

Civic Space Project

EU Aid Programme for the Turkish Cypriot Community

Call for Expression of Interest

Establishment of a Pre-Qualified Pool of Grow Civic Service Providers

1. Background

The **Civic Space project** is implemented within the framework of the **European Union Aid Programme for the Turkish Cypriot community** and aims to strengthen the enabling environment for civil society, support active citizenship, and promote democratic participation and dialogue across Cyprus, in particular within the Turkish Cypriot community. The project works with civil society organisations (CSOs), activists, and civic initiatives to enhance their capacity to engage in advocacy, policy dialogue, community initiatives, and public debate. The project is financed by the European Union and implemented by the GFA Consulting group.

As part of its support mechanisms, the project is establishing the **Grow Civic Facility**, designed to provide flexible and demand-driven support to civic initiatives addressing issues of public interest, democratic participation, and community engagement. The facility enables civil society actors to access timely assistance for initiatives contributing to advocacy, policy dialogue, awareness-raising activities, research, and other civic actions.

Support under the Grow Civic Facility is provided, inter alia, in the form of **in-kind technical and operational assistance**. In such cases, civil society organisations and civic initiatives request support for the implementation of specific actions, while the Civic Space project commissions and finances the services required to implement the approved initiative. These services may include various services linked to analysis, organization of events, design of visibility material and similar, as further identified later in the text. The services are contracted directly by the project and delivered for the benefit of the requesting civil society organisations or initiatives. The indicative total budget available for services under the Grow Civic Facility is approximately **EUR 170,000**. Individual service provision assignments are tentatively assumed as varying between 500 to 5,000 EUR. The pool may also be used for Grow Civic non related Civic Space incidentals costs, tentatively estimated to 100,000 EUR.

To facilitate the provision of such services, the Civic Space project is establishing a **Grow Civic Service Provider Pool**, from which qualified service providers may be contracted to support specific Grow Civic actions. The Civic Space project will ensure a fair and transparent selection of service providers for each assignment, taking into account expertise, availability, and indicative price ranges.

2. Purpose of the Call

The purpose of this Call for Expression of Interest is to establish a **Grow Civic Service Provider Pool**, consisting of qualified service providers who may be contracted to deliver services in support of actions approved under the Grow Civic Facility.

Service providers included in the pool may be engaged by the Civic Space project to provide specialised services required for the implementation of Grow Civic actions, as defined later in the text.

The establishment of the service provider pool aims to ensure that the Grow Civic Facility can mobilise appropriate services in a timely and flexible manner, responding to the needs of civil society organisations and civic initiatives whose actions are supported under the facility.

Inclusion in the Grow Civic Service Provider Pool **does not constitute a commitment** by the Civic Space project to contract services, nor does it guarantee that any service provider will receive assignments. Services will be contracted based on the specific needs of individual Grow Civic actions and the availability and suitability of service providers.

3. Types of Services

The Civic Space project is seeking service providers capable of delivering a range of services supporting the implementation of civic initiatives under the Grow Civic Facility.

Services are organised into the following lots. **Applicants may apply for one or more lots**, depending on their expertise and service capacity.

Lot	Service Category	Examples of Services
Lot 1	Studies, Research and Policy Analysis	Surveys and data collection; public opinion research.
Lot 2	Communication and Campaign Production	Design, printing, reproducing and duplicating costs in context of public awareness or advocacy campaigns; campaigns and messaging; communication materials and content; storytelling and narratives; social media; outreach plans.
Lot 3	Graphic Design, Audiovisual and Creative Production	Graphic design of campaign materials, posters and infographics; layout and design of publications; visual identity development; video production and editing; animation or motion graphics; photography and visual documentation of events; production of digital communication materials.

Lot 4	Publications, Translation and Knowledge Products	Editing and proofreading of reports and publications; layout and design of publications; preparation and formatting of policy briefs and reports for publication; development of manuals or toolkits; translation and language editing; interpretation services; printing and production of publications and communication materials (e.g. reports, brochures, posters).
Lot 5	Facilitation, Moderation and Event Support	Costs of organising trainings, capacity-building events, visibility events, information and partnership events, conferences, study visits, exchange visits, forums, working groups, meetings or workshops
Lot 6	Digital Tools and Online Communication	Development of websites or simple online platforms; digital advocacy tools; production of social media content and digital campaign materials; online engagement tools; development of simple digital tools supporting civic initiatives.
Lot 7	Event Logistics and Operational Support	Catering services for meetings and events; provision or rental of venues or meeting spaces; transport services for participants or speakers; rental of technical equipment for events (audio-visual equipment, microphones, projection equipment); interpretation equipment (booths, headsets, audio systems); logistical support for meetings, workshops and conferences.

