

Call for Tender

1. Context of the assignment

EKLIPSE is a project that aims to develop an innovative and self-sustainable EU support mechanism for evidence-based and evidence-informed policy on biodiversity and ecosystem services (www.eklipse-mechanism.eu). One function covered by EKLIPSE is the identification of research needs and emerging issues.

EKLIPSE, through RBINS one of its partners, is currently looking to sub-contract an expert agency or organization to produce a training toolkit, organize, host and facilitate 2 training events in English, on the basis of material produced by EKLIPSE.

2. Description of the services

Objective: Build the capacity of all stakeholders to better understand policy processes and how emerging issues can be better integrated into policy agendas (both research and policy development) in a pro-active manner with workshops (training events) and other suitable methods. The workshops should concentrate on different phases of policy cycles enabling participants to comprehend how to be active from agenda-setting and policy formulation to decision-making and implementation.

Participants: Around 40-50 participants from the science, civil society, business, and policy realms, per training event. The EKLIPSE Secretariat will assist with the identification of suitable candidates, but it is expected that the sub-contractor will have its own database of relevant candidates.

Deliverables:

- 2 half-day training events at a suitable venue, which includes:
 - Heating / air conditioning, and a wireless network connection available for all participants.
 - Audio-visual aids consisting of a screen of sufficient size to be clearly visible and readable for all attendees, an LCD projector, a laptop, a microphone for presentations (fixed or portable), at least two portable microphones for questions from the audience, speakers for the microphones, and a laser pointer.
 - Chairs and electrical outlets to be used by participants
 - A location that is easily accessible by public transport, and preferably not further than 2 hours away from an airport.
 - A meeting area large enough to accommodate all participants comfortably
 - A separate space for registration, and breakout rooms as needed (see Methodologies section below)

One of these trainings should take place in Southern Europe, and the other training should take place in Eastern Europe. One of the training workshops will target exclusively young professionals in the first 5 years of their career.

- Training toolkits and material to be used at, and in support of, the training events, in English.

- Use of Innovative dissemination formats, which could include but are not restricted to, webinars and videoscribe presentations, to ensure access to a larger audience beyond the day of the workshop.

Specific tasks and services:

Phase	Services to be delivered	Execution deadline
1	Development of a Training Plan that includes: <ul style="list-style-type: none"> • Training toolkits and material to be used • Methodologies to be used 	Mid November
2	Development of a Dissemination Plan	Early December 2019
3	Delivery of 2 half day training workshops	Early January 2020
4	Additional material from the trainings captured for archiving and reporting	Mid-January 2020

Methodologies:

The sub-contractor is free to propose any methodologies that (s)he sees fit (upon agreement with the EKLIPSE Secretariat). The only criteria are that methodologies used in the training will be didactic, participatory and ensure the use of practical experiences of the audience.

Training toolkits and material will be produced by the sub-contractor, in English and based on material produced by EKLIPSE. The EKLIPSE material will be shared with the chosen contractor upon its selection.

In order to ensure training material can be accessed by all interested actors in the Science Policy Interface, innovative dissemination formats will be used. Any costs related to licenses or associated services in this context will be responsibility of the sub-contractor, and should be indicated as part of the total budget.

3. Submission of proposals and quotes

The proposal should be submitted in English by email to secretariat@eklipse-mechanism.eu no later than midnight (CET) on November 1st 2019. They should include a proposal, a budget and the CVs of the team implementing this activity.

Please include in the proposal and budget:

- Number of expected meetings pre and post training workshop with EKLIPSE representatives and others.
- Proposed travel and accommodation for service providers (including dates and proposed locations)
- Detailed plan of the course content and program
 - Schedule (including registration, 2 coffee breaks, interactive sessions)
 - Training content and exercise structure
 - Dissemination Plan, including planning of social media presence and promotional material before and after the activities.
- Details about the practical organization of the course such as:
 - Equipment, licenses and materials for the production of the materials for participants

- Equipment (including number of chairs, desks, etc), permits and materials for the hosting of the training workshops
- The surface area of the training room, the maximum capacity, how many people are on each row and how many rows are provided in the room.
- Coffee break/catering (including frequency and details about type of coffee, tea, selection of non-alcoholic drinks, snacks, lunch; and how the environmental impact will be minimized).
- Proposed venues (including photos, weblinks, etc.)
- Number of facilitators and assistants during each training
- Communication services or other external expertise which may be required
- Proposed dissemination formats and methods
- Final report in English, concluding and analyzing the content of the whole course

4. Pricing

This contract is a contract against a global price with a ceiling at €30,000.

All prices stated in the offer must be expressed in euros.

The contractor submits a price including all possible costs and charges that have settled weigh on the assignment, except for value added tax (VAT).

5. Proposal

The contractor is required to provide a detailed price for each of the tasks mentioned in the specifications above and how these tasks will be completed.

The contractors will have to clearly document what in-kind tasks and involvement will be expected from the internal team in preparation for, and during the trainings.

The contract will be awarded to the proposal with the lowest price matching all above specifications, on the week of November 4th 2019.

6. Payment

The payment to the sub-contractor will occur in 3 phases, as the deliverables are handed:

- Delivery of the Training Plan: 25% of the total fee will be paid upon delivery and approval
- Delivery of the Dissemination Plan: 25% of the total fee will be paid upon delivery and approval
- Delivery of 2 half day training workshops and of additional material from the trainings captured for archiving and reporting: 50% of the total fee will be paid upon delivery and approval

7. Intellectual property

All the material, physical and digital, produced by the sub-contractor in the context of this assignment will become the property of the EKLIPSE Secretariat.

8. Enquiries

Should you have any questions about this tender, contact secretariat@eklipse-mechanism.eu no later than 10am (CET) on Oct. 28th 2019.