



Project funded by
the European Union

EU For Climate Action in the ENI Southern Neighbourhood

Clima-Med

Contract No. ENI/2018/397-649



Implemented by
DAI

Provision of proofreading and editing services for 38 Sustainable Energy Access and Climate Action Plans (SEACAPs), written in English, in the context of the Clima-Med project

Call for Expression of Interest

The Consortium led by DAI Global Austria GmbH & Co KG, which is implementing the EU-funded project “EU For Climate Action in the ENI Southern Neighbourhood,” is looking to establish a **contract with a service provider in the area of English language editing and proofreading in order to improve the linguistic style, accuracy and clarity of 38 Sustainable Energy Access and Climate Action Plans (SEACAPs).**

1. Contract Description

Activities

The applicant is expected to:

Provide high-quality proof-reading and editing of the 38 SEACAPs of the following countries: Egypt, Jordan, Lebanon and Palestine. Particulate attention should be attributed to the special terminology related to the energy and climate change fields.

2. Provisional timetable

Date for receiving the full proposal:	3 May 2022
Provisional commencement of the contract:	5 May 2022
Provisional end date of the contract:	31 May 2022

3. Application

The applicant should submit:

- (1) Short company profile or CV of main applicant showing experience and knowledge gained in similar assignments together with list of references.
- (2) The applicant should also present CVs of in-house or associated expert(s) and their profiles to prove that there is sufficient affiliated or in-house capacity to support the editing/proofreading of the SEACAPs. In this case, a declaration of availability and agreement to participate in the tender should be presented as well and should be under the applicant responsibility.
- (3) The applicant may be a consortium or single organization. When it is in consortium the applicant should

point out the letter of intent specifying who will be the leading partner. The requirements above will be assessed for the consortium as a whole.

Each application will be considered as eligible to submit the tender if the documents provided prove that the minimum requirements are fulfilled in accordance with the description above. Only eligible candidates will be contacted for following steps.

This Call for Expression of Interest is launched with the consent of the European Commission.

4. Submission

The application should be submitted to the following email address: Petros.Theodorou@dai.com by **10.00 am CET on 3 May 2022**.



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INSTRUCTIONS TO TENDERERS

Ref: Provision of proofreading/editing services for 38 Sustainable Energy Access and Climate Action Plans (SEACAPs), written in English, under the Clima-Med project

These Instructions set out the rules for the submission, selection and implementation of the contract financed under the EU for Climate Action in the ENI Southern Neighbourhood Clima-Med (Contract No. ENI/2018/397-649).

1. Services to be provided

The services required are described in the Terms of Reference (Annex 1).

2. Timetable

	DATE	TIME*
Deadline for submission of tenders	3 May 2022	10:00 am
Completion date for evaluation of technical offers	4 May 2022	20:00
Notification of award to the selected tenderer	4 May 2022	-
Contract signature	5 May 2022	-
Commencement date	6 May 2022	-

*All times are in CET.

The short-listed applicants are allowed to include additional organizations to form grouping/consortium. In case of consortium, the leading company should be one of the short-listed applicants and will take the overall responsibility for the implementation of the assignment.

3. Content of tenders

The offers, all correspondence and documents related to the tender exchanged by the tenderer must be written in English.

Supporting documents/ reference letters presented by the tenderer may be in another language but translated in English.

The technical offer should be accompanied by a budget breakdown and these must be submitted together.

4.1 Technical offer

The Technical offer must include the following documents:

- (1) Signed cover letter** by the duly representative of the legal entity, confirming the acceptance of the ToR and their intention to participate and implement the contract.
- (2) Strategy outline** (will become Annex 2 of the contract), to be drawn up by the tenderer specifying:
 - The approach proposed for the implementation of the requested activities.
 - Related inputs and outputs.
 - A description of the support facilities (back-stopping) that the tenderer will provide during the execution of the tasks.
 - Timetable of activities, showing the sequence and duration of the proposed activities, taking into account mobilisation time and the submission of the expected deliverables.
- (3) Capacity of the tenderer**
 - A list of references (incl. budget) of similar projects implemented in the last three years.
 - Experts' CVs showing relevant qualifications, whose involvement is considered to be instrumental in the achievement of the contract objectives.
 - Reference/Recommendation or samples of a previously accomplished assignment conducted on a similar field of study confirming good project implementation.

