

**TRIPLE P TOURISM PROJECT**  
**Open Call for Consultancy Services**  
**Repeated**  
**Cultural Tourism Development and Promotion**

**Familiarization Tours**

- TERMS OF REFERENCE:** Development of regional cultural tourism routes in Western Balkans Six and their successful promotion in international markets through both regional and international promotional and marketing efforts
- Title:** Preparation, organisation and implementation of Familiarization Tours – Cultural Routes of the Western Balkans for Regional Cultural Tourism Offer
- RCC Department:** Programme Department
- Project: Triple P Tourism in SEE: Promotion, Policy and Pilots
- Eligible:** Respective legal entities/travel agencies and tour operators acting independently or within bidding consortia. The bidder should have **substantial experience** in the area of tourism development and promotion, in particular cultural tourism
- Reporting to:** RCC Secretariat
- Duration:** Lot 1: 7 November 2019 – 15 May 2020  
Lot 2: 7 November 2019 – 15 May 2020  
Lot 3: 7 November 2019 – 30 June 2020  
Expected level of effort (LoE) is indicated in the text below, along with respective deliverables
- Deadline for Application:** **29 October 2019, at 15.00 CET**
- Reference number:** **029/019**

## I BACKGROUND

### Purpose

The RCC Triple P Project foresees conducting familiarization trips (FAM trips) for regional and international tour operators, travel agencies, media and bloggers to create awareness and promote new regional cultural tourism products – routes in the WB economies.

The RCC Triple P staff will assist the Contractor(s) to prepare, organise and implement 6 (six) Cultural Routes Familiarization Tours – Weeks in the Western Balkans to be executed in the period from November 2019 to June 2020 in 3+ economies in the Western Balkans, to include Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Republic of North Macedonia and Serbia.

The FAM trips are to be attended by key regional and international tour operators, travel agencies and travel media and to be used to promote the new regional tourism offers.

The purpose of this assignment is to provide assistance to the RCC Triple P Tourism in SEE project team and the tourism industry of the Western Balkans Six in preparation, organisation and implementation of the FAM Trips for promoting the cultural tourism routes.

**The Call has three LOTs. The application may be submitted for LOT 1, LOT 2 or LOT 3, for either two or for all LOTs.**

- LOT 1: Preparation, organisation and implementation of FAM tours for the **Balkans Monumental Trail** – futuristic monuments of the post WWII era.
- LOT 2: Preparation, organisation and implementation of FAM tours for the **Illyricum Trail** – archaeological sites of the Roman period and the wineries as an extension of the cultural Route Roman Emperors and Danube Wine Route.
- LOT 3: Preparation, organisation and implementation of FAM tours for the **Western Balkans Crossroads of Civilisations** - regional umbrella identity, focusing on five main storylines for creating attractive regional itineraries.

The FAM tours aim to:

- increase awareness of the region as cultural heritage based tourism destination through product awareness and update;
- create a mutually beneficial business relationship between the wholesalers, agents and other travel operators;
- build confidence among the regional and international agents in selling the WB region as cultural tourism destination.

### Background information

Tourism is one of the priority sectors of the SEE 2020 Strategy, with its significant potential for regional cooperation as direct and indirect contributor to the employment, export and GDP growth. However, due to many challenges, such as sector fragmentation,

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence

underdeveloped infrastructure, burdensome administrative procedures, lack of diversified market offer, etc., the SEE economies have agreed to prioritise tourism and address those challenges through joint, regional action.

RCC's Triple P Tourism Project, a three-year initiative funded by the EU, focuses on the 6 IPA II beneficiaries in the Western Balkans. The project aims to improve the quality of the tourism offer by: creating joint offer/product(s) to foster regional integration in the tourism sector and its joint global promotion; diversifying tourism offer of the region; alleviating policy barriers to development of tourism industry and easing of administrative procedures; improving the level of services related to tourism; and supporting small-scale infrastructure projects to support the development of regional tourism offer/product.

The Project team implements the action under the supervision of the RCC Secretariat's Programme Department (Competitiveness). The coordination that guides the activities, verifies and endorses the results is achieved through the RCC Tourism Expert Group (TEG), comprised of relevant national stakeholders from the six governments, the private sector and the civil society active in tourism development and promotion. The national TEG Coordinators are also responsible for coordination of relevant stakeholders from tourism or other relevant fields within their own economies.

