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EUROPEAN UNION

# Annex 1

## Application procedures

### Prejudices Survey

for the European project

## My Heritage! My Identity!

Promoting Governance and Citizenship in Palestine  
ENI/2017/390-692





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## 1. ELIGIBILITY and RULES of ORIGIN

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (ENI). Participation is also open to international organisations.

## 2. ADMISSIBILITY CRITERIA

Only applications fulfilling the following criteria of admissibility will be evaluated:

- the deadline for the submission of applications has been respected;
- the application is complete;
- the candidate has signed the Declaration on honor on exclusion criteria;
- the maximum budget is not exceeded.

## 3. SELECTION CRITERIA

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

### - Legal status of candidate:

The candidate has a legal status and is not presenting the application as a natural person (Application form table 1)

### - Professional and technical capacity of candidate:

- The candidate has at least 1 person inside their staff specialized on survey and evaluation (Application form table 2)
- The candidate has at least 3 years working on impact monitoring systems; sociological surveys, ... (Application form table 3)
- The candidate has at least 3 previous demonstrated project evaluation experience (Application form table 3)



#### 4. AWARD CRITERIA

The applications will be evaluated in two separated phases:

1. In the first phase the evaluation committee will evaluate the technical offer using the following quality criteria:

- Quality of the proposed methodology (30 pts)
- Assigned staff with academic certification and/or professional experiences in the assignment background (15 pts)
- Assigned staff with demonstrated strong analytical skills and abilities to conduct interviews/FG (15 pts)
- Assigned staff with knowledge of the Palestinian context and experience in Middle East culture (10pts)
- Assigned staff with certificated/demonstrated skills in spoken and written English (15 pts)
- Assigned staff with certificated/demonstrated skills in spoken and written Arabic (10 pts)
- Assigned staff with demonstrated reporting skills (5 pts)

Any application falling short of the technical threshold of 75 out of 100 points is automatically rejected.

2. In the second phase, the financial proposal will be evaluated. The financial offer will be noted on 20 scores. The application with the lowest total price receives 20 financial score.

For the final score of the offer, the best price-quality ratio is established by weighing technical quality against price using the following:

- Technical quality: 60%
- Price: 40%

#### 5. EVALUATION GRID

The following evaluation grid will be used to evaluate the applications.

CRITERIA	MAXIMUM
Quality of the proposed methodology	(30 pts)
Assigned staff with academic certification and/or professional experiences in the assignment background	(15 pts)

Assigned staff with demonstrated strong analytical skills and abilities to conduct interviews/FG	(15pts)
Assigned staff with knowledge of the Palestinian context and experience in Middle East culture	(10 pts)
Assigned staff with certificated/demonstrated skills in spoken and written English	(15 pts)
Assigned staff with certificated/demonstrated skills in spoken and written Arabic	(10 pts)
Assigned staff with demonstrated reporting skills	(5 pts)
<b>TOTAL SCORE</b>	<b>(100 pts)</b>

## 6. APPLICATION FORMAT AND DETAILS TO BE PROVIDED

Applications must be submitted using the standard application form annex to the call for Tender (Annex 2 and Annex 3) the format and instructions of which must be **strictly observed**.

## 7. HOW APPLICATIONS MAY BE SUBMITTED

Applications must be submitted in **English exclusively** and send by email to this email address: [info@myheritage.ps](mailto:info@myheritage.ps)

Please, indicate “Prejudices Survey for EU project ENI/2017/390-692” as subject of your e-mails. Applications submitted by any other means will not be considered.

By submitting an application, candidates accept to receive notification of the outcome of the procedure by electronic means.

## 8. OPERATIONAL LANGUAGE

All written communications for this call procedure and contract must be in English.

## 9. APPLICATION PROCESS TIMETABLE

	DATE	TIME
<b>Deadline for submitting tenders</b>	24 <sup>th</sup> September 2020	12:00 pm (Jerusalem time)

<b>Interviews (if any)</b>	Between the 25 <sup>th</sup> September and 29 <sup>th</sup> September 2020	-
<b>Completion date for evaluating technical offers</b>	30 <sup>th</sup> September 2020	-
<b>Notification of award</b>	1 <sup>st</sup> September 2020	-
<b>Contract signature</b>	9 <sup>th</sup> October 2020	-
<b>Start date</b>	9 <sup>th</sup> October 2020	-

## 10. CONTACT DETAILS

**PCR** - The Palestinian Centre for Rapprochement between People [www.pcr.ps](http://www.pcr.ps)

Elias Awad - Project Manager [elias@pcr.ps](mailto:elias@pcr.ps) +972(0)2-277- 2018

**AFRAT** - Association pour la Formation des Ruraux aux Activités du Tourisme [www.afrat.com](http://www.afrat.com)

[afrat@afrat.com](mailto:afrat@afrat.com) Anna Castelnovo - International Project Manager [anna.castelnovo@afrat.com](mailto:anna.castelnovo@afrat.com)

+33 (0)4 76 95 35 08