



Ref.303.02.23.11

**OBJECT: SELECTION OF ETHICS ADVISOR WITHIN THE PROJECT "RIBES - REGIONAL INCLUSIVE BIOBASED ENTREPRENEURSHIP SOLUTIONS" (GA 101134911), FUNDED BY THE HORIZON EUROPE PROGRAMME 2021-2027**

Trieste, 30 April 2024

The Central European Initiative - Executive Secretariat (hereinafter referred to as CEI-ES) is a Coordinator of the Project **RIBES - Regional inclusive biobased entrepreneurship solutions**, (hereinafter referred to as the "Project"), financed by the Horizon 2021-2027 Programme.

The Project - which has a duration of 36 months, from 01/03/2024 to 28/02/2027, and a total budget of EUR 4.999.455,00 - aims at improving the uptake of biobased innovations in 9 European regions through pioneering governance and business models developed on the convergence of the circular bioeconomy, social innovation and rural development. The Project addresses selected regions in Bulgaria, Greece, Croatia, Italy, Poland, Romania, Serbia, Slovakia, Ukraine, and the Western Balkans region.

Among other tasks, the CEI-ES is responsible for ensuring the compliance of project activities with the ethics requirements set out in the Grant Agreement, more precisely - Work Package 6. In order to address complex societal challenges and problems in the field of circular bioeconomy in the selected regions, the Project will be putting stakeholder participation (including vulnerable individuals/groups) and deliberation processes at the centre, requiring vast data collection and analysis.

The CEI-ES is launching this awarding procedure with the aim to subcontract one expert that shall: a) provide guidance in ethics issues, b) advise the Project consortium for the collection, processing and transfer of a large amount of personal data and special categories of personal data, and c) draft relevant reports for each reporting period. The specific format of the activities to be performed by the ethics advisor are listed in **Annex 3**. The assignment shall be carried out independently, but in close cooperation with the CEI-ES and Project team.

#### **Art. 1 - DESCRIPTION OF SERVICES**

- a) The purpose of this tendering procedure is to select one expert in ethics that shall provide RIBES consortium guidance and prepare relevant reports (as listed in Annex 3) on the following issues:
- the participation of humans in a large scale;
  - the proper handling of a large amount of personal and special categories data;
  - the conduct of activities in non-EU countries;
  - the safety of individuals due to the activities in a war zone;
- b) Participation is open to individual experts, group of experts, educational and research institutions and economic operators, provided that their operational capacity is adequate.

- c) Successful bidders shall perform the tasks mentioned under (a) in close cooperation with the CEI-ES and the Project team, who will also provide information about the exact format of the reports and other technical requirements.
- d) Successful bidders shall deliver the respective reports mentioned under (a) in English.
- e) Successful bidders shall work independently and shall sign a relevant contract with CEI-ES. This does not prevent from any form of cooperation among two or more experts.
- f) The duration of the assignment is established until the end of project (28/02/2027) that could be further extended upon agreement between the Parties and depending on project needs. The expected starting date for the assignment is the date of signing of the contract.

### **Art. 2 – AMOUNT OF THE CONTRACT**

- a) One bidder will be selected to perform the activities under Art.1(a), based on the awarding criteria set in Art.4.
- b) As a result of this procedure, a contract shall be signed for a maximum amount of EUR 15.000,00 (fifteenthousand/00), which shall be deemed as all-inclusive, comprising any travel and accommodation expenses as well as any other tax or social security charges related to the performance of the assignment. Note that VAT is to be understood as excluded pursuant to art. 72 of Presidential Decree 26/10/1972, no. 633.

