

Romania, call for bids: plan, organise and manage one-day conference on business best practices

This project is part of a wider British Embassy portfolio of projects which seek to strengthen links on the Economic Diplomacy agenda.

Objective

Plan, organise and manage a one-day conference at which best practice approaches in the fields of investor relations, shareholder management and transparency will be shared with Romanian business (public and private sector) by British financial services institutions and the business community to strengthen links and highlight funding opportunities.

Deliverables

- a one-day conference to be held in Romania which will bring together Public and Private Sector expertise from the UK and Romania. We anticipate that this conference will take place in early 2022
- a concise report on the conference, to include a plan for future activity and recommendations for actions

Target audience

- listed companies or companies looking to grow and seeking financing
- state owned companies looking to list
- law firms focused on corporate finance
- investment funds
- consulting companies
- the Bucharest Stock Exchange

Scope of work

The project will not be restricted to sector actors based in capitals. We are especially interested in achieving a nationwide reach, both throughout the UK and Romania.

Project approach

Bidders should submit a project proposal which will be approved by the British Embassy Bucharest and will form the basis for project planning. The proposal should set out how the implementing partner will deliver activities

to support the objectives set out above with an implementation plan and supporting activity based budget. The British Embassy Bucharest will oversee the project planning and provide the necessary contacts to the implementers.

The project implementer will manage project logistics, including travel plans, lodging, car hiring etc. and is expected to consider the pandemic context and its possible impact on the project implementation when submitting the bid.

The Embassy will provide contact persons and focal points for UK institutions or experts that might be needed in the process.

How to bid

Our process will consist of a one-stage full bid proposal.

Bids should be completed in English using the [Project Proposal Form for Implementers](#) (ODT, 52.9KB) and [Activity Based Budget Template](#) (ODS, 10.2KB).

Activity Based Budgets should list the activities needed to deliver the outcomes (results) of the project and all costs should be in Romanian Lei (RON).

Deadline for submitting project bids is 10 November 2021.

Please send all completed forms to rsvp.bucharest@fcdo.gov.uk and monica.matei@fcdo.gov.uk.

Please specify in the subject of the email: Name of implementing organisation and title of the project

Reporting

The reports to be produced during the course of this project are to be delivered in English:

- an Inception Note detailing approach and proposed activities. This should also set out key stakeholders who will be engaged, a proposed schedule of activities, risks, and any additional details, including a communications plan
- a draft report
- three monthly financial reports
- after a facilitated process of commenting, the Final Report

Composition of the project teams

The British Embassy Bucharest will nominate a Project Director, British Embassy Bucharest (Tanya Collingridge, Deputy Head of Mission) and a Project Manager (Monica Matei, Economic Diplomacy team) to oversee the project delivery.

Project proposals should demonstrate that the implementing partner's staffing levels are appropriate to deliver the aims of the project and that the staff have relevant expertise and experience, as well as detailed knowledge of financial services in Romania.

Timing and scope of input

The bidding round is an open and competitive process, assessed by the British Embassy in Bucharest. Results will be issued by mid November. Once a bid is approved, a Grant Agreement will be signed with the successful bidder.

Your organisation will be expected to sign the contract within one week of the funds being awarded. Failure to do so may result in the funds being re-allocated. The implementing organisation will be required to submit report updates and a final evaluation of the project.

There are no pre-payments. Reimbursements will be completed once activities have taken place and all receipts submitted. Implementing organisations will request repayments using an invoice (including receipts and a financial report of spend) and the repayments will be carried out during those dates agreed upon in the respective contract.

The budget should be presented in RON. All payments will be made in RON to a bank account held in Romania.

Please send any questions regarding the call for bids to monica.matei@fcdo.gov.uk.

It is expected that the project will be carried out from November 2021 to February 2022. The crucial milestones will be the Conference; the submission of the Draft report (early March 2022) and the Final Report (April 2022).

Budget

Grant applications must include an estimated budget of up to 87,826 RON. Depending on the quality of the proposals, the British Embassy reserves the right not to grant all or part of the available funds. The Embassy also reserves the right to award a grant of less than the amount requested by the applicants. In such a case, applicants will be asked to increase the amount that they co-finance, to propose other co-financing means or to decrease the total costs without altering the substance of the proposal.