

Berlin, 02/08/2022

Type of award: Single tendering procedure (§ 8 Abs.4 Nr. 17 UVgO)

NGO Governance Expert consultancy for the AIDS Action Europe (AAE)

Dear Sir or Madam,

Deutsche Aidshilfe awards a contract for NGO Governance Expert consultancy for the AIDS Action Europe (AAE). Deutsche Aidshilfe intends to award the performance (see item 3) and invites to submit a tender. Please find below the necessary terms and conditions to be met by the tender.

1. Time limit

The deadline for tender submission is **20/08/2022**. The tender must be received by Deutsche Aidshilfe by e-mail before the end of the time limit for tender submission. This time limit shall also apply to subsequent changes and/or additions to the tender. Please send your tenders with the subject **NGO Governance Expert AAE Consultancy to**

Deutsche Aidshilfe
attn. Ferenc Bagyinszky
ferenc.bagyinszky@dah.aidshilfe.de

Tenders may be withdrawn until expiry of the time limit for tender submission.

The **binding period** commences with the expiry of the time limit for tender submission and **ends on 08/09/2022**. The tenderer is bound to their tender until expiry of the binding period. The tender is deemed to be unsuccessful if the contract is not awarded until expiry of the binding period.

The contract will be awarded latest by **27/08/2022**.

Period of completion: **01/09/2022 to 31/10/2022**

2. Content/Form

The tender must be complete (see 3).

The tender must be signed by the tenderer personally.

Where explanations are deemed necessary for better assessment of the tender, they can be submitted along with the tender in a separate annex.

The performance will not be subdivided into lots. Alternative tenders are not permissible.

Should you have any questions concerning the contractual specifications, please contact by email: ferenc.bagyinszky@dah.aidshilfe.de

A list of questions and answers will be provided to all potential tenderers (via circular email).

The maximum amount for the tender is 3000 (three thousand) euros. The tender shall be submitted with a fixed price, showing the value-added tax.

3. Contractual specifications

AIDS Action Europe – The NGO partnership on HIV and AIDS in Europe and Central Asia

AIDS Action Europe is currently looking for an NGO governance expert consultant to conduct specific tasks within the governance review of the AAE network.

Background

Established in 2004, **AIDS Action Europe** has grown to be one of the largest HIV-related networks in the region. Our network reaches beyond the borders of the European Union and covers all 53 countries in Europe and Central Asia. Our mission is to bring together civil society to work towards a more effective response to the HIV epidemic in Europe and Central Asia.

Members of our network comprise a diversity of 440 NGOs, national networks, AIDS service organisations, activists and community based groups of people living with HIV.

The Steering Committee (SC) acts as the governing body of AAE on all programme issues related to policy, strategy, finance, monitoring and evaluation. A chairperson leads the AAE SC, facilitating the process of realising the mission and goals and makes sure that progress is made according to the guiding principles, the ethical code and the Strategic Framework of AAE.

The Steering Committee is composed by individuals from members organisations of AIDS Action Europe. The composition of the Steering Committee should be balanced in terms of HIV status, gender and geographic representation.

The new members of the SC are currently selected by the SC Members after reviewing the applications from representatives of AAE member organisations.

The AAE SC is currently conducting the review of the election procedure to develop a system of direct election of SC members by the AAE membership.

The consultancy

The consultant will be responsible for undertaking desk research to produce an overview of NGO election procedures of similar regional networks and facilitate the development of an election system for the AAE Steering Committee in close cooperation with the Chair of the Steering Committee and the Executive Coordinator of the network.

The application comes complete with a **price quote**, a **CV** and **motivation letter** proving that **the consultant** has competencies and demonstrated experience in:

- conducting desk research
- NGO governance, ideally with regional NGO networks
- working and/or volunteering in an HIV/AIDS NGO and/or network in Europe
- engagement in governance structures in an HIV/AIDS NGO and /or network in Europe (e.g. board of directors, steering committee)
- producing reports
- excellent writing skills
- proficient English language skills.

4. Award criteria

- Price (100%)

The performance of services, orders, etc., shall be governed exclusively by the provisions of the Regulations on Contract Awards for Public Supplies and Services (VOL) Part B [General Terms of Contract for the Provision of Supplies and Services (VOL/B)], which you can download at <http://www.bmwi.de/BMWi/Redaktion/PDF/Gesetz/allgemeine-vertragsbedingungen-fuer-die-ausfuehrung-von-leistungen,property=pdf,bereich=bmwi,sprache=de,rwb=true.pdf> or request from Deutsche Aidshilfe.

Tenders with deviating GTC will not be accepted.

Best regards,



Ferenc Bagyinszky
Executive Coordinator
AIDS Action Europe
c/o Deutsche Aidshilfe
Wilhelmstr. 138
10963 Berlin, Germany