

Sarajevo, 18.2.2022.  
Protokol br: 138/2022

**Public Call to Express Interest**  
**to participate in the procurement procedure for acquiring**  
**custom-made multilingual solution for The Grants Management Platform**  
**Reference number NO 001 02/2022**

Subject of procurement	The Grants Management Platform
Contractor for the procurement	Centar za promociju civilnog društva (CPCD)
Project	SMART Balkans – Civil Society for shared society in the Western Balkans
Location	Marka Marulića 2/III, Sarajevo, Bosnia and Herzegovina
Contact e-mail	<a href="mailto:prijava@cpcd.ba">prijava@cpcd.ba</a>
Date of publication of the Call to Express Interest	18.02.2022
Duration of the Call to Express Interest	15 days

**Background:**

The Centar za promociju civilnog društva (CPCD), in partnership with Center for Research and Policy Making (CRPM) from North Macedonia, and Institute for Democracy and Mediation (IDM) from Albania, is implementing a project called SMART Balkans - Civil Society for shared society in the Western Balkans, which contributes to strengthening democracies and Euro-Atlantic integration in the Western Balkans network. The project aims to create a solid foundation for sustainable development in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia. Some of the topics of this project are the fight against organized crime, prevention of radicalization (including violent extremism), reconciliation through intercultural dialogue, reforms in Euro-Atlantic integration, human rights and gender equality (including domestic violence), support for freedom of speech and independent media. The project is funded by the Ministry of Foreign Affairs of the Kingdom of Norway, with a grant worth over 17 million EUR (34 million BAM).

The main focus of the project is distribution of more than 450 grants, capacity building of CSOs and campaigns, all related to two thematic areas: Security and stability and Governance, with strong regional cooperation aspect. Main target groups are citizens, CSOs, media and government.

Planned development and capacity building of targeted recipients will be provided through the provision of financial support, services, and products that civil society organizations need to achieve their goals. Development and implementation of a web application for publishing and monitoring financial support to project beneficiaries will increase visibility, transparency and availability of information and tools needed to successfully implement financial and program support to beneficiaries, as well as improve communication within the network of civil society organizations.

The purpose of this platform is also CSOs networking, mentoring and technical support as one of the Projects' specific communications objectives.

The platform is one of the risk mitigation measures in case of an online implementation of core project processes and activities and will be used as a virtual collaboration tool and dynamic technology support capacities for enabling remote workplaces in order to respond quickly to the demands of special circumstance (i.e. pandemic);

### **Subject of procurement:**

Subject of this procurement procedure is physical development, testing, and implementation of the Grants Management Platform with the following integrated modules (within the same platform):

1. User Management Module – to register users of database, approve and assign access levels and manage audit trails or log of user actions across the database.
2. Front Interface Module for registration of the web application (database) members
3. Grants Application Module – to manage grants application process, share of information, grants progress monitoring and reporting management.
4. Dashboard and Self-Service Reporting Module – to provide aggregated data summaries and analysis that will allow user to generate reports, visualize and summarize data based on drill-down or roll-up features and multi-dimensional filters such as type of grants, specific grant applicant, time, geographic etc.

Creation of a grants management platform is envisaged as an information system for project management and reporting of grantees.

This platform will be a tailor-made, multilingual platform with four main modules

1. Application process
2. Financial project management
3. Tracking of project results based on logical framework/indicators
4. Back end with different users

The Grants Management Platform was planned as one of the main products and services (outcomes) of the Project. With expected number of platform users and with the expected % of users satisfied with its

functionality it should enable grants management statistics and annual survey of grantees, as well as number of appearances in media outlets, disaggregated by media type and number of media outlets covering project activities, disaggregated by country.

The successful service provider selected through procurement procedure will work closely with relevant project staff to understand the technical requirements, existing databases, workflow, end users, access levels, and available technology infrastructure for the required process-driven web platform.

