

## TECHNICAL SPECIFICATION

### Low-threshold public procurement

#### "Development of Guidelines for Multifunctional Centers for Social Services and Inclusion measures in Latvia and Lithuania"

##### **1. Information about customer (beneficiary) and subject:**

- 1.1. Customer - Zemgale planning region, registration number 90002182529, Katoļu Street 2b, Jelgava, LV-3001 (hereinafter - Customer), [www.zemgale.lv](http://www.zemgale.lv).
- 1.2. The subject of the order is the low-threshold procurement "Development of Guidelines for Multifunctional Centers in Latvia and Lithuania" (hereinafter - Procurement), which is carried out in the project No. LLI- 425 ( hereinafter – Project) financed by the Latvia-Lithuania Cross-border Cooperation Program 2014-2020 (Interreg VA Latvia-Lithuania 2014–2020), [www.latlit.eu](http://www.latlit.eu)
- 1.3. Type of order: The Customer does the Procurement in accordance with its internal procedures in which it performs low-threshold procurement procedures.
- 1.4. Purpose of the order: In order to improve the operation of multifunctional centers in Latvia and Lithuania by providing more efficient social services and inclusive activities, to develop Guidelines for multifunctional social services and inclusive centers in Latvia and Lithuania (hereinafter - the Guidelines).

##### **2. The main tasks to be performed by the specialists involved in the provision of the service**

###### 2.1. Guidelines developer - Latvian expert:

- 1) To carry out research and compilation of the regulatory enactments regulating the activities of the Latvian multifunctional social services and inclusion event centers, examples of Latvian good practice, theoretical research, to get acquainted with the content and target audience of the guidelines indicated in the project application.
- 2) Get acquainted with the information researched by the Lithuanian expert and create a common concept for guidelines
- 3) Based on the information obtained in the research process, develop guidelines according to the content and target audiences specified in the project application.
- 4) The concept of the developed guidelines, the 1st edition to be submitted to the project working group for comment and discussion, the 2nd version of the guidelines to be submitted to the project partners and other involved parties in Zemgale region, to include the recommendations in the final version,
- 5) Take the lead in developing the final version of the guidelines.
- 6) To present the result to the project partners and the project closing conference organized by the Customer

###### 2.2. Guidelines developer - Lithuanian expert:

- 1) To carry out research and compilation of the regulatory enactments regulating the activities of Lithuanian multifunctional social service centers, examples of

Lithuanian good practice, theoretical research, to get acquainted with the content and target audience of the guidelines indicated in the project application.

- 2) To get acquainted with the information researched by the Latvian expert and to create a common concept for guidelines.
- 3) Based on the information obtained in the research process, develop guidelines according to the content and target audiences specified in the project application.
- 4) Together with the Latvian experts, submit the 1st version of the developed guidelines to the project working group for comment and discussion, submit the 2nd version of the guidelines for discussion to the project partners and other involved parties in the Lithuanian regions, include recommendations in the final version.

2.3. Other specialists, which in the Applicant's opinion are necessary for successful fulfilment of the Order.

### 3. The detailed description of the task

	Stages of the tasks	More detailed description, results, deliverables
0.	Get acquainted with the project conditions, develop a more detailed work plan	<p><u>Tasks:</u> To get acquainted with the project conditions, project management team, to develop a more detailed work plan. Participate in a project working group meeting (in person or zoom).</p> <p><u>Results:</u> A detailed work plan has been developed</p> <p><u>Deliverables:</u> PowerPoint presentation, at least 5 slides</p> <p><u>Term:</u> no more than 30 days from the date of conclusion of the contract.</p>
1.	Carry out research on the operation of Latvian multifunctional centres providing social services and inclusion measures	<p><u>Tasks:</u> To carry out research and compilation of regulatory enactments regulating the operation of Latvia multifunctional social services and inclusion centers, examples of Latvia good practice, theoretical research, to take into account the content and target audience of the guidelines indicated in the project application, to get acquainted with research results. Prepare a short report on the results of the research and together with a Lithuanian expert develop proposals for the development of guidelines.</p> <p><u>Results:</u> a short report on the results of Latvian research on legislation, examples of good practice and research materials. The 1st edition of the guidelines has been developed. At least 2 meetings (in person or remotely) between the working group and experts, presenting the research sources, the first version of the work.</p> <p><u>Deliverables:</u> 1 presentation PowerPoint at least 10 slides on research results LV, 1 presentation PowerPoint presentation on proposals (concepts)</p>

