

OPEN INVITATION TO TENDER (OIT) DOCUMENT

N°1/2025/Tunisia/Consultation on community organizing

TYPE OF CONTRACT: CONTRACT FOR THE PROVISION OF SERVICES

PURPOSE: PROCUREMENT FOR CONSULTATION ON COMMUNITY ORGANIZING

DATE CALL FOR TENDERS LAUNCHED	April 18, 2025
DEADLINE FOR REQUESTING ADDITIONAL INFORMATION	April 25, 2025
DEADLINE FOR RECEIPT OF TENDERS	May 04, 2025
OPENING OF THE TENDERS	May 07 2025

**FOR THE PROCUREMENT OF A CONSULTANT TO STRENGTHEN CAPACITIES AND
SUPPORT ASSOCIATIONS IN COMMUNITY ORGANIZING WORK**

Introduction

Avocats Sans Frontières (ASF) is an international non-governmental organisation working in the field of justice, and whose main goal is to contribute to the development of the rule of law through promoting a fair justice system in Tunisia.

Within the framework of its activities for the ROSE (“Strengthening Emerging Civil Society in Tunisia”) project, and with the support of EU, ASF is launching this Open Invitation to Tender for the procurement of a consultant to strengthen capacities and support associations in community organizing work.

In order to tender, interested parties who would like to propose their services should place their bid based on the best value for money, and they must ensure that their offer adheres to the conditions stipulated by ASF under the technical specifications indicated in this here document.

All professional companies who fulfil the technical criteria specified under the terms of reference below, are invited to tender.

PART I: KEY FEATURES OF THE GOODS

1. Objectives

The technical specifications of the supplies presented below is given on an indicative basis and only the **minimum requirements** are mentioned.

As part of this project, ASF aims to strengthen the capacities of **5** local associations by supporting them in adopting and implementing the community organizing methodology. The goal is to provide technical and practical assistance to help associations better structure their social change efforts and adopt more effective participatory approaches.

To ensure the success of this initiative, the project will be carried out in two distinct phases. The first phase will focus on an introduction to the methodology, while the second phase will involve field support, accompanied by continuous guidance for the practical application of community organizing methods.

The following technical specifications outline the requirements for the provision of a consultant, who will play a crucial role in supporting the associations throughout the process.

2. Mission

The content of the two phases is described below:

Phase 1: Introduction to Community Organizing Methodology

The first phase will focus on providing an **induction to the community organizing methodology**. During this phase, the consultant will:

1. **Introduce the Community Organizing Methodology:**
 - Provide an overview of the theoretical framework of community organizing.
 - Present successful experiences and examples of the methodology in action.
2. **Practical Application:**
 - Conduct participatory exercises designed to allow 5 associations to experiment with the methodology.
 - These exercises will be collaborative, encouraging **teamwork** and joint problem-solving.
3. **Outcome of Phase 1:**
 - The associations should reflect on the methodology, critically compare it to their usual practices for social change, and develop a willingness to adopt this new approach.
 - Associations will be encouraged to explore new tools and techniques that may trigger curiosity and interest in community organizing.
 - Each association will identify and select a specific issue or topic they wish to address, using the community organizing methodology. This could include choosing a particular component of the methodology they want to implement and experiment with.
4. **Deliverables for Phase 1:**
 - A document outlining the orientation and intervention plan for each partner organization for Phase 2.

Phase 2: Support for Implementing Community Organizing Methodology

The second phase will be a **longer-term** support phase focused on assisting the associations while they implement their chosen community organizing component. The consultant will:

1. **Support Fieldwork and Practical Application:**
 - Guide associations through the process of implementing their chosen topic or issue using community organizing techniques.
 - Provide continuous support, including monitoring progress, providing feedback, and advising on strategies.
2. **Consulting and Corrective Actions:**
 - Follow the associations' fieldwork activities, offering corrective advice and support as necessary.
 - Help refine the interventions and actions taken, ensuring the methodology is correctly applied.
3. **Outcome of Phase 2:**
 - Associations will be actively working on their chosen issues, supported by the consultant in their implementation.
 - The consultant will help ensure that community organizing strategies are effectively integrated into the associations' work.
4. **Deliverables for Phase 2:**
 - A detailed end-of-mission report outlining the work carried out with each organization. This report should also include the challenges and setbacks encountered, as well as recommendations for the future.

