Call for proposals

As **Towarzystwo Inwestycji Społeczno-Ekonomicznych SA** has applied for the co-financing of its Project submitted in response to the call “*Social impact bonds as a tool for increasing the effectiveness of social services in areas supported by the ESF”* announced as part of the Operational Programme "Knowledge Education Development", Measure 4.1, TISE is hereby announcing a call for candidates for experts willing to cooperate in the said Project.

***Ordering Party***

Towarzystwo Inwestycji Społeczno-Ekonomicznych SA

ul.Okopowa 56

01-042 Warszawa

1. Subject matter of order – common procurement vocabulary

66171000-9 – Financial consultancy services

79420000-4 Management-related services

1. Subject matter of order

The subject matter of the order is the employment of experts under civil-law contracts so as to establish cooperation in developing and testing a model of a mechanism for social impact bonds which will serve as a form of financing social services in Poland.The hourly workload expected from one expert participating in the Project is estimated at 30-100 hours.

The list of programming documents related to call no. POWR. 04.01.00-IZ.00-00-007/16 which candidates may read before submitting their applications is available at:<https://www.mr.gov.pl/strony/aktualnosci/ministerstwo-rozwoju-oglasza-dwa-konkursy-pilotazowe-na-obligacje-spoleczne/>

1. Order execution deadline – Project implementation is scheduled for 9 months, starting in the second quarter of 2017.
2. Requirements and conditions set for Contractors:

Contractors must have the knowledge and experience necessary to execute the order.This requirement will be deemed to be fulfilled

* 1. if an Expert:
     1. has higher education and holds a diploma confirming their title of at least master (mgr)/engineer (inż) or academic degree,
     2. has knowledge and skills in designing financial instruments and/or other reimbursable forms of financial support;
     3. has at least three (3) years of experience in managing and/or implementing financial instruments or other reimbursable forms of financial support;
     4. has knowledge of public finance, e.g. principles of state budget functioning and principles governing the functioning of budgets of local government authorities, as well as knowledge of the processes of generating, collecting and distributing public funds administered by public authorities and obtained mainly from public levies (taxes, premiums, fees), public property and, in particular, repayable revenue, i.e. credits and loans, issue of securities.
     5. is ready to cooperate in the Project in a reliable and timely manner by way of participating in meetings of the team tasked with developing and preparing for testing a model of social impact bonds which will resolve problems related to care services aimed at children, the elderly and the socially excluded, as well as consultations and drafting and giving opinions on documents and analyses.
     6. grants permission for the processing of his personal data for purposes of conducting the selection procedure.
  2. Contractors must not have any personal or equity relations with the Ordering Party and persons authorised to incur liabilities on behalf of the Ordering Party and persons performing activities connected with preparing and conducting the contractor selection procedure on behalf of the Ordering Party, in particular a Contractor cannot have any of the following personal or equity relations with the above entities:
     1. holding a share in a partnership or a civil partnership as partner;
     2. holding shares or at least 10% of shares,
     3. holding the function of member of a supervisory or management body, commercial proxy or agent;
     4. being married, related by lineal or collateral affinity or consanguinity up to the second degree or being adopted, under custody or guardianship.
  3. Fulfilment of the requirements for participating in the call will be evaluated on the basis of the documents and experience presented by Contractors.
  4. Basic requirements:
     1. Contractors should draft their proposals in Polish, in accordance with the proposal form enclosed hereto (Appendix no. 1);
     2. A Contractor can submit one proposal at most;
     3. Contractors will bear any and all expenses related to Proposal preparation and submission;
     4. The proposal submitted must take into account all liabilities, expenses and other items connected with order performance;
     5. The Ordering Party does not accept variant proposals;
     6. The Ordering Party will accept only proposals submitted by natural persons;
     7. The Ordering Party will not accept partial proposals;
     8. The Ordering Party will not accept a Contractor’s transfer of order execution to subcontractors, both in part and in whole;
     9. The Proposal must be signed by a candidate or a candidate's authorised representative;
     10. The proposal submitted must remain in force for30 calendar days from the proposal submission deadline;
     11. Proposals can be submitted in writing or in electronic form (in the form of scanned documents);
     12. Documents forming part of the proposal can be delivered in electronic form, i.e. in the form of scans of signed documents.