Note: The list of services under each lot is indicative and not exhaustive. Service providers may propose additional related services within the scope of the respective lot.

4. Eligibility and Selection Criteria

This Call for Expression of Interest is open to service providers with demonstrated capacity to deliver services under one or more of the lots described in Section 3.

Eligible applicants may include:

- Legal entities
- Private individuals

Applicants may be established in TCc, Republic of Cyprus, the European Union, or other eligible countries (EU candidate countries). However, applicants **must demonstrate** the capacity to deliver services in Cyprus, including where relevant within the Turkish Cypriot community.

Applicants may apply for one or more lots, depending on their expertise and service capacity.

To be considered for inclusion in the Grow Civic Service Provider Pool, applicants must meet the following **minimum requirements**:

- be legally registered or otherwise authorised to provide the proposed services in their locality of establishment;
- have the legal capacity to enter into service agreements and issue invoices for the services provided;
- demonstrate at least two years of operational experience (for organisations) or at least three years of relevant professional experience (for individual professionals);
- demonstrate relevant experience through at least two examples of similar services delivered during the last three years;
- demonstrate the capacity to deliver the proposed services in a timely and reliable manner.

Applications will **be assessed by the Civic Space project team** on the basis of:

- relevance of the applicant's experience to the services requested under the selected lot(s);
- demonstrated capacity and quality of previous work;
- suitability of the proposed services for supporting civic initiatives under the Grow Civic Facility;
- indicative cost ranges and overall value for money.

The Civic Space project reserves the right to **limit the number of service providers** included in each lot, in order to ensure the effective management and operation of the Grow Civic Service Provider Pool.

5. Modalities of engagement

Service providers included in the Grow Civic Service Provider Pool may be contracted by the Civic Space project to deliver services supporting actions approved under the Grow Civic Facility.

Civil society organisations and civic initiatives will be submitting requests for support through the Grow Civic Facility. Where such requests are approved, the Civic Space project, subject to approval process, may provide support in the form of in-kind services necessary for the implementation of the approved action.

In such cases, the Civic Space project **will identify and select an appropriate service provider** from the Grow Civic Service Provider Pool based on the nature of the requested services, the provider's expertise under the relevant lot(s), availability, and indicative cost ranges.

Services will be contracted **directly by the Civic Space project** through a service agreement specifying the scope of services, deliverables, timeframe, and payment conditions, taking into account conflict of interest. Payments for the services will be made by the project in accordance with the terms of the service agreement.

Where appropriate, the Civic Space project may request quotations from one or more service providers within the relevant lot before confirming the service assignment. For small assignments or urgent requests, the Civic Space project may directly identify and contract a suitable provider from the pool without requesting multiple quotations.

Civil society organisations benefiting from Grow Civic support may **suggest additional** potential service providers where relevant; however, the final decision on the selection and contracting of service providers remains with the Civic Space project.

The Civic Space project reserves the right not to proceed with a requested assignment if suitable services cannot be identified within the pool or if the proposed costs exceed available resources.

Inclusion in the Grow Civic Service Provider Pool does not constitute a commitment to contract services, nor does it guarantee that a service provider will receive assignments.

6. Operation of the Grow Civic Service Provider Pool

Applicants who meet the eligibility and selection criteria will be included in the Grow Civic Service Provider Pool. The pool will consist of service providers capable of delivering services under one or more of the lots described in Section 3.

The Grow Civic Service Provider Pool will serve as a roster of qualified providers from which the Civic Space project will identify and contract service providers to support the implementation of actions approved under the Grow Civic Facility.

Service providers included in the pool will be presented in a **Grow Civic Service Provider Catalogue**, which will be published on the Civic Space project website. The catalogue aims to inform civil society organisations and civic initiatives about the types of services available under the Grow Civic Facility and to ensure transparency of the mechanism.

For this purpose, applicants are requested to provide a short description of their services and expertise, which will then later on be published in the catalogue.

The Civic Space project reserves the right to update the service provider pool and to remove providers in cases of non-performance, unavailability, or breach of contractual obligations.

Service providers included in the pool may update their catalogue profile during the validity of the pool upon request.

The Civic Space project reserves the right to merge or subdivide service lots depending on operational needs.

By submitting an application, applicants agree that their organisation name, service description and areas of expertise may be published in the Grow Civic Service Provider Catalogue.

7. Application Requirements

Interested service providers are invited to submit an application for inclusion in the Grow Civic Service Provider Pool.

Applications should demonstrate the applicant's experience and capacity to deliver services under one or more of the lots described in Section 3.