Duration of the mission

The mission is expected to start asap after contract signature and will end on October 31st 2025. However, it is left up to the consultant to propose the most efficient plan in order to achieve specified outcomes.

Location of the mission

Phase 1 is expected to be conducted on site in Tunis gathering with all participants.
Phase 2 can be conducted on site and/or online.

PART II: INVITATION TO TENDER AND PROCEDURES

1.0 Instructions and Procedures

1.1 General Information

Part II of the "Invitation to Tender and Procedures", must not be included in any tendering or contract award which could result from this invitation to tender. The aim of this section is simply to inform potential suppliers.

1.2 Transaction

ASF invites potential suppliers to submit tenders for the provision of a consultant to strengthen capacities and support associations in community organizing work. However, ASF reserves the unilateral right to cancel the call for tenders before the deadline stipulated.

1.3 Eligibility

This call for tenders is issued at the international level and is open to all qualified individuals/companies who are capable of **supplying the service being requested** to the extent permitted by law in Tunisia and based on the guidelines followed by ASF.

1.5 Bid Price

Potential suppliers are not obliged to prepare or submit bids for this call for tenders. If they do so, it is at their own risk and expense. Under no circumstances will ASF reimburse tenderers any costs associated to the preparation and submission of a bid.

1.6 Tender Evaluation Process

Each potential supplier must carefully examine **all** the provisions stipulated in the call for tenders and fully comply with them. Not doing so will be at their own risk and expense. Any ambiguities or incoherencies that may appear within the contents of the OIT will be addressed to the detriment of a potential supplier if he or she has not asked for the clarification of these provisions before the deadline stipulated for the request of additional information.

1.7 Ethics and Integrity

ASF is committed to respecting the highest ethical and professional standards for all its procurement operations. ASF strictly forbids and has a zero tolerance policy for corruption as well as for fraudulent practices such as forgery. By bidding on this call for tenders, suppliers commit themselves to strictly complying with this code of conduct. They shall not breach the code of conduct nor give the impression of having done so.

1.8 Language

The language for all the documents to be submitted in reply to this call for tenders, as well as for all other related correspondence, shall be in English or French or Arabic.

1.9 Requests for Additional Information

The requests for additional information on this call for tenders or counter offers must be submitted in writing, and received by ASF by **April 25, 2025 at 00:00 (midnight) Tunis Time**, at the latest, in order to allow ASF to draft a complete and detailed response. Such requests must be submitted by e-mail and addressed to **omehdi@asf.be**.

ASF cannot be held responsible for questions or further information requests that have not been received by the deadline stipulated, or which do not concern the technical specifications of the documents that need to be submitted or the goods sought through the call for tenders.

2.0 Call for Tenders Procedures

2.1 OIT

This call for tenders serves as an invitation for potential suppliers to submit bids for the goods described in this document. It is composed of a:

- (1) cover page;
- (2) introduction;
- (3) Part I: Technical specifications;
- (4) Part II : Instructions and procedures;
- (5) Annex A: Supplier questionnaire;
- (6) Annex B: Authorisation for the verification of financial information;

2.2 Receipt of tenders

Potential suppliers will need to send their offer to the platform **by May 04th, 2025 at 00:00 (midnight) Tunis Time, at the latest**.

2.3 Tender Content and Submission

The tenderers files must be composed of:

- A narrative proposal describing the content of the mission
- an admissible tender in ADMINISTRATIVE AND TECHNICAL terms, as well as
- a FINANCIAL bid.

The files must be named using the following reference : 01/2025/Tunisia/Consultation on community organizing.

