



## INVITATION TO TENDER FOR GENERAL CHEF COORDINATOR

Project name	<b>Slow Food as a means of dialogue in Mediterranean Contexts</b>		
Project ID number	<b>1/8 of 02.01.2014</b>	Project acronym	<b>SlowMed</b>
Project Beneficiary	<b>Centro per lo Sviluppo Creativo "Danilo Dolci"</b> Via Roma 94 – 90133 Palermo (Italy)		
Contact person	<b>Alberto Biondo – Project Coordinator</b> <a href="mailto:alberto.biondo@danilodolci.org">alberto.biondo@danilodolci.org</a>		
Partner organisation issuing the invitation to tender	<b>Centro per lo Sviluppo Creativo "Danilo Dolci"</b>		
Address	<b>Via Roma,94 – 90133, Palermo (Italy)</b>		
Contact Person	Alberto Biondo - Project Coordinator: <a href="mailto:alberto.biondo@danilodolci.org">alberto.biondo@danilodolci.org</a>		

### 1. Information about the funding Programme

The 2007-2013 ENPI CBC Mediterranean Sea Basin Programme is a multilateral Cross-Border Cooperation initiative funded by the European Neighborhood and Partnership Instrument (ENPI). The Programme objective is to promote the sustainable and harmonious cooperation process at the Mediterranean Basin level by dealing with the common challenges and enhancing its endogenous potential. It finances cooperation projects as a contribution to the economic, social, environmental and cultural development of the Mediterranean region. The following 14 countries participate in the Programme: Cyprus, Egypt, France, Greece, Israel, Italy, Jordan, Lebanon, Malta, Palestine, Portugal, Spain, Syria (participation currently suspended), Tunisia. The Joint Managing Authority (JMA) is the Autonomous Region of Sardinia (Italy). Official Programme languages are Arabic, English and French ([www.enpicbcmed.eu](http://www.enpicbcmed.eu)).

### 2. General information about the project

**Centro per lo Sviluppo Creativo Danilo Dolci** ([www.danilodolci.org](http://www.danilodolci.org)) is the lead partner of the project **Slow Food as a means of dialogue in Mediterranean Contexts - SlowMed**. The project total budget is 1.054.598,60 million Euro and it is financed, for an amount of 949.138,74 million Euro (90%) by the European Union (ENPI CBC Mediterranean Sea Basin Programme) through the European Neighbourhood and Partnership Instruments.



SLOWMED aims:

- to encourage Mediterranean culinary heritage preservation and conservation;
- to promote recognition of food as a form of cultural and artistic expression;
- to support artists creativity and expression of Mediterranean culinary heritage: Food is "A work of art";
- to advance networking in this field therefore encouraging cross-fertilisation;
- to promote nutrition education based on the Mediterranean culinary heritage.

The project includes partners from Italy, Spain, Portugal, Egypt, Lebanon and Palestine.

The project's implementation period is 24 months (start date: 01.01.2014; end date: 31.12.2015).

### **3. Scope**

In order to support the work of the chefs of the Italian Local Working Group (LWG) and generally the work of the other Chef Coordinators from all the partner countries, SlowMed includes the recourse to a General Chef Coordinator

**Centro per lo Sviluppo Creativo Danilo Dolci** is responsible to subcontract the General Chef Coordinator. The decision concerning the awarded General Chef Coordinator will be taken according to the criteria of competences and experiences on the field, taking into account the exclusion criteria and the eventual assessments.

### **4. Tasks of the General Chef Coordinator**

The General Chef Coordinator will be in charge of:

- Supporting the work of the LWG for the baseline research of Mediterranean Diet, especially the work of the experienced Chefs and the amateur Chefs (July – November 2014).
- Supporting the other Chef coordinators during the work of the LWGs of the partners.
- Participating in the local meetings of the LWG before and after their international participation in the LWG Workshop in Egypt. (September – October 2014).
- Ensuring the quality and innovation of the Dishes selected for the book (September 2014 – May 2015).
- Participating in the preparation and organization of local SlowMed Laboratory foresees in the Roadmap of SlowMed Laboratories (January – June 2015).
- Ensuring the quality and innovation of the Dishes selected for the Festival of Fusion Dishes (May – June 2015).
- Leading the organization of cooking laboratories during the Nutrition Educational Workshops in schools (September – November 2015).

