-kind contribution. The proposition about the in-kind contributions shall include but shall not be limited to:

- At least four (2) desktop computers or laptops;
- A photocopying machine;
- Telecommunication equipment;

### SECTION III: HOW TO APPLY AND THE PROCEDURES TO FOLLOW

#### 2.8 3.1 OSCE STANDARD PROJECT PROPOSAL TEMPLATE AND SUPPORTING DOCUMENTS

The project proposals must be submitted using the standard **OSCE Project Proposal Template** (*See Annex I*). Applicants should strictly comply with the project proposal format and fill in the form as explained in the template.

The project proposal should be formulated carefully and the respective forms should be filled as clearly as possible, so that the received project proposal can be assessed. The received application and the related material should be precise and provide enough detail to ensure the clarity of the project proposal. This concerns particularly the project background and justification, how will the set objectives be achieved, the description of the anticipated results, that of the benefits gained and their relevance to the programme's objectives, as well as to the key activities, timescale and **budget** (*See Annex II*).

The applicant should also fill in the **Certificate for Compliance** (*See Annex III*).

The applicant should also consider the **Form of Agreement** (*See Annex IV*), which will govern the agreement to be signed between the OSCE and the applicant.

**Please note! The project proposal must be submitted in English language using the standard OSCE project proposal template.**

**Please note! Hand-written applications will not be accepted. Please submit complete application packages.**

Applications must be accompanied by the supporting documents listed under section 2.2.

#### 2.9 3.2 WHERE AND HOW TO SEND THE APPLICATIONS

Organizations wishing to apply for the Project should submit before the relevant deadline a complete application package, i.e. OSCE Standard Project Proposal Template, Budget and the above-listed supporting documents. The applications must be received in a sealed envelope by mail or by hand-delivery to the following address:

Mr. Frank Levasseur  
OSCE Office in Baku  
Landmark 3, 2<sup>nd</sup> Floor  
96 Nizami Street  
Baku AZ1010, Azerbaijan

**Please note! Applications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses other than the one above will be automatically rejected.**

The outer envelope must bear the:

- full name of the applicant;
- address of the applicant.

#### 2.10 3.3 DEADLINE FOR RECEIPT OF APPLICATIONS

The deadline for receiving applications is **10 May 2012, at 12:00 hrs (GMT+4)**.

**Please note! Any application received after the deadline will automatically be rejected.**

#### 2.11 3.4 FURTHER INFORMATION

For any further information please address your queries by e-mail, not later than 4 May 2012 to the following addresses: Elgun Taghiyev, [elgun.taghiyev@osce.org](mailto:elgun.taghiyev@osce.org), indicating clearly the reference Programme.

### SECTION IV: EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the OSCE. The submitted applications will be assessed according to the following steps and criteria:

#### 2.12 4.1 APPLICATION OPENING SESSION AND ADMINISTRATIVE CHECK

##### *Eligibility of applicants*

At the application opening session an administrative check will be conducted. Namely, it will be verified whether that applicant is eligible according to the criteria as set out in sections 2.2 and 2.3.

**Please note! If the application does not meet the criteria as set out in sections 2.2 and 2.3, it will be automatically rejected.**

The application will also be automatically rejected if:

- the application is received after the closing date;
- the application does not comply with the requirements for minimum or maximum amounts or minimum or maximum duration;
- the project proposal is not submitted in English language using the OSCE Standard Project Proposal Template (*Annex I*);
- the project budget is not submitted in the requested format (*Annex II*).

#### 2.13 4.2 QUALITY EVALUATION OF THE PROPOSALS

All applications will be subjected to quality evaluation by the OSCE FMMS, except those dismissed following the administrative check.

Quality evaluation of the proposal, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Matrix below.

### Evaluation Matrix

<b>1. Operational Capacity and Professional Resources</b>	<b>35</b>
Does the applicant have sufficient experience in a project management?	5
Does the applicant have sufficient management capacity in terms of staff, equipment and ability to handle the budgetary resources involved?	5
Does the applicant have prior experience in delivering training for youth?	5
Does the applicant have prior experience working in, and/or any ongoing projects in the regions of Azerbaijan?	5
Does the applicant have sufficient technical expertise? (notably knowledge of the issues to be addressed and good working relations with regional officials, political party representatives, and civil society organizations)	5
Does the applicant have prior experience in conducting training on youth participation in public and political life?	5
Does the applicant have experience and capacity to draft good quality reports?	5
<b>2. Project Implementation and Methodology</b>	<b>30</b>
Does the project proposal adequately address project objectives?	5
Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation to track progress and results?)	5
Does the project proposal address the needs of the target groups and the final beneficiaries appropriately?	5
Is the action plan clear and feasible?	5
Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
<b>3. Budget and cost effectiveness</b>	<b>25</b>
Are the proposed expenditures appropriate and in line with market prices?	5
Are the proposed expenditures necessary for the implementation of the project activities?	5
Are the proposed expenditures cost effective and adequate?	5
Are the proposed expenditures detailed and transparent?	5
Are the proposed in-kind contributions relevant and sufficient?	5
<b>4. Sustainability</b>	<b>5</b>
Are the expected results of the proposed action sustainable?	5
<b>5. Technical Presentation</b>	<b>5</b>
Are the submitted documents in line with the bidding requirements?	5
<b>Maximum total score</b>	<b>100</b>

Please note the following important information:

*Scoring*

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. The applications with the highest scores will be given priority when grants are awarded.

Costs incurred for the preparation of the application will not be covered by the grant and will not be included in the budget.

#### 2.14 APPLICATION CHECK LIST

Prior to sending the Application, check if you have all the needed documentation:

- Stamped project proposal<sup>3</sup> including budget (*Annex I and Annex II*);
- Stamped and signed Certificate of Compliance (*Annex III*);
- Copy of Certificate of the State Registration;
- Copy of the Mission Statement in the original language and in English;
- Copy of the Statute in the original language and in English;
- Listing of and CVs for all the Board Members;
- A list of all key management personnel;
- CVs for proposed project staff;
- Copies of the most recent financial statement;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not being funded by other donors, or an indication of the donor(s) and amounts where there is co-funding;
- List of previous projects (in English), carried out by the applicant, including information about the donor, implementation period and respective values;
- Information on membership in any umbrella organizations or other networks;
- Support letters from organisations i.e. institutions (letter of cooperation).

**NB:** *it is in applicant's interest to provide the OSCE with accurate contact details, preferably an e- mail address.*

<sup>3</sup> Project proposal, including budget should not exceed ten (10) pages.