The "Technical and administrative bid" **must include**, at least, but not only, the following elements:

- Annexes A and B of the present OLIT document, duly filled out;

- Documents attesting that the bidder is entitled to carry out professional activities in the field: at the very least, proof of registration in the Commercial register and possession of a national identification number;
- A certified statement testifying that the bidder has carried out the mandatory tax return using their tax number and evidence of having filed a tax return for the preceding fiscal year;
- The bidders bank account details;
- The details and authority of the individual who pledges the commitment of the tenderer;
- The tenderer's prior references for similar procurements, to be demonstrated **via the submission of at least three (3) copies of prior contracts, signed and authorized by both parties;**

The originals may be requested at the moment of the award of the tender. These documents must be valid for the year 2025.

The file marked "Financial bid" **must include** at least, but not only, the following elements:

- A comprehensive financial bid indicating sums **excluding taxes**, the tax that applies and the **total sum tax included;**
- The prices must be fixed, and non-revisable, without reserved and valid for **3 months** following the deadline for the submission of tenders;
- Effective delivery times;

All tenders must be drafted in either English, French or Arabic. All bids must be signed and dated by the individual representing the tenderer (who will write their name as well as their position, in print, and shall include their signature). The tenderer must affix their seal to and sign every page in the bid.

2.4 Processing Tenders

The tenders will be opened at the ASF office on **May 07, 2025 at 2.00 pm Tunis time**. All tenderers who wish to participate at the tender-opening session at that date and time are asked to mention that in the bid.

Once they are received, the tenders will be stored together, safely. All necessary measures will be taken in order to avoid loss, modifications or disclosure to non-authorized individuals. Notwithstanding the above, ASF will not be held accountable for any instances of loss, modification or disclosure.

2.5 Tender Evaluation and Contract Award(s)

The tender evaluation process will be carried out by an Internal Tender Evaluation Committee. The process will cover three stages, which are as follows:

A) First Stage (Preliminary Check)

This stage of the evaluation process will rely on the following criteria, which will permit ASF

to determine if the tender complies to the OLIT's terms and conditions:

- The tender has been signed;
- The tender submitted has been received by ASF before the stipulated submission deadline;
- The validity period for the tender is of at least three (3) months from the stipulated submission deadline;
- The tender submitted contains all necessary documentation (no exceptions) and information, in conformity with paragraph 2.3 below;
- The financial bid (budget) has been duly filled out and signed;

Any tender that does not abide by these criteria will be immediately rejected and shall not be taken into consideration during the technical evaluation.

B) Second Stage (Technical Evaluation)

This stage in the evaluation process will ensure that technical bids comply with the technical reference terms for OLITs, which appear under Part II below.

The tenderer will be rejected if the documents do not comply to the provisions in place under the law of Tunisia.

After the evaluation of technical bids, the tenderers who do not qualify will be automatically eliminated and will not be taken into consideration during the next stage.

C) Third Stage (Financial Evaluation)

ASF will take the following factors into account when evaluating the financial bids:

1. Price (60%);
2. Delivery period (20%);
3. The bidder's prior experience (20%).

The chosen tenderer will be the one whose bid is deemed to be eligible and comply with the first and second stage of the evaluation process, and whose bid will have obtained the highest score during the third stage, which takes into account the delivery period and the price of each individual good.

2.6 Amendments

If - at any point in time before awarding a contract - ASF deems that it is necessary to make a significant modification to the OLIT provisions, a written amendment to these provisions shall be sent out to all suppliers who have requested a copy of the OLIT. No declarations, oral or otherwise, to limit, curtail, exclude, modify or affect in any other way any terms or conditions stipulated in this call to tender should be taken into consideration, and suppliers should not heed any such declaration.

2.7 Modifications or Withdrawals

None of the documents submitted may be modified, filled out, corrected or withdrawn by request of the supplier after the deadline for the submission of tenders stipulated on the cover has passed. None of the OLIT tenders can be modified, filled out or corrected after the

deadline. Nevertheless, if ASF deems it necessary, it may request further clarification or explanations from the supplier. Such a request, as well as its reply, must be communicated in writing.

