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Annex 1

Application procedures

Online Training on Heritage Case studies in Palestine

for the European project

My Heritage! My Identity!

Promoting Governance and Citizenship in Palestine
ENI/2017/390-692





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1. ELIGIBILITY and RULES of ORIGIN

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (ENI). Participation is also open to international organisations.

2. ADMISSIBILITY CRITERIA

Only applications fulfilling the following criteria of admissibility will be evaluated:

- the deadline for the submission of applications has been respected;
- the application is complete;
- the candidate has signed the Declaration on honor on exclusion criteria;
- the maximum budget is not exceeded.

3. SELECTION CRITERIA

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

Professional and technical capacity of candidate:

- A BA or a Master's degree in the area of expertise.
- Experience in online training of professionals.
- Good knowledge in computers and prior experience in e-learning is an addition (Application form table 3).

4. AWARD CRITERIA

The applications will be evaluated in two separated phases:

1. In the first phase the evaluation committee will evaluate the technical offer using the following quality criteria:

- Quality of the proposed concept note. (40 pts)
- Assigned staff with academic certification and minimum 2 prior experiences relevant to the fields of assignment. (30pts)



- Assigned staff with demonstrated lead and coordination skills. (15 pts)
- Assigned staff with certificated/demonstrated skills in spoken and written English. (15pts)

Any application falling short of the technical threshold of 75 out of 100 points is automatically rejected.

2. In the second phase, the financial proposal will be evaluated. The financial offer will be noted on 20 scores. The application with the lowest total price receives 20 financial score.

For the final score of the offer, the best price-quality ratio is established by weighing technical quality against price using the following:

- Technical quality: 60%
- Price: 40%

5. APPLICATION FORMAT AND DETAILS TO BE PROVIDED

Applications must be submitted using the standard application form annex to the call for Tender (Annex 2 and Annex 3) the format and instructions of which must be strictly observed.

6. HOW APPLICATIONS MAY BE SUBMITTED

Applications must be submitted **in English exclusively and send by email to this email address:**
info@myheritage.ps

Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means.

7. OPERATIONAL LANGUAGE

All written communications for this call procedure and contract must be in English.

8. APPLICATION PROCESS TIMETABLE

	DATE	TIME
Deadline for submitting application	30 th June 2020	12:00 pm (Palestinian time)
Completion date for evaluating technical offers	8 th July 2020	-
Notification of award	10 th July 2020	-



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Contract signature	17 th July 2020	-
Start date	17 th July 2020	-

9. CONTACT DETAILS

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