### **5. Budget**

The maximum budget for this assignment is **4500 euro**. Offers exceeding this amount shall not be considered.



## 6. Exclusion criteria

Tenderers will be excluded from participation in this procurement procedure if:

- (1) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (2) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (3) they have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
- (4) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary or those of the country where the contract is to be performed;
- (5) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (6) they are currently subject to an administrative penalty referred to in section 2.3.5 of the Practical Guide to contract procedures for EC external actions.

### Exclusion from award of contracts

Contracts may not be awarded to tenderers which, during the procurement procedure:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Beneficiary as a condition of participation in the contract procedure or fail to supply this information.

**Tenderers must certify that they are not in one of the situations listed above filling the declaration of honour attached to this invitation.**



## 7. Award criteria

### 7.1 Pre-requirements

1. Participation in tender procedures is open on equal terms to all the persons of the Member State and the States and territories of regions expressly covered and/or allowed by the Financial Regulation, the basic legislation or other instruments governing the aid programme under which the grant is being financed. Tenderers must state, in the tender, the country of which they are nationals by presenting the usual proof of nationality under their national legislation (ID card or passport).
2. Availability for the whole project's implementation period (01.01.2014 - 31.12.2015);

### 7.2 Selection criteria

1. Professional experiences as a chef.
2. Knowledge of Mediterranean Diet.
3. Knowledge of English.
4. Experience (formal or non-formal) of teaching culinary art.
5. Price-quality ratio.

The offer evaluation is confidential; the deliberations are held in a closed session and its decisions are collective. The evaluation reports and written records are for official use only and may not be communicated to the tenders nor any party other than **Centro per lo Sviluppo Creativo Danilo Dolci** and ENPI team.

## 8. Award criteria

The contract will be awarded to the most economically advantageous tender (best price-quality ratio).

All requests to participate and tenders declared as satisfying the requirements and criteria announced in advance will be evaluated by a committee. The commission's reports and written records are for official use only and may not be communicated to the tenderers nor the any party other than **Centro per lo Sviluppo Creativo Danilo Dolci**, project partner's and Joint Managing Authority.



## 9. Submission Requirements

The tender must be submitted filling in the template of **Annex 1**, initialised in each page. Tenders submitted in any other format will not be considered.

To this template has to be attached the Declaration of honour duly filled in and signed (**Annex 2**).

The tender and the declaration of honour must be submitted in **electronic version (PDF version)** to the following email address:

- **alberto.biondo@danilodolci.org**

The object of the email must indicate **“Invitation to tender for General Chef Coordinator of ENPI CBC MED project SlowMed – ID Num:1/8 of 2/01/2014”**.

The original copy shall be provided upon specific request by the partner issuing the tender and/or the Beneficiary.

**The deadline for the submission of the tender is 25/07/2014 at 18.00 (CET).**

**Any tender received after the time stated will be rejected.**

**The evaluation of tender will take place on 28/07/2014.** The candidate shortlisted will be contacted within 3 days after the evaluation process.

## 10. Timetable

Event	Date
Invitation to tender issued	02/07/2014
Closing data for submission tender	By 25/07/2014
Evaluation process	28/07/2014
Consultancy period	By 31/07/2014
Period of validity tender's offer	31/12/2015



## **11. Contact Details**

Questions regarding particular aspects of this Invitation to Tender or any other matter relating to the tender should be directed to:

**[alberto.biondo@danilodolci.org](mailto:alberto.biondo@danilodolci.org)**

## **12. Annexes**

**Annex 1** – Template to answer the invitation to tender

**Annex 2** – Declaration of honour