2.8 Contract Award

After having thoroughly evaluated and compared the tenders, ASF will make its decision concerning the contract award and will notify the successful bidder(s) by e-mail with acknowledgement of receipt. ASF will inform the successful bidder(s) of which tender(s) has (have) been accepted.

Unsuccessful bidders will also be notified. This decision is final and not open to appeals. ASF will keep the files of the unsuccessful candidates.

After close scrutiny and evaluation of all tenders, ASF will draft a document which shall contain a detailed report concerning the evaluation carried out, including a comparison of the different tenders as well as a substantiated recommendation for award. A sample of the contract to be signed with the successful tenderer(s) is attached to this document.

ANNEX A: SUPPLIER QUESTIONNAIRE

**Please provide all the information requested
and attach an additional sheet of paper, if necessary**

SUPPLIER INFORMATION	
Legal denomination of the Company:	
Full name of contact person:	
Position of contact person:	
Company's full address:	
Telephone:	
E-mail:	
Website:	
Full invoicing information (if different from Company's address)	
Parent Company (if applicable):	
Parent Company's Contact Information:	
Associates, Subsidiaries, Overseas Branches (if applicable)	
Areas of activity	
Date of establishment in <Country>:	

Number of permanent employees:	
COMMERCIAL REGISTRY AND NATIONAL IDENTIFICATION NUMBERS (please attach supporting documentation)	
TAX NUMBER (Please attach tax return for previous fiscal year)	
BANK ACCOUNT DETAILS	
Bank:	
Bank's address:	
Account number:	
Account holder:	
SWIFT/ABA Code:	
REFERENCES : COMPANIES AND INSTITUTIONS THAT MAY BE CONTACTED IN ORDER TO OBTAIN FURTHER INFORMATION	
Provide at least three (3) references (Company, Address, E-mail, Contact Person) (besides ASF) who have used your services during the last 24 months. Please attach copies of three contracts, certified by both parties.	
SERVICES AND POST-SALES SUPPORT	
Is your company able to provide a warranty for the goods?	

Please briefly describe the process of how the warranties are honoured for the goods in question.
Which are the different types of post-sales services that your company offers?

ANNEX B : STATEMENT OF CONFIDENTIALITY AND IMPARTIALITY

PUBLICATION REFERENCE: _____

I, the undersigned, in my capacity as of the Company known as hereby authorise ASF or its appointed representatives to conduct any evaluation they may deem useful for the verification of the veracity and validity of the information I have supplied under the framework of this call to tender, referenced below. At the same time, I hereby confirm having acknowledged the information available concerning this call to tender. Furthermore, I hereby commit myself to undertaking my responsibilities with honesty and fairness.

I hereby state that I am not¹ associated in any way to any of the other parties involved, and that no benefits or advantages shall be derived by them from the decision taken during the evaluation process. To the best of my knowledge, there is no fact or element, be it past, current or likely to appear in the foreseeable future, which could challenge my position in relation to these parties. If, during the evaluation process, such a relationship is established, I solemnly swear to immediately cease to take part in the evaluation process.

I hereby commit myself to safely preserving the information and all documents ("confidential information") which shall be transmitted to me, or of which I shall be made aware of or which I will complete myself within the framework of the evaluation process or in relation to it, and I solemnly swear that I will not profit from them in an or share them with third parties, and that they will be solely used for the purposes of this evaluation. Furthermore, I solemnly swear that I will not keep a copy of any written information nor of the sample documents provided.

Finally, I hereby commit myself to not disclosing confidential information to any employee or expert, unless the latter is willing to sign this declaration and be subject to its provisions.

Name	
Signature	
Date	

¹ I hereby state to have taken into consideration all prior and current relationships, whether direct or indirect, be them of a financial, professional , or any other nature.