The Consultant is in this document and appendices 1.1 and 1.2 referred to as “External Service Provider”.

The overall project time schedule is attached as appendix 1.1. The time schedule is flexible and therefore can be changed by the City of Aalborg during the contract period. Reasonable changes must be accepted by the External Service Provider as part of the Tender Price.

Furthermore, an extract from the project application is attached as appendix 1.2 to facilitate understanding of the project goal.

The External Service Provider is exclusively financed through the budget of the lead partner under this Tender procedure.

**Description of the requirements**

The tasks of the External Service Provider is to support the lead partner and the project partners in completing the project CircularPP, as described in the appendix 1.2 and by the BSR Interreg Programme Manual.

This include but is not limited to: Requirement Specification, appendix 1 - Request for Tender – City of Aalborg concerning consultancy agreement CircularPP

**The External Service Provider will have the following tasks:**

* Support the City of Aalborg in coordinating the Circular PP project (WP1)
* Attend and support facilitating of the project meetings (WP1)
* Provide support to the agenda for Steering Committee and Project Meetings (WP1)
* Provide guidance on submitting technical reports (WP1)
* Provide support in developing a project handbook regarding common administration and rules for the project, including templates to be used by the partners for the reporting obligations (WP1)
* Assist in preparing the biannual reporting by constantly staying up to date on the progress of the project activities (WP1)
* Provide general support for Project Management Team in City of Aalborg (WP1)
* Provide advice on developing and implementing specific tasks in the project (WP1)
* Provide support and advice to the partners on state aids relevant issues (WP1)
* Support the implementation of specific tasks, which are to be defined. Example tasks include providing technical support for implementation of circular procurement to the local government partners of the project and support the training and mentoring programme of the CircularPP project (WP1)
* Assist in development of a published peer reviewed article (WP2)
* Assist in preparing and updating of the project’s communication strategy (WP5)
* Assist in disseminating the outcomes of the project across Europe through procurement focussed websites, newsletter, forums, social media etc (WP5)
* Help reach target groups
* Assist in promoting synergies and coordination with other funding sources for implementation of practical results from CircularPP (WP5)
* Assist in assuring a good and constant flow of communication between the partners (WP5)
* Promote the activities of the project 10 times per year through the channels above (WP5)
* Assist in the preparation of 2 opinion articles about the circular procurement pilots the local government partners undertake (WP5)
* Responsible for biannual newsletters (WP5)
* Assist in update project website (WP5)
* Prepare interview guide for video interviews (WP5)
* Assist in creating infographics to outline what the project is trying to achieve graphically (WP5)
* Assist in preparation of 2 articles about pilots (WP5)
* Assist in the preparation of material and present at one event (WP5)
* Assist in preparing, implementing and participating in biannual Partner Meetings including the final project event (WP1)
  + Riga, Letland 7-8 March 2018
  + Malmø, Sweden, Fall 2018
  + Skt. Petersburg, Russia, Spring 2019
  + Rzeszow, Poland, Fall 2019
  + Rijkswaterstaat, The Netherlands, Spring 2020

The above tasks needs to be done according to the wishes of the project, which means that the External Service Provider and the Lead Partner will have a close and ongoing dialogue.

**Technical and professional competences required for supporting the CircularPP project**

* The tenderer must prove in-depth experience in the field of EU environmental and public procurement policies, specifically in the field of Circular Procurement, Innovation Procurement and Sustainable Public Procurement
* The tenderer must prove experience in the organisation and delivery of trainings on circular Public procurement, as well as the preparation of training materials
* The tenderer must provide references for at least two projects delivered in these fields in the last three years with a minimum value for each project of € 100,000
* The tenderer must prove capacity to work in English
* The tenderer must provide references for at least two projects delivered in the last three years showing the necessary language coverage
* The tenderer must prove its capacity to work at the European level
* The tenderer must prove experience in the organisation and delivery of communication strategies at a European level for European projects
* The tenderer must prove experience in the organisation and delivery of events in the topic of procurement

**Criteria relating to the team delivering the service**

The project manager person shall have at least 5 years of experience in project management including overseeing project delivery and quality control of delivered service.

A project team member shall have at least 5 years of experience in delivering high quality communication material.

Project team members whose combined expertise covers all the following (at least two years in the nominated field for each person):

* Circular procurement policies and implementation at different levels of government
* Expertise as regards public procurement and its implementation
* Providing training services in sustainable public procurement
* Developing training materials for sustainable public procurement
* Overseeing the development of videos promoting the outcomes of European projects
* Writing communication strategies and newsletters for European projects
* Organisation of conferences related to circular and/or sustainable public procurement

2 members of the team should have at least C2 level (or be native) in the Common European Framework for Reference for Languages[[1]](#footnote-1) in English

1. See <http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp> [↑](#footnote-ref-1)