## Expected Deliverables from the successful candidate in the Procurement Procedure:

- Presentation on conceptual model of the Grants Management Platform
- Module specific deliverables:
  - Physical platform relational structures
  - Physical development and pre-test run of the platform fronts and interfaces for all modules with complete CRUD operations
  - Physical development and pre-test run of dashboard
- Deployment and rollout
- Post implementation technical support and training

This web application as a custom-made multilingual solution will be in the ownership of CPCD upon completion, including maintenance service of the platform, over the time of the Project.

## Language requirements for the Public Call:

The Expression of Interest and the correspondence related to this Public Call, between applicants and the CPCD shall be communicated in English language.

## Time table:

#	Steps in the procurement procedure	deadline
1	Deadline for submission of the Application for Expression of Interest and the listed supporting documents for participation in the procurement procedure	3/4/2022
2	Deadline for selection of candidates for the procurement procedure and written notification of all registered applicants on the results of the selection	3/7/2022
3	Deadline for Informative meeting with the selected candidates to present the technical characteristics and requirements related to the development of the Grants Management Platform, as well as details and clarifications related to the submission of technical and financial offers	3/9/2022
4	Deadline for submission of the final technical and financial offers	3/17/2022
5	Deadline for selection of the best bid (offer) and written notification of all bidders about the results of the selection	3/18/2022
6	Deadline for signing a contract with the successful bidder	3/21/2022

### Preparation of expressions of interest:

Expressions of interest are submitted electronically to the email address specified in the section "Method of submitting the Expression of Interest". Application e-mail should contain the following documents:

1. Application form
2. Certified copy of the official registration document not older than 3 months - applicant that express its interest must be registered to perform activities that are the subject of this procurement procedure
3. Ownership structure data<sup>1</sup>
4. Statement of honor on exclusion criteria
5. Any other relevant document supporting the references stated in application form (optional)

### Method of submitting the Expression of Interest:

Expression of Interest shall be submitted by email to the address [prijava@cpcd.ba](mailto:prijava@cpcd.ba) with an indication in the SUBJECT e-mail: ***The Expression of Interest, NO 001 02/2022 (name of the applicant)***

The body of the e-mail states the names of all submitted documents, and the documents are named as listed in the section "Preparation of expressions of interest".

All documents containing signatures and stamps should be submitted in PDF format.

The maximum email size may be 10 MB. In case the attached documents are larger than 10 MB, arrange the documents in several emails, with the following in the field SUBJECT: in the first e-mail enter *The Expression of Interest, NO 001 02/2022 (name of the applicant) x / #*, instead of the mark "x" you enter the serial number of the e-mail, and instead of the mark "#" you enter the total number of e-mails you will send. In the body of the e-mail, provide a numbered list of all attached documents in that e-mail.

### Confidentiality

Information relating to the examination and evaluation of expressions of interest, and the selection of candidates for procurement process, shall not be disclosed to the applicant(s) or any other persons not officially concerned with such process, even after publication of the contract award. Any privately identifiable information will be treated as confidential information and will not be used, collected, or distributed for any other purpose, than stated in this Call.

### Other Important notes

Applicants of the Expression of Interest shall bear all costs incurred during the preparation and submission of the Expression of Interest. Also, all selected candidates for participation in procurement

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<sup>1</sup> If the ownership structure is not visible from the official registration document, please provide other relevant official document or Statement by the authorised representative of the applicant

# Norway

process shall bear all costs incurred during the preparation and submission of their technical and financial offer. The CPCD shall not bear any costs incurred in the procurement procedure.

Applicants are obliged to submit all required documents. In case the applicant did not provide all listed documents, its' application will not be administratively eligible and will not be further the subject of evaluation.

An information meeting will be organized with the selected candidates for the procurement procedure, at which the technical characteristics and requirements related to the development and implementation of the web platform will be presented, as well as details and clarifications regarding the submission of technical and financial offers.