

Contracting Authority

SŁUPSK, 18.02.2020

Centrum Inicjatyw Obywatelskich

ul. Sienkiewicza 19, 76 – 200 Słupsk

POLAND

REQUEST FOR PROPOSALS

for training services, research and experimental-development services and related advisory services

- I. Centrum Inicjatyw Obywatelskich in Słupsk is going to organize training and contract research and experimental-development services and related advisory services withing the project: „Facilitation of the Innovation” financed by European Union Funds (European Social Fund) implemented together with Transnational Partner: Ajuntament De Sant Boi De Llobregat, Spain. Hereby, Centrum Inicjatyw Obywatelskich requests for proposals to select a contractor of these services.
- II. Description of the assignment.
 1. The aim of the services is to prepare theoretically and practically the teams of the entities leading Social Economy Support Centre in Słupsk subregion (10 people) to implement the methodology of facilitation of the innovation 4H (Quadruple Helix), at the disposal of the Foreign Partner: Coboil Lab., which is an organizational unit of the local government: Ajuntament De Sant Boi De Llobregat. The services includes the following tasks:
 - 1.1. **Preparation and realization of the training in the field of facilitation of the innovation using 4H methodology at the disposal of Coboil Lab.**, including:
 - preparation of the training programme – the training cycle will include 4 sessions of 4 hours of online training (1 hour of each session dedicated to discussion about the possibility to adapt methodology to the needs of target groups of the Social Economy Support Centre
 - execution of the training according to the programme in the field of facilitation of the innovation using 4H methodology by a pair of trainers with competence or experience in using the methodology of facilitation innovation 4H – 10 participants will take part in the training; the online training will last for 4 days x 4 hours (16 hours total)
 - adaptation of the virtual tools after feedback from the target group
 - the contractor will deliver a summary report of the training cycle
 - the contracting authority will deliver consecutive translation during the training and technical support of the online training
 - estimated time of expert/s involvement in the services – app. 56 hrs (about 20 hrs for preparation of the programme, 16 hrs for execution of the training, 20 hours of adaptation of the tools after feedback from target groups)
 - 1.2. **Support for the proces of adaptation of the new 4H facilitation methodology to the needs of the target groups of Social Economy Support Centre (ie. Initiative Groups,**



Social Economy Entities, Social Entreprizes), including:

- detailed analysis of the possibility of integrating new tools for the needs of the target group through the conduction of 2 interviews and desk research of 8 tools useful for the target groups of the project that can be used in the new working method
- the contractor will deliver a summary report of the analysis
- development of 8 tools useful for the target groups of the project that can be used in the new facilitation method
- consultation of the description of the adapted methodology
- estimated time for expert/s involvement in the services - app. 66 hrs

1.3. Support for the pilot implementation of the new 4H facilitation methodology in the target group of Social Economy Support Centre, including:

- supervision of facilitation meetings
- preparation and execution of supervision summary meeting
- adaptation of virtual tools to the needs of target groups during pilot implementation and supervision
- the contractor will deliver the summary supervision report
- estimated time of expert/s involvement in the services – 28 hrs (i.e. 15 hrs for supervision, 3 hrs for preparation of supervision summary meeting, 2 hrs for execution of supervision summary meeting and 8 hrs for adaptation of the tools.

2. Service delivery time – 31st May 2021, including:

- training execution: 2 sessions in March, 2 sessions in April 2021
- supervision summary meeting – May 2021

3. There are requested to submit the proposals entities which have the potential to provide expert services (training, consulting) in the field of the 4H innovation facilitation method, developed by Cobo Lab.
4. Place of the services delivery: online.
5. Language of communication with the contracting authority: English
6. Regardless of the currency in which the bid price is given the settlements with the contractor will be conducted in PLN.
7. The contractor is obliged to inform the contracting authority about the service delivery at the end of each month, including the documentation of the service delivery through:
 - reports mentioned in points 1.1-1.3
 - documents and materials developed during service delivery
 - monthly timesheet

CONTACT PERSON: Inga Kawałek tel. + 48 59 840 29 20.

8. DATE AND METHOD OF SUBMITTING PROPOSALS:

The proposals should be submitted no later than 1st March 2021, at 3 P.M, via e-mail: cio@cio.slupsk.pl or via post or delivered personally to: Centrum Inicjatyw Obywatelskich, ul. Sienkiewicza 19, 76-200 Słupsk. The date of delivery to the headquarters of the contracting authority counts. The bidders are requested to provide the net and gross prize (with and without VAT) in PLN. For the comparison of offers, the contracting authority will convert the price of each offer expressed in a currency other than Polish using the average exchange rate of the National Bank of Poland on the day the request for proposals is published on the website of the contracting authority.

Appendix 1

To the Request for Proposals for the delivery of trainign services, research and experimental-development services and related advisory services within the project „Facilitation of the Innovation” financed by the European Social Fund within the Operational Programme „Wiedza Edukacja Rozwój” PO WER (Knowledge, Education, Development).

DATA:

Full Name	
Address	
Tel./fax	
E-mail	
NIP/Tax number	
Contact Person	
Contact Persons' e-mail:	
Contact Persons' phone no:	

In response to the Request for Proposals, I/we present this offer for services under the project entitled: "Facilitation of the Innovation"

TRAINING SERVICES, RESEARCH AND EXPERIMENTAL-DEVELOPMENT SERVICES AND RELATED ADVISORY SERVICES

Net price 1 hour of service	Gross price 1 hour of service
..... (price in words:.....) (price in words:.....)
Net price 150 hours of service	Gross price 150 hours of service
..... (price in words:.....) (price in words:.....).

.....
.....
Place and date

Signature of the legal representative/s of the Bidder