Webinar 2. Information sources and databases.

Checking homework. Discussion.

> 1. Types of funding opportunities
> 2. Sources of information and databases with calls.
> 3. Documentation analysis (announcement, Terms of Reference, contract template)
> 4. Summary. Q&A session.
> Homework. Find advertisements to which local authorities can apply for.

Introduction

The purpose of this webinar is to give a basic overview of main information sources and databases with calls, that can be useful in Armenia. Discuss the information regarding tendering process and call for proposals, types of tenders, how and where to search tenders, what to do and what not to do in tendering, issues which may arise as part of a tendering process, to get familiar with typical documentation issued as part of the tendering process and more.

1. Types of funding opportunities

Grant Financing

Donors such as the European Commission advertise grant opportunities through Calls for Proposals (CFP). A grant is a financial donation awarded by the contracting authority to a grant beneficiary. Donors use grants, to support specific projects or operations that are in line with their objectives. These financial donations can cover a wide range of sectors and areas

A grant is often awarded based on a proposal made by an applicant to the contracting authority (usually in the frame of a call for proposals). The action to be covered by the grant must be clearly defined by the applicant in their proposal. Once the grant is awarded, the applicant becomes the grant beneficiary and is responsible for the implementation of the project, and its results.

Tenders

Tenders are formal; procurement processes carried out to identify the most suitable suppliers of services, works and or supplies/equipment. The tendering process is a structured process, to be fair and transparent, including a stringent selection process, expressions of interest from bidders, through to the request for tender and the evaluation process. An invitation to tender is a written request sent out to potential tenderers.

2. Information Sources and Databases

Finding relevant funding opportunities is crucial for success. You should have a list of target organizations that you monitor regularly to find possible opportunities. There are also several sources that can be used for finding current and future funding opportunities. Registering with information service providing

websites can be another way monitor available opportunities. The following table provides a non-exclusive list of information platforms that are used in Armenia and where you can find relevant information on available and or expected tendering and or funding opportunities particularly those that include information on (EU) tenders. These platforms also include specific information on donors of community development projects in Armenia.

Databases with Calls	Main donors of Community development programmes
EU Funding and Tenders Portal[1]	
EPICOS, www.epicos.com	EU
TED e-Tendering, www.etendering.ted.europa.eu	World Bank
Eastern Europe Energy Efficiency and Environment Partnership, www.e5p.eu	USAID
SIGMA, www.sigmaweb.org	UNDP
Black Sea CBC, www.blacksea-cbc.net	ADB
Covenant of Mayors East, www.com-east.eu	GIZ
ARMACAD, www.armacad.info	
ARMEPS, www.armeps.am	

3. Documentation analysis

Tender Announcements, Invitations to Tender

The needs of the tenderee (the authority issuing the Tender) are reflected in the tender documents, also referred to as invitations to tender, Requests for Tender (RFT),. These documents also outline the requirements, criteria, and instructions that are to be followed by the applicants/bidders. The Invitation to tenders usually inform tenderers of the purpose and nature of the tender/call and contracting process; terms and conditions of the proposed tendering process including the processes and criteria to be used in evaluating tenders (Tender Conditions); state the process for answering questions, providing further information; information required from tenderers to enable tenders to be evaluated; processes and criteria to be used in evaluating tenders; proposed contract terms. An Invitation to tender can consist of the following parts:

- Tender Conditions (including evaluation criteria);
- Tender Particulars (closing time and date, description of information only documents, the name and contract details of the tender administrator, briefing times etc);

---

[1] Available at: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

- Tender Form to be submitted by the tenderer with its tender which requires the tenderer to acknowledge and agree that, for example, the tender will remain valid for a set period and that if the Tender is accepted, the tenderer will immediately commence the work as well as other warranties and acknowledgments.
- Tender Schedules (including schedules in which tenderers are required to provide details of their workload and resources, project and safety plans, work history, program, insurance details, contract price, any required amendments to the proposed Contract etc.);
- Contract (proposed form of final Contract).

Call for proposals

The Request for Proposal (RFP) or call for proposal includes all the information needed to submit a proposal and therefore it should be read with extreme care. The call text defines for example the scope, targeted objectives and outcomes, eligibility criteria and evaluation criteria. Only organisations meeting the requirements of a specific call can apply for the related grant. Moreover, the idea is to ensure that your project proposal matches perfectly with mentioned requirements of the call. The latter is highly important as competition for EU funding is high, and your project often competes against other high quality project proposals.

