



ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област  
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare  
Microenterprise development project for women in the cross-border area

For the needs of the project " Microenterprise development project for women in the cross-border area" (financed by the EU Delegation in the framework of the IPA Program 2, Cross-Border Cooperation: Republic of Macedonia - Republic of Albania 2014-2015), based on the grant between the EU Delegation and the Center for Change Management (CCM) no. IPA / 2018 / 395-121 from 01.02.2018 (hereinafter: Grant Agreement), the President of the Institute for Human Rights sends:

**CALL FOR SUBMISSION OF OFFERS 02/2018**

for

**TWO SUPPORT LEGAL-ECONOMIC EXPERTS WITHIN THE LEGAL AND ECONOMIC SUPPORT SERVICE  
FOR MICRO-ENTERPRISES OF WOMEN IN THE CROSS-BORDER REGION OF THE  
R.MACEDONIA AND R. ALBANIA**

1. The Institute for Human Rights (IHR) in cooperation with the Center for Change Management (CCM), the Center for Comparative and International Studies (CCIS) and the Foundation Egalite within the project " Microenterprise development project for women in the cross-border area "(Funded by the EU Delegation in the framework of the IPA Program 2, Cross-Border Cooperation: Republic of Macedonia-Republic of Albania 2014-2015) needs two (2) legal-economic experts who will support the main legal expert of the Legal and Economic Support Service for micro-enterprises of women in the cross-border region of the Republic of Macedonia and Republic of Albania.

2. Description of the service:

Detailed description of the services in the project task TOR 2/2018 which is part of this call.

3. Implementation phases (preliminary timeframe)

Both experts it is planned to be engaged **for 15 days each**, 30 days in total, in the timeframe from 12.12.2018. to 30.09.2020.

The Main legal expert in coordination with the IHR and partner organizations will inform the selected legal-economic experts about the exact dates for the realization of the trainings and services from this call. The trainings will be delivered in accordance with the foreseen timeframe, depending on the previously implemented activities that are within this project and all necessary conditions.

4. The IHR shall sign a contract with the selected legal-economic experts for the realization of the activities and the results stated in the project task.



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5. For this purpose, we encourage you to provide us with your offer for the above invitation.

The technical part of the offer should include the following elements:

- Curriculum vitae (CV)
- References
- Financial offer

The financial part of the offer should be in the following format:

Item	Description of product / service	Quantity (number of days, per expert)	Unit price in net amount	Total cost in net amount
1.	Analysis and review methodology of the Service proposed by the main legal expert, and gathering all necessary materials and data. Analysis and review of Macedonian and Albanian laws related to business and gender equality; Preparation for delivery of 12 one-day trainings - each of support experts will be responsible for the delivery of six (6) of those training.	6		
4	Delivery of 12 one-day trainings - each of support experts will be responsible with the performance of six (6) of those training.	6		
5	To provide continuous support (advising) for the beneficiaries of this project - in coordination with the main legal expert with telephone availability, as well as written questions - by email and so on.	3		
<b>TOTAL</b>		<b>15</b>		

6. The supplier's choice will be made by evaluating the technical and financial offer. The scoring scale on which basis the evaluation and selection of the offers will be performed is as follows:

<b>Technical evaluation</b>	<b>Maximum possible score</b>
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<b>1. Curriculum vitae</b>	<b>50</b>
Education	(max) 20
Experience in legal matters and economic matters	(max) 30
<b>2. References</b>	<b>10</b>
<b>Total points</b>	<b>60</b>

Financial evaluation	Maximum possible score
<b>Total points</b>	<b>40</b>

Final Evaluation	Maximum possible score
Total points for Technical evaluation	60
Total Points for Financial Evaluation	40
<b>Total points</b>	<b>100</b>

7. Terms and method of payment

Payment: The payment will be made on a daily basis at the end of the month of engagement based on provided time-sheets.

8. The procurement is divisible.

9. Manner of submitting the offers.

The offers in English language should be sent to the following emails: [maja.stojanoska@ihr.org.mk](mailto:maja.stojanoska@ihr.org.mk) , [gordana.veljanovska@cup.org.mk](mailto:gordana.veljanovska@cup.org.mk) and [gskninfo@gmail.com](mailto:gskninfo@gmail.com).

Deadline for submission of offers is **10.12.2018 no later than 14.00 hrs.**

Offers that will arrive after the deadline, as well as those that are not made according to the terms of the call, will not be taken into consideration. Each person can participate with only one offer.

All additional clarifications can be obtained through the e-mail address of the IHR, [ihr@ihr.org.mk](mailto:ihr@ihr.org.mk) and at [maja.stojanoska@ihr.org.mk](mailto:maja.stojanoska@ihr.org.mk) no later than 5.12.2018.





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Time validity for the offer: at least 30 days. In the event that the offerer is selected, it is obliged to keep the offered prices for the duration of the respective procurement.



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