

**SERVICE CONTRACT NOTICE**  
**One-on-one Support Mentorship Programs for Entrepreneurs**  
**Location – Skopje, Republic of North Macedonia**

**1. Reference**

IPA III/2024/457-197/0801/2-90

**2. Procedure**

Simplified

**Programme title**

EU Support to REDI Phase II: Advancing Roma Entrepreneurs in the Western Balkans and Turkiye

**4. Financing**

Budget Line: 5.2.1

**5. Contracting authority**

Roma Entrepreneurship Development Initiative REDI Skopje

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

The objective of this initiative is to support and foster Roma entrepreneurship through one-on-one mentorship programs. One-on-one mentorship sessions are tailored to meet the specific needs of entrepreneurs at different stages of their business journey. These sessions provide individualized guidance from business facilitators and experts. Each session is structured around clear objectives and measurable outcomes to ensure practical and applicable learning. Meetings can be conducted in person or online, offering flexibility and convenience. Entrepreneurs will also benefit from continuous guidance, additional resources, and networking opportunities. Mentorship programs are divided in different topics, and will be implemented in accordance with the entrepreneurs' needs. Topics that are included are:

- Business Planning and Strategy Development
- Financial Management
- Accounting Services
- Legal Support for Business Expansion
- Loan and Investment Readiness
- Grant Proposal Writing & Fundraising
- Company Registration & Legal Compliance
- Advanced Digital Marketing & Branding
- Sales & Business Development Coaching
- Operational Efficiency & Business Scaling

- Access to New Markets & Export Readiness
- Workforce Development & HR Support
- Social Impact & Corporate Responsibility
- E-sales mentorship
- Pitching and Business Etiquette

#### **8. Number and titles of lots**

Five (5)

#### **9. Maximum budget**

Fee-based Contract

## **CONDITIONS OF PARTICIPATION**

### **10. Legal basis, eligibility and rules of origin**

[For IPA III 2021/1529<sup>1</sup>:

The legal basis of this procedure is <Regulation (EU) No [1529] establishing the Instrument for Pre-accession Assistance (IPA III)>. See Annex A2 of the practical guide.

For this contract award procedure, 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 an eligible country or territory as defined under Article 11 of Regulation (EU) No [1529] establishing the Instrument for Pre-accession Assistance (IPA III).

Participation in this procurement procedure is open on equal terms to all natural and legal persons falling within the scope of the Treaties.

Participation is also open to international organisations.]]

### **11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

### **12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

### **13. Sub-contracting**

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<sup>1</sup> Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III); OJ L 330, 20.9.2021, p. 1–26.

Subcontracting is allowed.

## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

< 01/10/2025 >

### 15. Implementation period of the tasks

< 23 months >

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

#### Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it;

**2) Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium):

- has sufficient ongoing staff resources and expertise to be able to handle the proposed contract

- has at least 2 years of experience in the relevant field
- University degree with relevant experience.
- Previous experience of working with Roma community will be considered a strong advantage.
- Excellent communication, interpersonal, and relationship-building skills.
- Proven experience in organizing community events and workshops
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software
- Fluency in Macedonian and English is required.
- High level of empathy, cultural sensitivity, and commitment to community development.

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last two years preceding the submission deadline.

## **17. Award criteria**

Best price-quality ratio.

# **TENDERING**

## **18. Deadline for submission of tenders**

The deadline for submission of tenders is 30 days from the date of publishing. If the deadline is a non working day, the period will be extended until the next working day.

## **19. Tender format and details to be provided**

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: [https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

## **20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

## **21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

## **22. Operational language**

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

## **23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in MKD. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to MKD shall be made in accordance with the InforEuro exchange rate of month and year correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.