4.2 Budget Breakdown

- The Financial offer must be presented in Euro.
- The contract shall be exempt from all duties and taxes, including VAT.
- The tenderer should use the template included as Annex 3 of this tender dossier.

4. Period during which tenders are binding

Tenderers are bound by their tenders for 45 days after the deadline for the submission of tenders.

5. Evaluation of tenders

The quality of each technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid in Annex 4.

The selection of the tenderer will be made following the best value for money principle established by weighing technical quality against price on an 80/20 basis.

6. Submission of tenders

The technical proposal must be submitted and received before **3 May 2022** at 10:00 am CET. This must include the requested documents in clause 4 above and be submitted **by e-mail** to the following address: Petros.Theodorou@dai.com.

Any questions should be addressed to the above email address with Nicolas.Latteur@dai.com in copy.

Annex 1: Terms of Reference

Annex 2: Template for a Contract Agreement

Annex 3: Budget breakdown template

Annex 4: Evaluation Grid

Annex 1

Terms of Reference – Call for Proposals

Proofreading/editing services for SEACAPs under the Clima-Med project

I. Clima-Med background and general objectives

Overall objective

The overall objective of the project is to enhance energy security and adaptive capacity of partner countries while fostering their transition to low carbon and climate-resilient economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. The project objective is in-line and part of the "Energy security and Climate action in the Southern Neighbourhood 2017-2018" programme, which has been adopted by the European Commission in 2017. The project duration is 48 months from June 2018 until June 2022, but it is expected to be extended until June 2025.

Results to be achieved

- *Result 1: Enhanced capacities of ENI South partner countries to implement and regularly update Nationally Determined Contributions (NDCs), to develop adaptation and mitigation plans (including long-term Low Emission Development Strategies) and increasing their knowledge and implementing abilities in the field of Measurement, Reporting and Verification in collaboration with all relevant government bodies as well as in consultation with regional, national and subnational stakeholders.*
- *Result 2: Increased number of local Sustainable Energy Access and Climate Action Plan (SEACAPs), including greenhouse gases inventories and climate vulnerability and risk assessments, developed and implemented in line with the Global Covenant of Mayors principles, leading to concrete actions implemented by local authorities in the Southern Neighbourhood.*
- *Result 3: Improved access to finance mechanisms for project beneficiaries leading to more implementation of sustainable actions at national and local level.*

Work Package 1 (WP1): Improved climate change governance and mainstreaming climate action

- *Component 1.1: Develop coordination capacity on climate related policy*
- *Component 1.2: Mainstreaming climate adaptation and actions into national strategies and policies*
- *Component 1.3: Promote awareness raising and stakeholders dialogue and ensure project visibility*

Work package 2 (WP2): Sustainable local actions

- *Component 2.1: Assist local authorities in the design, implement and monitoring of SEACAPs*
- *Component 2.2: Provide Helpdesk and Covenant of Mayors (CoM) Office's functions*
- *Component 2.3: Ensure information dissemination and awareness raising*

Work package 3 (WP3): Access to finance and projects implementation

- *Component 3.1: Formulate solid financing proposals at national level*
- *Component 3.2: Support the implementation of concrete local sustainable actions*

- Component 3.3: Boost innovative Public-Private Partnerships
- Component 3.3: Boost innovative Public-Private Partnerships

II. Specific objectives and scope of work of this assignment:

Purpose of the Sustainable Energy Access and Climate Action Plans (SEACAPs):

- The Sustainable Energy Access and Climate Action Plans (SEACAPs) are strategic planning documents as well as practical operational tools at local level. SEACAPs usually define the city's or municipality's climate action framework, with quantifiable objectives to be reached by certain deadline, based on a Baseline Emissions Inventory (BEI) and an assessment of climate adaptation and mitigation and sustainable energy needs.
- The preparation of SEACAPs in conjunction with the municipal technicians has been achieved through the commitment of those partners, the Clima-Med team of experts, well-adapted coaching learning methods, and tailored material. These 38 draft versions of the SEACAPs must be turned into very-well edited versions that will be ready to use effectively.

