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THE FRIENDSHIP PROJECT, CO-FUNDED BY THE EUROPEAN UNION

**BIDDING INVITATION TO APPLICANTS FOR PILOT PROJECT**

**The project name:** The FRIENDSHIP, co-funded by the European Union -Strengthening EU- Mongolia Friendship through Equitable, Resilient and Innovative Growth in Darkhan Uul-Province

**Purpose:** It is aimed to accelerate the digital transition, develop the accessibility of local government services, and support youth entrepreneurs with job opportunities.

**The executive summary of the pilot project**

It will be focusing on the replicable and scalable pilot on equitable municipal infrastructure and greening the city and undertake a pilot project for 3 municipal services water, sanitation, and energy based on community participation (participatory e-governance and infrastructure provisions). It aims to

The project will undertake pilot projects for three Municipal services: water, sanitation, and energy with the provision of sustainable energy access, mainly focusing on participatory e-governance and infrastructure provisions These pilot projects will focus on greening the municipal services while ensuring efficiency standards such as standards of performance, 24/7 service, grievance redressal mechanisms, etc. Further, pilot projects with a focus on environmentally sound management (ESM) of chemicals, waste, and pollutants with a focus on plastics, e-waste, and short-lived climate pollutants (methane, black carbon) with the integration of green ICT innovations, modeling, Internet of things (IoT), actionable data for sustainable urbanization etc. will be encouraged. The pilot projects will look at a range of solutions from the implementation of hardware such as renewable energy to promoting technology-based solutions such as redressing consumer grievances.

**Social/IT entrepreneurship pilot project through the call for competition**

This activity aims at social entrepreneurship projects promoting social inclusiveness and equity. The project could range from improving citizens’ participation at the baghs and soum level to bringing about social inclusiveness to the development of sustainable products and services for the environment, health care, education, hygiene, food, clothing, shelter, etc. A general call for competition will be launched and published in local news and print media. A technical committee will be set up who wiscrutinizeise the initial set of applications or concept ideas. Following this, the shortlisted candidates will be selected for pitching their ideas through a detailed presentation. Here again, joint ventures will be encouraged, in addition to Darkhan/Mongolian social entrepreneurs and IT firms, between EU and Mongolian counterparts to ensure leveraging and aligning with the priorities of the call. Co-funding and co-financing will be encouraged to ensure the scaling up of the solutions across Darkhan Province and across different social sectors.

**Submission documents and location:** Applicants must submit their proposals through email (please make all efforts to provide your proposal should be pdf file) at dieh@[friendship.mn](mailto:friendship@sab.edu.mn) of the FRIENDSHIP project, co-funded by the EU by the deadline 17:00 ULN, 17 May 2023 and hard copy will be delivered to the Europe-Darkhan Innovation Entrepreneurship Hub in the Darkhan campus of the Mongolian University of Life Sciences, University street 103, Darkhan soum, Darkhan-Uul aimag, Mongolia. Your proposal will not be submitted if the deadline is late. ***Please click here for proposal template.***

**The scope of the invitation**: Applicants, highly skilled and experienced, from any organizations and consortium from Mongolia, Europe and Asia are available to equally participate in it. Please let us know through contact at +976 70373737 once the project proposal is submitted.

**“FRIENDSHIP” Project**

1. **The “FRIENDSHIP” project brief:**

Please click the link <https://eudarkhan.mn/> to get about the FRIENDSHIP project, co-funded by the European Union strengthening EU- Mongolia Friendship through Equitable, Resilient, and Innovative Growth in Darkhan Uul-Province

1. **Documents comprising the proposal.**

The FRIENDSHIP project hereby invites teams, organizations, and consortiums with high capacity and experience from the European Union member countries, and Asian countries to submit a proposal accelerating a digital transition, developing, and improving accessibility of government services, and supporting the youth entrepreneurs with job opportunities. The following documents will be provided by organizations for the invitation of a project proposal.

1. Eligibility for the applicants (Annex I)
2. Your proposal must be expressed in English and Mongolian languages. If you are interested in submitting a Proposal, please prepare your Proposal in accordance with the requirements and procedure as set out in Annex II.

**General Provisions**

1. Applicants will adhere to the language requirements. Your proposal must be in Mongolian and English languages.
2. Proposals will remain valid for the period specified in the bid, commencing on the deadline for submission of proposals. During the proposal validity period, applicants will maintain their original proposal without any changes including human resource availability, and technical, and finance rates.
3. A selection process of proposals will be conducted according to the requirements and criteria mentioned in the invitation. The proposal of applicants who achieve the maximum score will be selected and contracted.
4. Applicants will offer a proposal only.
5. Applicants who will be available to raise co-funding would be appreciated and preferable.
   1. **Technical proposal format and Content**

* Applicants are required to submit a proposal using the form provided in Annex I. Proposals with document deficiencies may be rejected by the bidding commission.
* previous experience and engagement with international organizations or projects and the local government of any applicants are preferable.
* Page is A4 (21см\*29,7см), spacing 1.5, left 3cm, right 3cm, and bottom 2cm.
* All prices shall be quoted in currencies and total costs shall be included on the basis of expenses. Please make sure the internal and external activities of the project expenses shall be included.
* **The total budget for a pilot project provided by the FRIENDSHIP project will be within 35,000 EUR.**

1. **Submission proposal**
   1. Step-1 Hard copy submission in the envelope is allowed once it is developed as per the template provided.
   2. Step-2 Applicants must submit their proposals through email (please make all efforts to provide your proposal should be pdf file)
2. **Withdrawal proposal**

Applicants may withdraw their proposals after they have been submitted and no more than a week after the deadline by contacting the email address and telephone or by authorized representatives.