Terms of Reference

The Terms of Reference (TOR) are usually a critical part of tender documents and or CFPs. The ToR is a strategy-level document that defines the tasks and duties required of a project contractor/applicant, and highlights project background and objectives at high level. The document also states the planned activities, expected inputs and outputs, project budget, working schedules, and job descriptions.

The ToR is also a governance document that establishes and determines the relationships between all project stakeholders and is used to judge about the performance of contractors, consultants, experts, and other project stakeholders. The exact content of TOR varies nevertheless it should generally include information necessary for starting, implementing and monitoring project activities. A generic content format of Project Terms of Reference can be as follows:

- Project Background
- Project Objectives
- Issues to be explored and analysed against certain criteria
- Implementation Methodology to be applied
- Expertise required
- Reporting requirements
- Work plan, including activity schedules

Contracts

A contract is a legally binding agreement between two or more parties who agree to buy or sell goods and services from one another. There are many different types of contracts. The three most common contract types include:

- Fixed-price contracts
- Cost-plus contracts
- Time and materials contracts

As part of the application process, you may also be asked to provide additional documents on your organizations and or partners. This may involve **Declarations on honour** and **Financial statements.** The latter are written records that convey your financial activities and performance. Examples of such statements are:

- The balance sheet provides an overview of assets, liabilities, and stockholders' equity as a snapshot in time.
- The income statement primarily focuses on a organisations revenues and expenses during a particular period. Once expenses are subtracted from revenues, the statement produces a company's profit figure called net income.
- The cash flow statement (CFS) measures how well a company generates cash to pay its debt obligations, fund its operating expenses, and fund investments.

A Declaration on honour informs on the legal status and operational and financial capacity of your organisation. It is to be completed and signed by the legally authorised individual on behalf of the applicant organisation.

Evaluation process

Evaluation process

Once you have submitted your application and/or tender bid, the contracting authority will review your proposal, financial and quality elements against the selection criteria, alongside the submissions of your competitors to short list. Each tender and or CFP initially will be assessed to determine if it complies with all requirements of the tender document. If the applicant tender does not meet this initial check, it will be excluded from further consideration. If the tender passes the initial compliance check, then it will proceed to be considered against the selection/evaluation criteria.

Technical evaluation criteria	Max. Points
Quality of the proposal	30
Previous relevant experience	15
Capacity to deliver the requested service	20
Total technical score	65

Only proposals which receive a minimum of 45 points will be considered further.

Preparation of your application

Applications come in many shapes and sizes depending on what you are applying for. They range from 5 pages (EIC Accelerator 1st phase) to several hundred pages and may have several required annexes. Some of the opportunities have two stages where initially you need to apply with a small concept note (for example be 5 pages) and if successful you are invited to submit a full proposal which often is much more extensive.

Moreover, in case of some of the donors such as the EU it is necessary to register your organisation in an online database prior to application. In this regard, in order to apply for EU grant opportunities it is often necessary to before register in the Potential Applicant Data On-Line Registration (PADOR)[2] platform and later submit your application online through in PROSPECT[3]. The latter allows on-line submission and the possibility to follow up online the status of your application.

References

- Everything you wanted to know about tendering but were afraid to ask, Baker & McKenzie 2015
- Tender Process, Scribd company, October 10, 2013 https://www.slideshare.net/TenderProcess/tender-process-27047746
- Project Terms of Reference (TOR) Template, Eric Mcconnell, March 16, 2012 https://mymanagementguide.com/terms-of-reference-tor template/#Definition_and_Purpose_of_TOR
- Fixed Price Contracts: The Ultimate Expert Guide, Joy Clancey https://www.netsuite.com/portal/resource/articles/accounting/fixed-price-contract.shtml https://www.contractscounsel.com/b/types-of-contracts
- "Guidance and Criteria for Tehnical and Financial Proposal" for Institutional consultancy – supporting Advocacy, Visibility and Communication aspects of the EU Child Guarantee Programme in Croatia, LRPS-2020-9162438, UNICEF

---

[2] http://ec.europa.eu/europeaid/pador_en
[3] https://webgate.ec.europa.eu/europeaid/prospect