### **Product Development – Cultural routes**

Over the past period RCC Triple P Tourism project completed stage one of the product development that included identification and selection of the themes for the regional routes, development of key framework approach for each route/product and initial concept development for the two new themes. Through the consultative process executed with Tourism Expert Group (TEG) the following regional offers have been selected for project support:

- **Balkans Monumental Trail** – a new joint regional route, a niche product that focuses on the attractiveness of the art and design, architectural value and in particular in situ design of the WWII monuments as a unique heritage of this specific period. The objective of the BMT is to **create a pathway** which highlights and explores the often forgotten and marginalised heritage of the abstract and modernist WWII monuments of the WB6 economies of Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia. In the previous phase, based on the criteria, a group of 40 monument sites has been tentatively selected along with a proposed pathway that connects them. 25 monuments are on the main pathways and 15 on the branches. The list of monuments and the summary concept are provided in reference document I;
- **Illyricum Trail - archaeological heritage of the Roman period** being pursued through integration of archaeological localities as a sub-route of the existing Roman heritage CoE certified European cultural route - the Roman Emperors and Danube Wine Route. Total of **8**

**sites in four economies** have been included in the first phase of the Illyricum Trail development. The list of sites is provided in reference document II;

- **Western Balkans Crossroads of Civilisations**, developed as a shared, overarching regional umbrella identity, the concept seeks to integrate and showcase the rich cultural heritage that effectively communicates the diversity of legacies (layers of Classical Antiquity, Byzantine, Ottoman, Venetian, and/or Austro-Hungarian heritage) as are present across the region. The tentative list of 40 sites and locations throughout WB6 has been designed as a network, an archipelago of cultural heritage monuments/sites that present a pool of cultural and natural heritage points for creation of market-oriented, tailor-made itineraries for specific groups of tourists. Besides the tangible cultural heritage sites, natural attractions, other tourist attractions, services and products, and points of intangible heritage, storytelling presents the core of regional cultural itineraries of the WBCoC. Storytelling of the WBCoC umbrella identity is designed on three main levels. First, the overall story of the Western Balkans as a crossroads of civilisation is designed. The second level depicts the stories of the major cultural/historic epoch, which are presented in five main storylines or cultural themes. The third level includes the stories, legends, myths of the destinations and sites, which are proposed to be included under the WBCoC umbrella identity. The Concept of the WBCoC, the overall story and the five main storylines are presented in reference document III.

## II. DESCRIPTION OF RESPONSIBILITIES

### **Objectives and scope of the assignment:**

The main objective of this assignment is to increase the RCC Triple P cultural tourism products knowledge, to experience the products first hand and garner positive editorial publicity about Western Balkans destination. This objective will be reached through well-prepared, organised and implemented FAM tours in 2019 and 2020.

The Contractor(s) will be expected to assist in preparation, organisation and provision of options for the tailored itineraries and places to visit, as well as selection of main foreign tour operators and travel agencies (EU countries), regional operators and service providers. Each FAM visit is expected to last up to 6 days.

The assignment is divided in three lots:

- LOT 1: Preparation, organisation and implementation of FAM tours (total of 2 tours, at least three economies per tour) for the **Balkans Monumental Trail** – futuristic monuments of the post WWII era.
- LOT 2: Preparation, organisation and implementation of FAM tours (1 tour involving four economies) for the **Illyricum Trail** – archaeological sites of the Roman period and the wineries as an extension of the cultural Route Roman Emperors and Danube Wine Route.
- LOT 3: Preparation, organisation and implementation of FAM tours (three tours to be conducted, at least three economies per tour) for the **Western Balkans Crossroads of Civilisations** - regional umbrella identity, focusing on five main storylines for creating attractive regional itineraries.

**Duties:**

The services under this assignment include the following key duties for **all three lots**:

1. Conduct an analysis of existing international markets - EU countries (tour operators, travel agencies, service providers) providing cultural tourism offers especially in relation to the cultural routes and identify the potential participants that would be invited to FAM trips;
2. Propose the FAM tour programmes to include the elaboration of a detailed trip plan for each FAM tour proposed as the most convenient and realistic to be executed taking into consideration the duration of the trip (max 6 days), number of locations to be visited (depending on the Lot), and distances (depending on the economies involved – at least 3+);
3. Develop recommendations for organisational and co-finance share contribution that would require cooperation of service providers and tour operators from the WB economies and facilitate participatory consultations with them. The participating regional operators and service providers must have a professional track record in handling international groups in the last five years;
4. Propose local travel agencies and service providers by economy that will be involved in the execution of the trips on their respective territory;
5. Coordinate implementation of FAM tours according to the plans prepared for each economy included in a trip;
6. Preparation of comprehensive final reports for each of the FAM tours.