1. **Modification of proposal**

Applicants are not allowed to modify a proposal after it is submitted. Only the FRIENDSHIP project reserves the right to make a decision to modify it as required.

1. **Evaluation of proposal** 
   1. The evaluation of the proposals has two stages. The documentation evaluation for the pilot project shall be made in the first stage.
   2. In the second stage, only the applicants who were selected from the first stage shall be notified with the formal letter within 10 official days after the deadline. The tender commission will reserve the right to observe, conduct interviews and accept or reject.
   3. 4 projects based on the criteria indicated shall be selected.
2. **Debriefing**

In the event that applicants are successful, the FRIENDSHIP project will have a debriefing with organizations, consortiums, and teams. After debriefing, successful applicants will sign and date the contract.

1. **Eligibility of the project**

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| --- | --- |
| **Criteria** | **Үнэлгээ** |
| Organizational background experience and capacity to implement the project | **10%** |
| Assessment of proposed solution and a description of needs | **30%** |
| A detailed explanation of the proposed solution, purpose, sufficiency of result, and logical reality. Sustainability of results achieved and opportunity to the target | **30%** |
| A description of project development, relevance, and impact – an explanation of the development phase to align the FRIENDSHIP project goal and pillars. | **10%** |
| Project impact and sustainability – benefit probability for the marginated group for the long term – their sustainability | **10%** |
| Project benefit – Co-funding or self-funding project proposals are appreciated and preferable. A plan of cost availability | **10%** |
| Total | **100%** |

1. **Contract type and general conditions** 
   1. The FRIENDSHIP project reserves the right to accept or reject any offers.
   2. The FRIENDSHIP project reserves the right to accept partially or fully and make a deal mutually.
   3. The FRIENDSHIP project will be responsible for the announcement accuracy provided in the invitation and all applicants, and participants will be notified if any changes or modifications are made to the bidding documents.
   4. Information relating to the bidding process, evaluation and comparison shall not be disclosed.
   5. The activities, content, and services implemented during the project duration will be the property of the FRIENDSHIP project and any information about the project entities shall not be disclosed to others.
2. **Project implementation report:** The project implementor will report the narrative and finance report to the FRIENDSHIP project during the implementation period. Types of reports and duration will be included in the contract specifications.

**Annex-1** **The project eligibility**

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| --- | --- | --- |
| **№** | **Requirements** | **Pieces of evidence** |
| 1 | To be a legal entity | Copy of any official documents issued by the state registration showing legal name |
| 2 | Work experience | You may request the validation services to confirm your status (organization experience, profit and loss accounts, the **narrative, financial reports, or relevant links)** |
| **3** | Human resource information | CVs of project administration getting offered and more than 60% of team members must be the main core. |
| 4 | You will be requested the validation services to confirm insurance status and tax payment | Copy of any official documents showing the legal name with no failure related to the VAT, commission charge, and debt. These copies of documents allow you to determine your status in line with legal requirements. (an official VAT document if VAT registered, payroll tax for the social insurance agency) |
| 5 | Ensuring the court clarification is clear | The court clarification |
| 6 | An official notification | the applicant’s quotation and services as per the criteria shall be written on the official letter ensuring community media is open to seeing it. |
| 7 | A copy of the ID | A copy of the project proposal participator ID, authorized to represent your legal entity |
| 8 | A customer’s bank statement | A bank statement will make sure a participant has a past-due loan |

**Annex-2 Proposal form**

* 1. **Clear concept** /project proposal must be simple, clear, logical, and priority, avoid dragging out and insert tables and graphs as required/.
  2. **Relevance of sections** /The concept note of the project is logical and is supported by the evidence/
  3. **Accuracy** /none of the overestimating own capacity and reality will be preferable/
  4. **Quantity verification** /good calculation and verified quantities must be described accordingly/
  5. **Validation of entity /** based on science and documentation development is appreciated/ /

From: (Applicant name/consortium) To: (Organizer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To deliver a bidding document

We are \_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/sending the pilot project proposal as attached.

The total amount of the budget we are offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/all prices shall be quoted in the currencies MNT and EURO; the amount of the budget will be written in the number and words both/.

We confirm any modifications based on debriefing and contracting of technical and financial offers until the validation period of the proposal.