		<p>for the development of guidelines at least 10 slides.</p> <p><u>Term:</u> no more than 120 days from the date of conclusion of the contract.</p>
2.	To carry out research on the operation of Lithuanian multifunctional centres providing social services and inclusion measures	<p><u>Tasks:</u> To carry out research and compilation of regulatory enactments regulating the operation of Lithuanian multifunctional social services and inclusion centers, examples of Lithuanian good practice, theoretical research, to take into account the content and target audience of the guidelines indicated in the project application, to get acquainted with research results. Prepare a short report on the results of the research and together with a Latvian expert develop proposals for the development of guidelines.</p> <p><u>Results:</u> a short report on the results of Lithuanian research on legislation, examples of good practice and research materials.</p> <p>The 1st edition of guidelines has been developed together with LV partners.</p> <p>At least 2 meetings (in person or remotely) between the working group and experts, presenting the research sources, the first version of the work.</p> <p><u>Deliverables:</u> 1 presentation PowerPoint at least 10 slides on research results LT.</p> <p><u>Term:</u> At least 120 days from the date of conclusion of the contract.</p>
3.	Develop the 2 <sup>nd</sup> edition of the guidelines	<p><u>Tasks:</u> Based on the information obtained in the research process and the approved the 1st edition of guidelines, to develop the 2nd edition of guidelines according to the content specified in the project application:</p> <ol style="list-style-type: none"> <li>1) Definition and purpose of multifunctional centers in both countries;</li> <li>2) ownership of the multifunctional centers, legal status, regulations governing the operation of the multifunctional centers, registration and / or licensing of the multifunctional centers in both countries;</li> <li>3) description of the main target groups, interaction between these groups;</li> <li>4) possible description of social, lifelong learning, health, services and inclusion activities, civil society activities - synergies in multifunctional centers, methods - person-centered approach, self-help groups, etc .;</li> <li>5) recommendations for the management and administration of multifunctional centers - for working time planning, personnel and specialist planning, information flow, record keeping, etc</li> <li>6) recommended code of ethics;</li> </ol>

		<p>7) possible interaction with the local community, publicity, communication channels;</p> <p>8) recommended layout of premises and equipment</p> <p>9) recommendations for sustainable budgeting, cost-effectiveness analysis;</p> <p>10) Recommended self-assessment methodologies.</p> <p>Propose for discussion the 2<sup>nd</sup> edition of guidelines to the project working group, summarize the proposals received.</p> <p><u>Result:</u> The 2<sup>nd</sup> edition of guidelines, 1 meeting of work group</p> <p><u>Deliverables:</u> Word document, no less than 60 pages.</p> <p><u>Term:</u> no more than 160 days from conclusion of contract</p>
4.	Develop the 3 <sup>rd</sup> version of the guidelines	<p><u>Task:</u> Based on the comments on the 2<sup>nd</sup> version of guidelines and additional information from other sources, to develop the 3<sup>rd</sup> version of the guidelines. Submit 3<sup>rd</sup> edition to work group for comments and have at least 1 meeting in zoom for discussions. To summarize proposals and integrate into the final edition.</p> <p><u>Results:</u> The 3<sup>rd</sup> edition of guidelines, 1 meeting of work group</p> <p><u>Deliverables:</u> Word document, no less than 60 pages.</p> <p><u>Term:</u> no more than 180 days from conclusion of contract</p>
5.	Develop final edition of guidelines (translation, language proofreading, design)	<p><u>Tasks:</u> based on the comments and additional information of the 3<sup>rd</sup> edition, to work out the final edition of guidelines, translate, make language proofreading and to submit for approval to management group. To work out design and approve in work group the final product.</p> <p><u>Results:</u> The final edition of guidelines (LV and LT languages), 1 meeting of work group</p> <p><u>Deliverables:</u> PDF or other format appropriate for publishing digitally, no less than 60 pages.</p> <p><u>Term:</u> no more than 220 days from conclusion of contract</p>
6.	Present guidelines in final conference of the project in Zemgale	<p><u>Tasks:</u> to prepared presentation (for 20-30 minutes) on content of guidelines, why and how to use the guidelines in practice. To present the presentation in final conference of the project in Zemgale.</p>

		<u>Deliverables</u> : 1 presentation in Latvian, 20-30 minutes (translation will be provided) <u>Term</u> : no more than 370 days from contract conclusion
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***Contact person for questions:***

Project manager Ieva Zeiferte, [ieva.zeiferte@zpr.gov.lv](mailto:ieva.zeiferte@zpr.gov.lv)