This assignment is directly related to the following sub-activities:

- Component 1.2: Mainstreaming climate adaptation and actions into national strategies and policies.
- Component 2.1: Assist local authorities in the design, implement and monitoring of SEACAPs.
- Component 3.2: Support the implementation of concrete local sustainable actions.

The specific objective is to:

- Improve the linguistic style, accuracy and clarity of 38 SEACAPs (see the table below) in order to provide high-quality technical documents that will be ready for use.

Country	Number of SEACAPs
Egypt	10
Jordan	10
Lebanon	8
Palestine	10
Total	38*

*This total number may differ but will not exceed 38 SEACAPs, as SEACAPs of Union of Municipalities in Lebanon may be split into sub-groups of cities, upon their request (if any).

- The average number of pages of each SEACAP in Egypt, Jordan and Palestine is 100. The combined number of pages for the Lebanese SEACAPs is around 300 pages. **Therefore, the total number of pages is approximately 3300** $[(30 \times 100) + 300 = 3300]$.

Specific responsibilities include:

- **Proofreading:** it includes checking spelling, grammar, syntax and correct usage of terminology, checking the accuracy and consistency of references throughout the document and ensuring a consistent structure of chapters and sections.

- **Editing:** it comprises all the elements in proofreading but also refers to improving the structure, clarity and readability of the text by re-drafting or re-ordering text, removing repetitions, querying ambiguities, and, where appropriate, suggesting the addition, deletion or restructuring of whole sections in order to convey the core message more effectively.
- **Consistency:** SEACAPs are usually drafted by more than one author and by non-native English speakers. A core task is therefore to ensure a high quality and consistent writing style throughout the document.
- **Quality assurance:** The contractor will assess the quality of the first two SEACAPs edited by the Consultants. If the contractor judges that the quality of the submitted two SEACAPs is not acceptable, the contractor will have the full right to terminate the assignment. Given that SEACAPs are technical/scientific documents, they should be edited as such, and should not be completely rephrased (or re-written).

Outputs:

- 38 proof-read and edited SEACAPs in English.

III. Required expertise

The profile' requirements include:

- Demonstrated professional and technical capacity to carry out the tasks described in Section II above. Applicants must have suitable and sufficient staff to perform the activities mentioned above.
- Sound experience on editing climate- or energy-related texts with a policy dimension.
- Familiarity with climate and environmental topics and understanding of basic concepts and terminology around climate change and energy policy.
- Excellent English language skills (ideally native English speakers).
- Wide experience on providing editing services to public bodies, e.g. EU Commission or other EU institutions.
- Solid knowledge of Microsoft Office Word.

IV. Duration, Schedule, and Support

Timing

- Given the available time frame for this task, work on the documents should commence at the beginning of May, right after the assignment of the tender.
- **The submission of each finalized SEACAP can be made gradually according to a proposed timetable by the tenderer and agreed by DAI. It is not required to submit all SEACAPs at once.**
- **All SEACAPs should have been finalized and submitted by May 31, 2022.**

Clima-Med team Support

- *Clima-Med experts will support and join efforts in a limited manner, e.g., as necessary, in providing explanations in case of questions coming from the proof-readers/editors. Given the tight deadline, Clima-Med experts will respond timely to any inquiries.*

V. Application requirements

Candidates are invited to submit their applications by filling and sending the Proposal Template included hereafter in Annex 3 of these Terms of References before May 3, 2022.

VI. Schedule and Implementation Modality

Duration of the assignment is more than four weeks. The expected commencement date for implementation of the assignment is May 6, 2022 and the completion date – May 31, 2022.

