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**A. Application conditions**

**Award procedure Violence Prevention Network gGmbH**

**Call for Applications „PARTES Interreligious Experts' Committee“**

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## **1. General**

These application conditions specify the conduct of the award procedure and guide you through the process. The following section lists the documents to be taken into account when preparing an application.

### **1.1 Designation of the entity inviting applications and of the entity awarding the contract**

#### **Contracting Authority (CA) / Awarding Authority:**

Violence Prevention Network gGmbH

Alt Reinickendorf 25

13407 Berlin

Phone: +49 30 407 55 122

E-mail: [partes@violence-prevention-network.de](mailto:partes@violence-prevention-network.de)

#### **Contact person:**

**Chris Burdack**

### **1.2 Type of procedure**

The Contracting Authority is based in Germany. The award procedure is therefore subject to the German *Unterschwelvenvergabeordnung*, UVgO (regulation on sub-threshold procurement). A call for applications without a competitive bidding process in accordance with § 11 UVgO will be conducted. With the particularity that an unlimited number of interested contractors can submit an application, and the suitability of the contractors will be assessed in the course of the examination of the applications.

The award procedure is carried out by the contracting authority in order to comply with regulations of the funder outlined in the funding details of the contract. The award procedure does not create any obligations for the contracting organisation or rights for the applicants participating in the award procedure.

### **1.3 Communication**

Questions regarding the award procedure can be submitted via the above-mentioned e-mail address. If possible, questions should be submitted by **06 September 2023** so that they can be answered in time before the submission deadline of the award procedure.

Any applicant information with explanations or amendments to the application documents will be made available electronically by the contracting authority to all applicants via the website: [www.violence-prevention-network.de](http://www.violence-prevention-network.de)

A separate notification by the contracting authority shall not be made. Applicants are required to stay informed on the above-mentioned websites until the conclusion of the award procedure concerning possible changes/information on the award procedure.

## 2. Subject of performance

The subject of performance is the establishment of an Interreligious Experts' Committee for the EU-funded project 'Participatory approaches to protecting places of worship' (PARTES). Selected experts will be invited to support and advise on the tasks described in the award procedure document.

### 2.1 Type and scope of the service

The subject of the award procedure is the conclusion of service contracts with up to 10 experts. One expert is contracted per country of the participating project partners. Each individual contract consists of up to 10 working days in the project and thus a maximum possible total volume of 4.500 € (gross) per contract. Further details are regulated in the award procedure document (Document B) and the Fee Contract (Document F).

### 2.2 Division into lots

Subdivision into lots is not foreseen.

## 3. Performance period

The performance period begins with the award of the contract and ends on **28.02.2025**.

## 4. Terms of contract / terms of payment

The application documents contain contractual conditions within the meaning of § 21 UVgO (Document F). The terms of payment, among other things, are regulated there and in the specifications.

General terms and conditions or other deviating contractual conditions of the applicant shall not apply.

## 5. Procurement and contract documents

The award and contract documents are structured as follows:

	Document name	Submitted with the application
A.	Application conditions	No
B.	Award Procedure – Interreligious Experts' Committee	No
C.	Application Form with: Suitability assessment based on a MS Form questionnaire to demonstrate the experience to perform the contract:  - Experience with inter- and intrafaith coalition building and in building multi-sector partnerships between faith-based actors & local authorities as well as security actors	Yes, <u>digitally</u> via the Application Form.

	<ul style="list-style-type: none"> <li>- Experience with the topic of protecting places of worship &amp; awareness raising</li> <li>- Expertise in module development and event implementation</li> <li>- Network of faith-based/ religious communities</li> <li>- fluency in English and the language of the country for which an application is submitted</li> </ul>	
D.	Curriculum Vitae	Yes, <u>digitally</u> via the upload function provided in the Application Form (inaccessible data storage) or by post to the address of the Contracting Authority.
E.	Consent Form Terms and Conditions and confirmation of the accuracy of the information provided	Yes, <u>digitally</u> via the upload function provided in the Application Form (inaccessible data storage) or by post to the address of the Contracting Authority.
F.	Fee contract	No

The documents and evidence to be submitted in accordance with the table must be submitted with the application.

## **5.1 Evidence and declarations on grounds for exclusion pursuant to § 31 UVgO**

Pursuant to § 31 UVgO in conjunction with § 122 Section 1 GWB, public contracts shall only be awarded to competent and capable applicants who have not been excluded pursuant to § 123 or § 124 GWB.

