

TENDER

**Call for Applications for a Director for a Play on the Theme of Reconciliation in the
Conflicts of the 1990s.**

Project: Dealing with the past through art, education and social discussion

TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR)

PART A: INFORMATION FOR TENDERER

This document contains the following parts:

- Instructions to tenderer
- Technical specifications / required services
- Format of contract to be signed with the tenderer
- Administrative compliance grid

INSTRUCTIONS TO TENDERERS

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- **Implementation of services** as indicated in the technical information in the part „services required“ of this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **September 15th at 14:00pm**. Any tender received after this deadline will be automatically rejected.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

- **Standard tender submission form and technical offer available in the Part B of the tender dossier AND**
- **Financial offer available in the Part C of this tender dossier.** Financial offer needs to be submitted as a separate document.

The offer must be submitted in person or by post office in **one (1) original copy**. In the event that it is not possible to deliver the offer in person or by post office, the offer can be sent to the e-mail address konkursi@juventas.me with the subject Tender: Call for Applications for a Director for a Play on the Theme of Reconciliation in the Conflicts of the 1990s.

Bids will be submitted in person or by regular mail and should include the following information:

- Name and address of the bidder
- Tender title: Call for Applications for a Director for a Play on the Theme of Reconciliation in the Conflicts of the 1990s.
- Reference number: 01-104/25-JP
- Note: Do not open before the bid opening meeting.
- Bids should be delivered to the following address:
NGO Juventas
Bulevar Svetog Petra Cetinskog 59, 81000 Podgorica
Attn: Aleksandra Vujačić, financial director

Tenderer are reminded that the contracting authority must receive bids within the specified deadline for them to be considered eligible.

Applications submitted by any other means other than those stated above, or after the given deadline will not be considered.

In addition to the offer, the tenderer is required to provide the following supporting documentation (scanned versions):

- Tenderer's CV with proof of work experience in this field
- Declaration of interest
- Details of the bank account to which payments will be made
- Copy of passport or identity card
- Completed and signed tool 5 B
- Completed and signed tool 5 C

The tenderers are reminded that in order to be eligible the tenders **need to be received by the contracting authority** by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated in the part "Required services" of this document. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 3,950.00EUR gross.

4. ADDITIONAL INFORMATION

Requirements of the tenderers

- A valid university degree in theatre directing, dramaturgy, performing arts, or related field
- A minimum of two years of proven experience in theatre directing or similar artistic work
- Proven experience in conducting theatre workshops, rehearsals, and collaborative artistic processes

Applicants are encouraged to provide a comprehensive overview of their qualifications, including any relevant achievements or projects that showcase their ability to meet the specified requirements.

Evaluation of applications and award criteria

- First stage of the evaluation process will be technical check when the Evaluation Committee will go through all the applications to see if they are in compliance with the criteria stated in the technical information in the part "services required" of this document; as well as if the application contains all of the parts as stated in the section in the technical information in the part of this document. Only the applications satisfying all of the requirements will go the evaluation stage.
- The applications that passed the technical check will be accessed based on the following criteria:

	Criteria	Maximum points
1.	Experience of the tenderer and its relevance to the call	40
2.	Proposed work methodology	40
3.	Financial offer	20

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

Estimated timeline of the assignment

- Deadline for submission of tenders: September 15th /2025
- Decision on the selected experts and signing of the contract: September 29th/2025.
- Engagement: October 2025 /February2026

Background to the assignment

The project “Dealing with the Past through Art, Education and Social Dialogue” has been designed in an authentic way, with the mission of achieving the objectives of the call under which it is being submitted.

The project addresses the lack of adequate dialogue on past conflicts, particularly those of the 1990s, which continue to have long-term consequences on social cohesion and mutual trust in post-conflict communities. In addition, there is a noticeable absence of thought-provoking events that encourage critical reflection. Many generations, especially young people, have not had the opportunity to learn about historical events, their causes, and their consequences, which creates barriers to mutual understanding and reconciliation. As a result, there is a deeply rooted lack of awareness about the importance of dealing with the past, the gender dimension of conflicts, and the impact of those events on contemporary social life, especially among generations born after 1990.

The project directly responds to the goals of the call related to promoting social cohesion, reconciliation, and strengthening mutual trust in society. By engaging diverse social groups, with a particular emphasis on young people, the project creates opportunities to confront past conflicts and establish a platform for constructive dialogue. This process is essential for overcoming deep divisions and disagreements rooted in the wars of the 1990s.

Grounded in artistic expression, education, and dialogue, the project contributes to social inclusion, education on important historical events, and the fostering of mutual understanding. In this way, it directly supports the objectives of the call related to strengthening social responsibility and building stable communities. The project provides tangible and lasting benefits to local communities, based on dialogue and education, while at the same time reducing potential sources of future conflict.

The overall aim of the project is to raise awareness about past conflicts, reconciliation processes, and the importance of dealing with the past through art, education, and social dialogue.

The project will focus on three key target groups: the general public, young people, and experts. The general public often lacks sufficient information about past conflicts and reconciliation processes, making it essential to raise awareness through various forms of art, dialogue, and education. Young people will be given the opportunity to participate in educational activities such as camps and workshops, designed to enhance their dialogue and critical thinking skills regarding past conflicts. Experts and representatives of civil society will be engaged in discussions, enabling broader involvement in fostering social and political change.

SERVICES REQUIRED

1. Item Number	2. Services required
1.1.	Developing artistic concept and directing a theatre play dealing with the theme of Morinj detention camp, with a focus on reconciliation and dealing with the past
1.2.	Leading rehearsals and coordinating with actors, dramaturg, and production team to ensure high-quality artistic performance
1.3	Contributing to post-performance discussions and educational activities that promote dialogue on past conflicts and reconciliation

FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER

CONTRACT TITLE: Call for Applications for a Director for a Play on the Theme of Reconciliation in the Conflicts of the 1990s.

REF: Contract 01-104/25-JP

Concluded between:

NGO Juventas

Bulevar Svetog Petra Cetinjskog 59, 81000 Podgorica

Represented by: **Ivana Vujovic, executive director**

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

(Contractor)

Article 1: Subject of the contract

The subject of the contract are the services as indicated in the contractor's offer – "Part B: Documents to be completed by the tenderer"

Article 2: Contract value

The total contract value for implementation of services indicated in the Article 1 is: 3,950.00 EUR gross. The price cannot be revised.

Article 3: Contracting documents

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor's technical offer as provided in the tendering phase – "Part B: Documents to be completed by the tenderer"
- Contractor's financial offer as provided in the tendering phase "Part C: Financial offer"

Any other supporting documentation if applicable

Article 4: General provisions

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

The Contractor shall ensure the highest visibility to the financial contribution of the European Union. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Requirements for EU External Actions by the European Commission.

Article 5: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Documents to be completed by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Month		<EUR/**>
1	After the completion of the work	100% of the contract value
Total – 100%		3,950.00 EUR GROSS

Article 6: Duration of the contract

The duration of the contract is ten months.

Article 7: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

Article 8: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Basic court in Podgorica in accordance with the national legislation.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date:

Note: The contract does not represent the final version, it can be changed without significant corrections, in order to better define obligations. The subject of the contract cannot be changed.

ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)

Contract title :		Publication reference :	
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Tender envelope number	Name of Tenderer	Is tenderer nationality eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1							
2							
3							
4							