### **Art. 3 – REQUIREMENTS**

- a) Applicants shall meet the following requirements:
  - 1) No situations, causes or reasons determining the inability to contract with the Public Administration in the legal systems of the country of origin and/or in the country where the service is to be rendered, also as provided for by Article 57 of Directive 2014/24/EU.
  - 2) Be in regular and legitimate possession of the requirements, as provided for and required by the law of the country of origin and/or the country in which the service is to be provided, for the exercise of the activity requested <sup>(1)</sup>.
  - 3) To have a proven track-record in carrying-out one similar assignments (also at the academic level) in disciplines related to the ethics.
  - 4) Be in possession of adequate technical and organisational capacity proven by the presence, as an integral part of their organisation, of personnel competent in the matters entrusted to them. The latter as well as Individual experts shall have a higher education degree (MSc or equivalent) in one of the disciplines related to the social sciences.
- b) The requirements referred to in point (a) shall be self-declared. Such declarations may be subject to verification by the CEI-ES at any time, in the manner and within the time that it deems most appropriate. The decision of the CEI-ES may determine, at the sole discretion of the CEI-ES, the nullity of the award made and/or of the contract stipulated, or the right of the CEI-ES to withdraw from the latter without any penalty, without prejudice to the right to maintain, in whole or in part, the effects of the same until the time of withdrawal.

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<sup>1</sup> If this requirement is met (in accordance with Article 3(b)), companies could be required to provide a certificate of regular registration with the Chamber of Commerce, Industry, Crafts and Agriculture.

**Art. 4 – AWARDING CRITERIA**

- a) The awarding criterion is that of the most economically advantageous offer. Owing to the nature of the assignment and the need to ensure high-level expertise, predominance is attributed to technical criteria.
- b) Awarding criteria are determined as follows:

<b>Technical offer</b>	Max 80 points
1. Qualifications (training and working experience)	<i>Max 20 points</i>
2. Relevant professional experience (number and scope of similar assignments)	<i>Max 30 points</i>
3. Methodology	<i>Max 30 points</i>
<b>Economic offer</b>	Max 20 points
<b>TOTAL</b>	<b>Max 100 points</b>

- c) The awarding will be made even in the presence of a single valid tender, provided that it is considered appropriate and convenient by CEI-ES. CEI-ES may decide not to proceed with the awarding of contracts if, in its sole discretion, no offer proves to be convenient or suitable. Therefore, this call for proposals does not impose any obligation on CEI-ES to assign the service.

**Art. 5 - PROCEDURE**

This awarding procedure is divided into the following stages:

a) *Formulation of the technical and economic offer*

In order to participate in this procedure, each bidder must produce, under penalty of exclusion, the following documentation:

- 1) application for participation (and related declarations) drawn up in accordance with the template in ANNEX 1, signed by the bidders and accompanied by a photocopy of the identity document. In the case the participant is an economic operator, the signature must be that of the legal representative;
- 2) Copy of this invitation signed on all pages for acceptance of the terms and conditions;
- 3) Curriculum vitae of the expert(s) that will perform the service, updated and signed. The CV must be delivered in English using Europass format (<https://europass.cedefop.europa.eu/>) and contain the specific experience in similar assignments and studies (also at academic level);
- 4) The technical offer in which the bidders shall provide in exhaustive yet concise format sufficient information to evaluate the criteria listed in Art.4 (b), and in particular:
  - the foreseen methodology (for the relevant activities planned in the project, see ANNEX 3);
- 5) The economic offer, drawn up in accordance with the model in ANNEX 2, duly signed.

b) *Tendering procedure and awarding*

CEI-ES will verify the completeness of the documentation produced and verify the requirements. Technical and economic offers will be evaluated only for applications fulfilling these pre-requisites.

**Art. 6 - OBLIGATIONS ON THE TENDERER**

- a) The awarding notice shall be deemed immediately binding for the successful bidder, while the CEI-ES will be bound by the signature of the relevant contract.
- b) The award does not give the successful bidder any exclusive right over the service in question and CEI-ES reserves the right to award other and different assignments to third parties.
- c) The successful bidders shall undertake to:

- maintain the utmost confidentiality of the information acquired in the performance of their duties;
- not to make use, either directly or indirectly for their own benefit or that of third parties, of the mandate entrusted and the information of which they will become aware in relation to it, and this even after the expiry of the contract;
- ensure effective operational coordination with CEI-ES, the Project team, and particularly the leader of relevant Work Packages;
- participate in virtual meetings relating to the assignment;
- indemnify CEI-ES from any possible claim for compensation for accidents (of any kind) of the members of the working group employed in the service that may occur in the performance of the assignment, including the part of the activity performed by them within the premises of the Customer.

