

Annex 1 - Specification of requirements for:

Project-, finance- and communication management service for project SARA
- Sustainable Development Goals – SDGs, Adaptable Indicators and Methods, Regional Development and Active Implementation

Specification of requirements

The following contains a specification of requirement of the services included in this tender. The tenderer must answer and elaborate on the specification of requirements. The Contracting Authority's needs have been categorised in categories as follows:

Minimum Requirements = lacking compliance entails that the tender is non conditional

Additional competencies = can be fulfilled and appear as a competitive parameter in the comparison of tenders

Please note that minimum requirements must be met by the tenderer for the tender to be considered. Additional competencies must not necessarily be met in order for the tenderer's tender to be considered will but will be a competitive parameter in the tender evaluation.

The tenderer must qualify and elaborate on the compliance of a Minimum requirements and Additional competencies. The tenderer can introduce references to additional documentation, if the tenderer consider the documentation to be of relevance.

Specifications of requirement

1.0 Price		
ID	Name of requirement	Description of requirement
1.1	Max budget	The maximum budget for the amounts to DKK 1.124.000 (excl. VAT) given the approval of the final budget by the Interreg Secretariat. To be considered as a Minimum Requirement.

2.0 Minimum Requirements		
ID	Name of requirement	Description of requirement
General information		The tenderer is asked to describe how and which services are to be provided according to requirement below. The tenderer should explain as part of the tender the experiences of the tenderer with respect to the individual points.
2.1	Office	The tenderer should have an office in the programme region of the Danish-German INTERREG programme in order to ensure a fast response time and a good knowledge of the partners, of the network and of the different organisations in the programme region. The Programme region is: - Region Syddanmark - Region Sjælland - Kreis Nordfriesland - Kreis Schleswig-Flensburg

		<ul style="list-style-type: none"> - Stadt Flensburg - Kreis Rendsburg-Eckernförde - Stadt Kiel - Kreis Plön - Stadt Neumünster - Kreis Ostholstein - Stadt Lübeck
2.2	EU project	The tenderer must have experiences with Interreg, or similar project-, financial and communication management.
2.3	System	Implementation of a project management system in collaboration with the project partners and the INTERREG administration
2.4	Supervision	Supervision of goal achievement in relation to work packages and at the general project level to support the project steering group
2.5	Financial	Set up a financial management system in accordance with the regulations of the European Union and in collaboration with the partners' financial staff. Evaluation of the financial status to support the steering group. Workshop for financial staff in terms of reporting.
2.6	Planning	Planning and preparation of the project in collaboration with the Lead partner and the Steering Group, including setting up timetable, milestone plan etc. for the overall project and individual WPs.
2.7	Official reports	Coordination and preparation of the official reports (consisting of activity and financial report) to be submitted to the INTERREG administration in collaboration with the Lead partner.
2.8	Information	Information on administrative and financial questions incl. information about First Level Control for all project partners. Frequent information to all partners about news, current developments and status of the whole project in collaboration with Lead Partner.
2.9	Communication plan	Conception and implementation of a communication plan, (e.g. leaflets, newsletters, presentations) in collaboration with Lead Partner and the Steering Group.
2.10	Web page	Conception, maintenance, hosting and updating of project website incl. graphic design, compliance with requirements for web accessibility etc.
2.11	Meeting	Organising and planning meetings in collaboration with Lead Partner and Steering Group. Documentation of meeting minutes of the steering group and project outputs.
2.12	Language	The Consultant must be able to manage English at a high level, both in speaking and writing. Furthermore the Consultant must be able to manage Danish or German at a high level, both speech and writing.

3.0 Additional competencies

ID	Name of requirement	Description of requirement
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General information	The experience required to carry out the tendered services are to be described according to below. The tenderer should explain as part of the offer, which experience the tenderer has with respect to the individual points.	
3.1	INTERREG programmes	Please describe experiences in INTERREG programmes especially in the programme area
3.2	Co-ordination	Please describe experiences in co-ordination of international project consortia
3.3	Activity and financial reports	Please describe experiences in preparation of activity and financial reports "INTERREG-projects" projects including the organisation of auditing
3.4	Preparation and moderation	Please describe experiences in the preparation and moderation of workshop and project steering committees with international partners
3.5	Conception and realisation	Please describe experiences in the conception and realisation of dissemination of international projects