Throughout the above-mentioned time period each SEACAP that has been fully proofread and edited could be submitted. However, all SEACAPs should have been submitted by May 31, 2022.

Management Arrangements

The assignment shall be implemented by a company or consortia of companies. The assignment will be closely coordinated, assisted and monitored by the Clima-Med project team members, and the Project Director.

Quality assurance:

The first two SEACAPs should be submitted within one week of starting the assignment. The assessment of these first two SEACAPs will be made one week maximum after their submission. Once the contractor confirms that the quality of the submitted two SEACAPs is acceptable, agreement will continue the work will be issued.

The draft deliverables will be reviewed by the Clima-Med project team members. After which, final approval of deliverables will be given by the Team Leader.

Payments shall be made on approval of deliverables.

VII. Qualifications and requirements to the service provider/contractor

Private companies or consortiums with experience in the various fields of the assignment are eligible for this mission. The tenderers should be able to deliver technical expertise in the implementation of the deliverables.

VIII. Detailed budget proposed

Each candidate will be required to submit a detailed budget using the template in Annex 3.

Annex 2

SERVICE AGREEMENT

Client:	DAI Global Austria GmbH & Co KG
Contractor:	Insert
Project:	Insert Project title and ref. number

This Service Agreement (“**Agreement**”) is made between **DAI Global Austria GmbH & Co KG (“DAI”)**, with registered office at Lothringer Strasse 16, 1030 Vienna, Austria and registered under FN 30633 z, and **insert name of the Contractor (“Contractor”)**, with **registered office OR residence** at insert address – street, city, country **and registered under n°** insert company number, if applicable and, each singularly called a “**Party**” and collectively the “**Parties**”.

The Parties have agreed as follows:

1. Scope and Schedule of Services

The Contractor shall provide to DAI the following services for the Project (“**Services**”):

insert/specify the scope of Services (activities, tasks etc)

The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to DAI.

The Services shall be carried out in accordance with all terms and conditions set down in this Agreement and the attached Standard Business Conditions (**Annex 1**).

Option 1: The Services shall be provided and completed no later than insert specific date.

Option 2: The Services shall be provided according to the following time schedule:

- Insert the first deadline
 - Insert the second deadline etc.

2. Remuneration

The remuneration for the Services is as follows:

Insert/specify the financial package

The remuneration amounts payable under this Agreement are inclusive of any value added tax or any other tax and duties, when applicable. The Contractor is responsible to settle all their tax obligations.

3. Payment

Payment of the remuneration specified in this Agreement shall be made as follows:

Insert/specify the payment schedule and other information relevant to the payment (if any)

4. Duration of the Agreement

Annex 3

Proposed Budget and Time Frame (TBD)

Deliverables	Start date	Feedback	Deadline
Deliverable 1: 38 SEACAPs fully proof-read and edited			

Applicant:

- Name:
- Address:
- Country:
- Email:
- Phone:

Technical offer

- a. Indicate below your Financial Offer in Euro

EURO _____

- b. Attach a summary of related experience (CV), maximum 3 pages
- c. Include below the Proposed Approach for the implementation of the expected actions and outputs
- *Maximum 1000 words*
 - *to be provided in English*
 - *to be and sent via email to*
 - *with the subject line "SEACAPs proofreading/editing services – Clima-Med".*

**Proposals will be accepted until 10:00 am (Central European Time)
on 3 May 2022.**

All applicants will receive an email to confirm receipt of their proposal.

Annex 4 EVALUATION GRID

Here below is the evaluation grid. As stated in the Instruction to the tenderers the final score will be estimated based on the technical and financial score, which will be in the ratio of 80:20.

EVALUATION GRID	Maximum
Price	20
Strategy Outline	
The approach proposed	10
The related inputs and outputs	10
Backstopping capacity	5
Timetable of activities	10
Total score for Strategy	35
Capacity of the tenderer	
Project References	15
Experts qualifications	25
Recommendation letters	5
Total score for Capacity	45
Total score	100

NB Only tenders with average scores of at least 70 points qualify for the financial evaluation