1. Proposal contents
   1. Completed Proposal form compliant with (Appendix no. 1);
   2. Declaration on fulfilment of conditions for participating in the call procedure (Appendix no. 2);
   3. Declaration on knowledge and experience necessary for due order performance (Appendix no. 3)
   4. CV in Polish, English or French, containing information about a Candidate’s knowledge, professional experience and education (points for the “experience” criterion will be awarded based on information presented in the CV)
2. Proposal evaluation criteria
   1. Gross price per one hour of expert’s work – max. C = 50 points

C=(Cmin./Cx)\*60

C – number of points awarded to a given proposal for the gross price of one hour of an expert’s work.

Cmin – minimum gross price of one hour of an expert’s work offered in response to the call

Cx – gross price of one hour of an expert’s work offered in the examined proposal

* 1. Experience – maximum D = 50 points
* at least three years of experience in cooperating with a public entity whose remit covers resolving issues related to the project's thematic scope and which foresees the implementation of social impact bonds, i.e. care services for children, the elderly and the socially excluded; - 10 points
* at least three years of experience in defining the outcomes of social actions, means of measuring such outcomes, data analysis and pricing of services; - 10 points
* at least three years of experience in obtaining funds from investors; - 5 points
* at least two years of experience in developing hybrid financial instruments – 10 points
* knowledge of care services for children or the elderly or the socially excluded – 5 points
* at least one year of experience in delivering tasks from the area – payment for results – 10 points.
  1. Calculation of final score

For each job opening, the final score for each proposal (Z) will be calculated in accordance with the following formula:

**Z= C+D**

Where:

C – number of points awarded to the examined proposal for the “Price” criterion

D – number of points awarded for the “Experience” criterion

The highest number of points awarded to a proposal equals the total of all points granted for each criterion and amounts to 100.

The most advantageous proposal will fulfil two requirements: first, it will be the proposal which is awarded the highest number of points, i.e. will have the highest value of Z calculated according to the formula set forth in point 6.3, and secondly, no grounds for its rejection will be determined. The final score will be rounded up to two decimal places.

1. Proposal submission place and deadline

Proposals submitted via post or in person at the registered office of TISE (Ordering Party) at ul. Okopowa 56, 01-042 Warsaw, should be placed in an envelope bearing the annotation: “Expert – social impact bond model (Polish: *Ekspert – modelu obligacji społecznych*).”The proposal can be submitted in person at the Ordering Party’s office from 9.30 a.m. to 4.30 p.m. or sent via post to the address of the Ordering Party or via e-mail to:monika.czerwinska@tise.pl

The final deadline for proposal submission is **28 October 2016 at 23.59**.

Person authorised to manage contacts with Contractors:

Monika Czerwińska

Tel.:(48 22) 636 07 40 or e-mail:[monika.czerwinska@tise.pl](mailto:monika.czerwinska@tise.pl)

TISE SA

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1. Information about post-selection formalities necessary to ensure due order performance
   1. The Ordering Party will immediately notify the successful Contractor that his proposal was selected. The results of the call procedure will be published at www.tise.pl.
   2. The successful Contractor will be obliged to sign a conditional contract with the Ordering Party. Under this agreement, the Ordering Party reserves the right to perform the contract signed with the Contractor only if the Ordering Party obtains EU co-financing for the Project specified herein.
2. Explanations and modifications to the call for proposals
   1. The Ordering Party reserves the right to cancel this call procedure if it fails to obtain funds from the EU budget for the implementation of the Project specified herein.
   2. The Ordering Party will sign civil-law agreements with selected candidates for experts on condition that TISE signs an agreement ensuring co-financing of the project from the Operational Programme "Knowledge Education Development" 2014-2020 with the Managing Authority.
   3. The Ordering Party reserves the right to cancel this call for proposals at any time without providing the grounds for its decision.
   4. The Ordering Party will correct any obvious typing errors and computational errors in price calculations and immediately notify all Contractors who submitted their proposals of the changes introduced.
   5. The Ordering Party can modify the contents of the call for proposals prior to the lapse of the proposal submission deadline. All contractors who received the call for proposals will be immediately notified of any modifications introduced.
   6. Contractors can introduce changes to the proposal submitted prior to the proposal submission deadline on condition that the Ordering Party is provided with a written notification thereof.
3. Additional information

The following appendices are enclosed thereto:

* 1. Proposal form (Appendix no. 1);
  2. Declaration on fulfilment of conditions for participating in the call procedure (Appendix no. 2);
  3. Declaration on knowledge and experience necessary for due order performance (Appendix no. 3)