§ 123 GWB stipulates compulsory exclusion criteria, in particular, final convictions or fines imposed under the Act on Regulatory Offences for:

- active bribery
- trafficking in human beings
- criminal association
- terrorist financing
- money laundering
- withholding of social security contributions
- tax evasion

§124 GWB defines optional exclusion criteria in particular, breaches of anti-trust and labor law provisions which, if applicable, may result in the exclusion of an undertaking from the procurement procedure.

## **5.2 Technical and professional capacity**

For proof of technical and professional capability, please submit the following evidence:

- Curriculum Vitae

## **6. Ambiguities, clarification**

The applicants must ascertain the completeness of the documents submitted with the application. If the documents are incomplete or contain ambiguities in the opinion of the applicant, the applicant must inform the contracting authority before submitting the application (see 1.3). Questions regarding the application documents as well as suggestions for changes to the specifications of the application documents should be submitted by **07 August 2023**, if possible, so that they can be answered in good time before the submission deadline.

## **7. Applications**

### **7.1 General**

The application must be received before the submission deadline.

The applicant must include all required documents in the application (see table under No. 5 of the Conditions of Application).

§ 41 UVgO applies to the subsequent request for documents. This section provides, among other things, that the contracting authority is entitled to determine that it will not request any missing documents after the submission deadline. This right is exercised by the contracting authority. Thus, it is in the applicant's own interest to submit complete documents.

The application should be submitted using the [MS form link](#) and attachments provided by the contracting authority.

When filling in the Application Form (MS Form), the 'Consent Form Terms and Conditions and confirmation of the accuracy of the information provided' must be uploaded or submitted by post, indicating the name of the applicant in legible form (preferably in block letters) in the space provided and signed by that person.

All documents must be submitted to the Application Form in digital form.

Alternatively, all documents can be submitted by post to the address of the Contracting Authority before the submission deadline.

The submission of applications by e-mail is not permitted. This will lead to the exclusion of the application.

## **7.2 Deadline**

The application must be submitted by:

**10 September 2023, 11:59 pm (CEST) (formerly: 16 August 2023)**

## **7.3 Language**

The application documents have to be handed in in **English**.

## **7.4 Amendments to the application documents**

Changes and additions to the contents of the application documents are not permitted. Deviations of the application from the application documents will result in the exclusion of the application in accordance with § 42 UVgO.

## **8. Notes on the submission of documents**

German law applies for this call for applications. Applicants from other member states of the EU must each comply with comparable standards in accordance with the legislation of the country in which they are living.

## **9. Liability insurance**

The applicant is recommended to be covered by their own professional indemnity insurance with adequate coverage during the term of the contract in accordance with the fee contract.

## **10. Binding period**

The applicant is bound by their application until the expiry of the binding period. The binding period ends on:

**25 September 2023**

## **11. Award criteria and evaluation applications**

### **11.1 Exclusion of applications from the evaluation**

Applications from candidates who do not comply with the Charter of Fundamental Rights of the European Union will be excluded from the selection process.

The PARTES project aims, among other things, to build and improve inter- and intrafaith coalitions and cooperation between places of worship. The respect for religious freedom is therefore essential for participation as an Interreligious Expert. Discriminatory attitudes, expressions or behaviors towards other religions will lead to the exclusion of the application.

In addition, applications shall be excluded from the evaluation within the meaning of § 42 (1) UVgO. This means that the applications will be checked for completeness and technical correctness.

### **11.2 Evaluation criteria**

The award criteria are weighted as follows:

1. Expertise with inter- and intrafaith dialogue & coalition building & networking (MS Forms Template and CV)  
40% (maximum score: 40 points)
2. Experience with event development & awareness raising (MS Forms Template and CV)  
30% (maximum score: 30 points)
3. Topical expertise & language skills (MS Forms Template and CV)  
30% (maximum score: 30 points)

For each country of the participating project partners one contract can be concluded with the applicant whose application has the highest total score (sum of 1., 2. and 3.).

Thus, a total of up to 10 applications (one per country of the participating project partners) can be accepted.

## **12. Costs**

No costs will be reimbursed for processing the application.

## **13. Restrictive agreements**

Agreements restricting competition lead to the exclusion of the application.

## **14. Data protection within the framework of the award procedure**

The applicant agrees that the personal data provided by them will be processed and stored for the award procedure and that unsuccessful applicants may be informed of the name of the successful applicant.

If personal data is disclosed by the applicant in the context of the award procedure, the information obligation pursuant to Article 13 of the GDPR must be observed. The applicant shall forward the information to be provided pursuant to Article 13 of the GDPR to the data subjects of the entity inviting them to submit an application.