Sincerely,

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official representative/ legal entity

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Proposal template*

THE PROJECT TITLE:

PROJECT INITIATOR TO IMPLEMENT:

Date

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| --- | --- | --- |
| **ONE. THE PROJECT INFORMATION** | | |
| 1.1 | Project area: |  |
| 1.2 | Project title: |  |
| 1.3 | Project implementer: |  |
| 1.4 | Phone number: |  |
| 1.5 | E-mail: |  |
| 1.6 | Website: |  |
| 1.7 | Social channels: FB, Twitter, Instagram, Youtube |  |
| 1.8 | Address: |  |
| 1.9 | Location: |  |
| 1.10 | The project budget: | *..............₮ / …in words ..MNT/* |
| *..............€ / …in words .. euros/* |
| 1.11 | The amount of the fund requested from the FRIENDSHIP project: | *..............₮ / …in words ..MNT/* |
| *..............€ / …in words .. euros/* |
| 1.12 | Co-fund amount by the applicant: | *..............₮ / …in words ..MNT/* |
| *..............€ / …in words .. euros/* |
| 1.13 | Project start date: |  |
| 1.14 | Project finish date: |  |
| 1.15 | Project coordinator’s surname: |  |
| 1.16 | Project coordinator’s name: |  |
| 1.17 | Position: |  |
| 1.18 | Phone number: |  |
| 1.19 | Address: |  |

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| **TWO. THE PROJECT RATIONALE** | |
| 2.1 | SITUATION ANALYSIS: *Please provide a brief introduction to the current social and economic situation related to the Project (geographic region and beneficiaries, etc.)*  *Pl please describe the problem or critical issue that the project seeks to resolve, how the problem was identified, and how will the Project address the problem. If relevant, an analysis of gender equality needs to be described.* |
|  |
| 2.2 | COUNTRY DEVELOPMENT STRATEGIES AND POLICIES: *Please describe how the Project relates to other relevant national development strategies and policies, and provide the ongoing status of their implementation, results, and effects, if any.* |
|  |
| 2.3 | JUSTIFICATION FOR INTERVENTION: *Please describe how the need for the Project was determined, and what the rationale/justification for the Project (why the Project is considered to be the most effective way the problem is resolved.).* |
|  |
| 2.4 | LESSONS LEARNED: *Please describe what lessons Partner Country has drawn on (from Partner Country’s own and other’s past experience) in designing this Project*. |
| LESSONS LEARNED: *Please describe what lessons Partner Country has drawn on (from Partner Country’s own and other’s past experience) in designing this Project*. |

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| **THREE. BUDGET DESCRIPTION** | |
| 3.1 | **Objective/Outcome/Output:** *Please outline the objectives, the expected outcomes, and outputs of the Project* |
|  |
| 3.2 | **Activities:** *Please describe what will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. It should indicate the sequence of all major activities and implementation milestones* |
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| **FOUR. STAKEHOLDER ANALYSIS** | |
| 4.1 | TARGET BENEFICIARY: *Please describe the following information: a) direct and indirect/wider beneficiary group, b) a number of beneficiaries, with gender segregation if necessary (e.g. 300 children rather than children in 3 schools), c) how the target group was identified, d) why they were selected as target group, e) how intended beneficiaries have been involved in Project design, and their expected role in Project implementation and evaluation. If relevant, the target group needs to be disaggregated by sex* |
|  |
| 4.2 | OTHER STAKEHOLDERS: *Please describe other stakeholders (e.g. partner government agency, international organization, NGO, donor agency, etc.), if any, including a) name/group, b) respective role(s) and cooperation/coordination mechanism, etc*. |
|  |
| **FIVE. PROJECT ADMINISTRATION and IMPLEMENTATION** | |
| 5.1 | PROJECT MANAGEMENT*: Please describe a) who will be responsible for planning and management of the Project operations as well as coordinating other bodies and organizations associated with the Project, b) what arrangements will be established to ensure that there will be effective coordination with other relevant programs and activities* |
|  |

**SIX. THE PROJECT BUDGET**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № | Types of expenditure | Expenditure details | Measurement | Quantity | Per price | Total | | The amount requested from the FRIENDSHIP project: | | Co-funding by applicant | |
| MNT | EUR | MNT | EUR | MNT | EUR |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |
| Total budget for the project | | | | | |  |  |  |  |  |  |
| The amount requested from the FRIENDSHIP project: | | | | | | | |  |  |  |  |
| Co-funding by the applicant | | | | | | | | | |  |  |

NOTE:

* Total budgeting for the pilot project will consist of the funding supported by the FRIENDSHIP project and co-fund raiser as a project implementer.
* The budgeting being supported by the FRIENDSHIP project shall not apply to loan interests, access charges of all types of taxation, insurance, property buying or building, and rents. /Only for the project activity cost/.
* The FRIENDSHIP project will be notified by an official letter and responsiveness is confirmed if any modification relating to the finance is more than two percent of the total budgeting.