Zemgale Planning region

**APPLICATION**

**Low-threshold public procurement**

**"Development of Guidelines for Multifunctional Centers for Social Services and Inclusion measures in Latvia and Lithuania"**

\_\_\_\_\_ /Place date/

Hereby, ( \_\_\_\_\_ *name of the tenderer/ name, surname*) (hereinafter – The Tenderer) submits a tender for the Procurement procedure "Development of Guidelines for Multifunctional Centers for Social Services and Inclusion measures in Latvia and Lithuania" (hereinafter – the Procurement) organized by Zemgale Planning region

*The Tender confirms that:*

- 1) *is fully acquainted with the Procurement Technical Specification, all the set requirements are clear and fully understandable;*
- 2) *undertakes to comply with the requirements included in the Technical Specification;*
- 3) *the tender has sufficient financial resources for the performance of the contract without advance payment;*
- 4) *all information provided in the offer is true.*

Information about the Tenderer:

Full name and registration number/ persona ID code of the Tenderer (including each member of association of persons)	
Legal address/ place of residence of the Tenderer (including each member of association of persons)	
Actual address (postal correspondence)	
Authorised person to sign (representing the Tenderers): name, surname, position, justification to represent the Tenderer on the basis of a power of attorney (enclose the copy, if applicable).	
Telephone number and e-mail for contacting the Tenderers	
Tenderer's Internet address/website ( <i>if</i> )	
Name, surname of the contact person in the Tender, e-mail, phone	
Tenderer's work in following tax regime (Please tick appropriate:	

<ul style="list-style-type: none"> <li>○ registered as self-employed tax payer</li> <li>○ pay micro-enterprise tax</li> <li>○ Legal entity as VAT payer</li> <li>○ Legal entity not VAT payer</li> <li>○ Other _____</li> </ul>	
Tenderer's bank details (for the association of persons – for those with whom will make direct payments) name of the bank; SWIFT code, Bank account number (IBAN)	

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*Name, surname of the Tenderer – individual applicant or the legal representative of legal person or partnership*

LIST OF EXPERTS

**Low-threshold public procurement**

**"Development of Guidelines for Multifunctional Centers for Social Services and Inclusion measures in Latvia and Lithuania"**

(sample)

\_\_\_\_\_/Place, date/

Tenderer \_\_\_\_\_ (*tenderer's name, surname*)

(hereinafter – The Tenderer) provides the following team of experts for the Procurement procedure

"Development of Guidelines for Multifunctional Centers for Social Services and Inclusion measures in Latvia and Lithuania" (hereinafter – the Procurement) organized by Zemgale Planning region

**1.**

Name, Surname	
Expert's role in the Tender	<b>Guideline's developer – Latvian expert:</b>
The main tasks of the expert	
Advantages, experiences of expert (please, attach CV)	
The education	

**2.**

Name, Surname	
Expert's role in the Tender	<b>Guideline's developer – Lithuanian expert:</b>
The main tasks of the expert	
Advantages, experiences of expert (please, attach CV)	
The education	

**3.**

Name, Surname	
Expert's role in the Tender	
The main tasks of the expert	
Advantages, experiences of expert (please, attach CV)	
The education	

\_\_\_\_\_  
Name, surname of the Tenderer – individual applicant or the legal representative of legal person or partnership

## FINANSIAL OFFER

### Low-threshold public procurement

### "Development of Guidelines for Multifunctional Centers for Social Services and Inclusion measures in Latvia and Lithuania"

\_\_\_\_\_ /Place, date/

Tenderer \_\_\_\_\_ (*tenderer's name, surname*)  
(hereinafter – The Tenderer) provides the following Financial offer for the Procurement procedure

"Development of Guidelines for Multifunctional Centers for Social Services and Inclusion measures in Latvia and Lithuania" (hereinafter – the Procurement) organized by Zemgale Planning region

The Tenderer confirms that is fully acquainted with the technical specification of the Tender, including the terms and the offered price covers all costs related to the Tender, the total price included any taxes, including vat (if applicable and any expenses of the tenderer.

No.	Service	Price EUR (without VAT)
1.	Latvian expert labour costs (including all taxes) per service	
2.	Lithuanian expert labour costs (including all taxes) per service	
3.		
4.		
5.	Other costs ( <i>please, specify</i> )	
<b>Total EUR without VAT</b>		
VAT %		
<b>Total EUR with VAT</b>		

\_\_\_\_\_  
Name, surname of the Tenderer – individual applicant or the legal representative of legal person or partnership