In all their stages, the deliverables will be developed in close consultation with the RCC Triple P Tourism in SEE project team.

In the first stage when a detailed outline and methodology of work are to be developed in cooperation with the RCC Triple P Tourism Project, and in coordination with the Contractor(s), a preparatory meeting will be held in Sarajevo.

**Deliverables:**

The following deliverables will be produced and transferred to the RCC Triple P Tourism project during the course of the assignment, in the following timeline:

**LOT 1:** Preparation, organisation and implementation of FAM tours (total of 2 tours preferably conducted in 2019) for the **Balkans Monumental Trail** – futuristic monuments of the post WWII era

<b>Deliverable</b>	<b>Deadline</b>	<b>Expected Level of Effort (LoE)</b>
Attendance at the preparatory meeting in Sarajevo – Work plan	7 November 2019	10 days
Analysis of the international market (EU countries) - list of potential tour operators, travel agencies and travel market to be invited for the FAM tours	28 November 2019	

Draft proposal of the detailed FAM trip programmes including the local travel agencies and service providers by economy	21 December 2019	15 days
Coordination and implementation of FAM tours (preferably 2 trips in 6 economies, 3+3)	February onwards, 2020 (final date will be agreed at the preparatory meeting)	24 days
Final report on the implemented FAM tours with recommendations	15 May 2020	6 days

Reference document for **LOT 1**:

- Reference document I: *Summary Concept of the Balkan Monumental Trail with the list of monuments*

**LOT 2:** Preparation, organisation and implementation of FAM tours (1 tour involving four economies preferably conducted in 2019) for the **Illyricum Trail** – archaeological sites of the Roman period and the wineries as an extension of the cultural Route Roman Emperors and Danube Wine Route.

<b>Deliverable</b>	<b>Deadline</b>	<b>Expected Level of Effort (LoE)</b>
Attendance at the preparatory meeting in Sarajevo – Work plan	7 November 2019	10 days
Analysis of the international market (EU countries) - list of potential tour operators, travel agencies and travel market to be invited for the FAM tours	22 November 2019	
Draft proposal of the detailed FAM trip programme including the local travel agencies and service providers by economy	12 December 2019	10 days
Coordination and implementation of a FAM tour (preferably in 2019)	February onwards, 2020 (final date will be agreed at the preparatory meeting)	15 days
Final report on the implemented FAM tours with recommendations	15 May 2020	3 days

Reference document for **LOT 2**:

- Reference document II: *List of Sites for the Illyricum Trail*

**LOT 3:** Preparation, organisation and implementation of FAM tours (3 tours to be conducted in spring 2020) for the **Western Balkans Crossroads of Civilisations** - regional umbrella identity, focusing on five main storylines for creating regional attractive itineraries.

<b>Deliverable</b>	<b>Deadline</b>	<b>Expected Level of Effort (LoE)</b>
Attendance at the preparatory meeting in Sarajevo – Work plan	7 November 2019	10 days
Analysis of the international market (EU countries) - list of potential tour operators, travel agencies and travel market to be invited for the FAM tours.	29 November 2019	
Draft proposal of the detailed FAM trip programmes including the local travel agencies and service providers by economy	22 December 2019	15 days
Coordination and implementation of FAM tours (3 trips in 6 economies)	February onwards, 2020 (final date will be agreed at the preparatory meeting)	35 days
Final report on the implemented FAM tours with recommendations	30 June 2020	10 days

Reference documents for **LOT 3:**

- Reference document III: *Summary Concept of the Western Balkans Crossroads of Civilisations*
- Reference document IV: *Main Storylines with locations selected*

### **Methodology**

The Contractor(s) is expected to propose the best methodological approach for undertaking this task. However, the following guiding principles should be taken into consideration:

- i. Desk research of primary and secondary information;
- ii. Communication with private sector, CSOs, and relevant regional and international organisations;
- iii. Any other methods applicable.

### **Lines of Communication**

The Contractor(s) will work in close coordination and under guidance of the RCC Triple P Tourism in SEE project Cultural Tourism Expert and the Project Leader, and RCC Secretariat. Each deliverable will be sent within the set deadlines. RCC Triple P Tourism in SEE project will conduct a quality assessment and approval of each deliverable.