#### ART. 7 - DEADLINE AND PROCEDURES FOR SUBMISSION OF PROPOSALS

- a) Applicants shall hand in or deliver their bids via ordinary or express mail or courier at the address detailed under point b), no later than **17.00 CET of Wednesday, May 15, 2024**. No other form of submission will be accepted. CEI-ES is not liable for any delays in delivery or misdelivery.
- b) Packages or envelopes containing tenders should be addressed to:

CENTRAL EUROPEAN INITIATIVE – EXECUTIVE  
SECRETARIAT  
VIA GENOVA 9 – 34121 TRIESTE (TS)  
ITALY

- c) All tender documents shall be drafted in English.
- d) The package or envelope containing the tender documentation must, under penalty of exclusion, be sealed and signed on all the closing edges. The following must be written on the outside:
  - the sender's header and address.
  - the header and address of CEI-ES.
  - the words: **"DO NOT OPEN - TENDER FOR RIBES PROJECT"**
- e) The package must contain, under penalty of exclusion, three separate envelopes:
  - 1) ENVELOPE A: a sealed envelope bearing the sender's heading and the words **"ENVELOPE A - ADMINISTRATIVE DOCUMENTATION"**, which must contain the following documentation:
    - application for participation (and related declarations) drawn up in accordance with the template in ANNEX 1, signed by the bidders and accompanied by a photocopy of the identity document. In the case the participant is an economic operator, the signature must be that of the legal representative;
    - Copy of this invitation signed on all pages for acceptance of the terms and conditions;
  - 2) ENVELOPE B: a sealed envelope bearing the sender's heading and the words **"ENVELOPE B - TECHNICAL OFFER"**, which must contain the following documents:
    - Curriculum vitae of the expert(s) that will perform the service, updated and signed. The CV must be delivered in English using Europass format (<https://europass.cedefop.europa.eu/>) and contain the specific experience in similar assignments and studies (also at academic level);

- The technical offer in which the bidders shall provide in exhaustive yet concise format sufficient information to evaluate the criteria listed in Art.4 (b), and in particular:
  - the foreseen methodology (for the relevant activities planned in the project, see ANNEX 3);
- 3) ENVELOPE C: a sealed envelope bearing the sender's header and the words “**ENVELOPE C – ECONOMIC OFFER**” sealed and countersigned on the closing edges, which must contain the economic offer to be submitted using the forms referred to in ANNEX 2.
- f) A tenderer shall be excluded from this procedure in the following cases:
  - Failure to produce all documentation drawn up in the manner and within the time limits referred to in this Article
  - Lack of even one of the requirements specified in Article 3(a) of this call for proposals
  - Lack of production of an economic offer (in case of discrepancy between the amounts expressed in figures and in letters, the amounts expressed in letters shall prevail).

#### **ART. 8 – SIGNATURE OF THE CONTRACT AND METHOD OF PAYMENT**

- a) The contract will be awarded for the assignment detailed in Art.1.
- b) The contract will be signed after all bidders are notified the results of the evaluation via e-mail provided in their CVs.
- c) Payments will be made according to the schedule set in the contract, with last payment upon completion of the assignment as detailed in Art.1.
- d) Payments will be made by bank transfer to the bank indicated by the successful bidder.
- e) The payment shall be deemed to compensate in full for all services, expenses and incidental expenses incurred in the implementation of the contract.

#### **Art. 9 - RESPONSIBLE FOR THE PROCEDURE**

The Head of Finance and Operations, Ms. Anna Marconato, is responsible for the proceedings.

#### **Art. 10 - DATA PROCESSING**

The data provided by the applicants will be processed exclusively for the purposes related to the completion of this procedure.

Best regards,

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Head of Finance and Operations  
Anna Marconato

#### **Attachments:**

- Annex 1 - Application for participation
- Annex 2 - Economic offer
- Annex 3 – List of activities

For any additional information (questions) please contact Mr. Peter Canciani (Project Manager) [canciani@cei.int](mailto:canciani@cei.int), tel: +39 040 7786 749.