### **Timeframe**

The engagement is expected to start:

Lot 1: 7 November 2019 – 15 May 2020

Lot 2: 7 November 2019 – 15 May 2020

Lot 3: 7 November 2019 – 30 June 2020

### **III. COMPETENCES**

The applicant must have the necessary human and technical resources and experience to perform the contract in accordance with the relevant quality standard. Where available and appropriate, one travel organisation/agency/tour operator might be selected under all three Lots, i.e. 1 agency to undertake preparation, organisation and implementation of 6 FAM tours for the three lots. However, given the diversity and amount of activities requested, applications to individual Lots by different agencies will be taken into consideration.

The selected Contractor(s) will work as part of a team to allow for knowledge exchange and complementary product development in line with specific requirements and needs of each specific site and attraction. The expert team will be coordinated by the Triple P Tourism team and in particular by the Expert on Cultural Tourism and the Project Leader.

#### **Education and Experience**

Requirements concerning work experience and skills must be relevant to the specific assignment, but as a general rule, candidates with the following experience (as a minimum) are encouraged to apply:

<b>Education:</b>	<ul style="list-style-type: none"><li>• Advanced degree in tourism management or a related field, i.e. economics, business, community development or other areas directly related to the subject of work.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• At least 7 years of demonstrable work experience in tourism industry, product development and marketing, operations of travel organisation or a related field, particularly in the field of cultural tourism;</li><li>• Practical experience in designing and implementing similar actions, operational implementation of FAM tours for tour operators, travel agencies and travel media, including experience in business support and partnerships and promotion;</li><li>• Proven experience in organising and implementing SEE cross-border travel itineraries, in particular within the cultural heritage based products;</li><li>• Proven analytical skills;</li><li>• Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including businesses, communities, local authorities and other stakeholders;</li><li>• Excellent and demonstrable drafting and formulation skills, with a</li></ul>

	<p>track record of producing and publishing reports or papers in specified areas;</p> <ul style="list-style-type: none"> <li>• Knowledge of the SEE region and experience in working in the region is considered an advantage.</li> </ul>
<b>Language requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in English, as the official language of the RCC;</li> <li>• Knowledge of other RCC languages is an advantage.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Familiar with MS Office applications.</li> </ul>

### **Core Values**

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### **Core Competencies**

- Possesses strategic vision, understanding of fundamental concepts and principles of a professional discipline or technical specialty;
- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Strong analytical capabilities and writing skills;
- Result-oriented; plans and produces quality results to meet the set goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations clearly;
- Team work: Ability to interact, establish and maintain effective working relations in a culturally diverse team and with a multitude of diverse stakeholders; flexibility to change and openness to receiving/integrating feedback;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

## **IV. QUALITY CONTROL**

The Contractor(s) should ensure internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the Contractor(s) and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the report. In this regard, the Contractor(s) may or may not accept comments and/or proposals for changes received during the above process. However, when

comments/proposals for changes are not agreed by the Contractor(s), the reasons for the final decision should be clearly explained in a comments table.

## **V. APPLICATION RULES**

**The application needs to contain the following:**

**For companies and consortia:**

- Company/institution profile including a brief description (up to 2 pages) about the company (in case of a bidding consortium, only the lead member should submit the profile);
- Copy of Company's/Institution's Registration Certificate (in case of a bidding consortium, only the lead member submits the Registration Certificate);
- Financial records - company's/institution's balance sheet and profit-and-loss statement for the past 2 years (in case of a bidding consortium, only the lead member should submit the financial records);
- CVs of key members of the project team, outlining relevant knowledge and experience as described in Terms of Reference, along with contact details of referees;
- An action plan, up to 1 page, for each Lot, indicating the individual tasks to be undertaken against a timeframe;
- A concept note, up to 2 pages, for each Lot, elaborating proposed methodology for addressing and undertaking individual tasks (one concept note per Lot); an additional page can be included, where relevant, indicating key stakeholders to be included in the proposed approach;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Application Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II);
- Signed Statements of Exclusivity and Availability (Annex III).

When preparing the financial offer, the applicant should take into account the following:

- The proposed budget should be stated as a lump sum and broken down by key tasks;
- Costs of travel within the WB6, if planned and proposed, should be budgeted and borne by the consultant;
- The fee rates should be broadly consistent with the EU framework rates for these types of professional services for international and national consultants.

**Applications need to be submitted via e-mail to [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) by 29 October 2019, 15.00 CET.**

When applying, please identify your submission as response to this call by naming the subject line of your message as:

RCC Triple P Tourism - Reference Number 029/019 (stating the number of LOT and title of the LOT you are applying for).

## VI. EVALUATION AND SELECTION

The assignments will be awarded to the highest qualified applicant based on the skills, expertise, and the quality of the concept note(s) and the cost-effectiveness of the financial offer.

Applications will be evaluated on the basis of the profile and competencies of the candidate and the responsiveness to the terms of reference of Consulting Services.

The best value for money is established by weighing technical quality against price on a 80/20 basis.

The applications are evaluated following these criteria:

<b>EVALUATION GRID</b>	<b>Maximum Score</b>
<b>A. Technical Offer (A.1+A.2+A.3)</b>	<b>100</b>
<b>A.1. Work experience, references list:</b> Relevant work experience; evidence of other contracts of the nature comparable to that of the Call; experience with clients comparable to the Contracting Authority.	<b>35</b>
<b>A.2. Quality and professional capacity of the consultants:</b> CVs satisfy the criteria set forth in the ToRs, education and experience demonstrates professional capacity and experience required.	<b>35</b>
<b>A.3 Quality of the concept note and Action Plan:</b> Relevance and applicability within the WB6 regional framework; methodologically sound concept/ plan, achievable within the defined time frame	<b>30</b>
<b>B. Financial Proposal/ lowest price has maximum score</b>	<b>100</b>

**Score for offer X =**

**A: [Total quality score (out of 100) of offer X / 100] \* 80**

**B: [Lowest price / price of offer X] \* 20**

### **Information on selection of the most favourable bidder**

The RCC Secretariat shall inform candidates and bidders of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation to unsuccessful bidders shall be sent within 15 days after the contract is signed with the awarded bidder.

The candidates and bidders wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat  
Attention to: Administration Department  
Building of the Friendship between Greece and Bosnia and Herzegovina  
Trg Bosne i Hercegovine 1/V  
71000 Sarajevo  
Bosnia and Herzegovina

### **Appeals procedure**

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat  
Attention to: Administration Department  
Building of the Friendship between Greece and Bosnia and Herzegovina  
Trg Bosne i Hercegovine 1/V  
71000 Sarajevo  
Bosnia and Herzegovina

**ANNEX I:****APPLICATION SUBMISSION FORM****Open Call for Consultancy Services:****Familiarization Tours – Cultural Routes of the Western Balkans for Regional Cultural Tourism Offer****REF: 029/019****One signed copy** of this Call for Consultancy Submission Form must be supplied.

1 SUBMITTED by:

Name	
Address	
Telephone	
Fax	
e-mail	

## 2. STATEMENT

[Name of the Authorised person representing the Entity] \_\_\_\_\_ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Experts, Grounds for Exclusions and Conflict of Interest as such:

**Grounds for exclusion**

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the

country in which they are established or with those of the country of the Contracting Officer or those of the country where the contract is to be performed;

- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Officer as a condition of participation in the contract procedure or fail to supply this information.

### **Conflict of Interest**

- a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.
- b) The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Consultant shall ensure that their staffs, including its management, are not placed in a situation which could give rise to conflict of interests. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.
- c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.
- d) The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.
- e) Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.
- f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the

Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

We offer to provide the services requested in the Terms of Reference on the basis of supplied documentation subject to this Open Call for Consultancy Services, which comprise our technical offer, and our financial offer.

This Open Call for Consultancy Services is subject to acceptance within the validity period stipulated in the Terms of Reference.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## **ANNEX II: BUDGET BREAKDOWN**

**REF: 029/019**

Use a free format for the Budget providing the lump sum for the services to be provided.

**NOTE:**

When preparing the financial offer, the applicant should take into account the following:

- Price ceiling: up to EUR 15,000.00 per FAM tour. Bids indicating a price above this threshold per tour shall not be considered.
- The offer should also include the costs of travel to the Beneficiaries if required by Terms of Reference, providing it as a separate budget line.
- The expert fees should be consistent with those applicable in the region.

**ANNEX III: STATEMENT OF EXCLUSIVITY AND AVAILABILITY**

REF: 029/019

By representing the Entity \_\_\_\_\_ we agree to participate exclusively in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely:

Full Name	Available from (Date)	Available until (Date)	Acceptance by signature	Number of man-days associated to each task from the ToR