Applicants must submit the following information and documents:

1. Application Form

A completed application form indicating the lot(s) for which the applicant wishes to be considered and a brief description of the services offered under each selected lot; including

- For organisations: a brief organisational profile describing the organisation's activities, areas of expertise, and relevant experience.
- For individual professionals: a Curriculum Vitae (CV) highlighting relevant professional experience.

- At least two examples of similar services delivered during the last three years, relevant to the selected lot(s). Examples may include links to publications, reports, portfolios, or other examples of work.
- Applicants should indicate indicative price ranges for the services offered under the selected lot(s). These price indications will serve as a reference for the Civic Space project when requesting quotations for specific assignments.
- Applicants must provide a short description of their organisation or services (maximum 150 words), which may be used in the Grow Civic Service Provider Catalogue published on the Civic Space project website.
- Organisations must provide proof of legal registration, such as a certificate of registration, extract from a company or association register, or another equivalent document issued by a competent authority.

Applicants may also include links to websites, portfolios or examples of previous work demonstrating their capacity to deliver the proposed services.

Incomplete applications or applications that do not demonstrate relevant experience may not be considered for inclusion in the Grow Civic Service Provider Pool.

8. Validity of the Grow Civic Service Provider Pool

The Grow Civic Service Provider Pool established through this Call for Expression of Interest will remain valid for the **duration of the Civic Space project**.

The Civic Space project reserves the right to **update or expand the pool during the implementation period**, including through additional calls for expression of interest if deemed necessary.

Inclusion in the Grow Civic Service Provider Pool does **not constitute a commitment by the Civic Space project to contract services**, nor does it guarantee that a service provider will receive assignments.

The Civic Space project reserves the right to **remove service providers from the pool** in cases of non-performance, unavailability, or breach of contractual obligations.

9. Submission of Applications

Interested service providers are invited to submit their applications for inclusion in the **Grow Civic Service Provider Pool** by completing the required application documents and sending them electronically to the Civic Space project.

Applications should be submitted **by email** to: procurement.civicspace@gfa-group.de

The subject line of the email should indicate:

“Application – Grow Civic Service Provider Pool – [Name of Applicant]”

The application package should include all documents listed in **Section 7 – Application Requirements**.

Applications must be submitted **no later than 27th April 2026, COB.**

Late or incomplete applications may not be considered.

Applicants may submit questions or requests for clarification regarding this Call for Expression of Interest by contacting: procurement.civicspace@gfa-group.de

The Civic Space project reserves the right to respond to clarification requests and, where relevant, publish clarifications to ensure transparency of the process.

10. Conflict of Interest

Applicants must be independent and free from any conflict of interest in relation to the subject matter of this call and the tasks to be performed. A conflict of interest exists where the impartial and objective exercise of the service provider’s functions is compromised for reasons involving family, emotional life, political or national affinity, economic interest, or any other direct or indirect personal interest.

By submitting an application, experts declare that, to the best of their knowledge, they are not subject to any professional, personal, financial, or other circumstances that could give rise to an actual, potential, or perceived conflict of interest in connection with this procedure or the performance of the assignment.

Service providers shall inform the contracting authority without delay of any situation that may constitute or could lead to a conflict of interest during the selection procedure or throughout the duration of the assignment. Where such a conflict of interest is identified, the contracting authority reserves the right to exclude the applicant from the procedure or terminate the appointment, as appropriate.

11. VAT

All purchases made in the northern part of Cyprus will be exempted from VAT.

Guidance for presenting indicative prices

Applicants are requested to provide indicative price ranges for the services they offer under the selected lot(s).

To ensure consistency, applicants should indicate prices based on typical service units, such as:

- per assignment (e.g. research study, website development)
- per product (e.g. infographic, poster, video)
- per page (e.g. translation, editing)
- per day or per event (e.g. facilitation, moderation)
- per participant (e.g. catering services)

Applicants may list multiple services under each lot, depending on the services they provide.

The examples below illustrate the types of services and units that may be used when indicating price ranges.

Examples of Typical Services by Lot

Lot	Example Service	Suggested Unit
Lot 1 – Studies, Research and Policy Analysis	Policy brief preparation	Per document
	Research report / analytical study	Per assignment
	Stakeholder mapping / needs assessment	Per assignment
	Survey design and analysis	Per assignment
Lot 2 – Communication and Campaign Production	Communication strategy	Per assignment
	Public awareness campaign concept	Per campaign
	Social media campaign package	Per campaign

Lot 3 – Graphic Design, Audiovisual and Creative Production	Infographic / visual material	Per product
	Graphic design for publications	Per publication
	Video production	Per video
Lot 4 – Publications, Translation and Knowledge Products	Editing / proofreading	Per page
	Translation	Per page
	Publication layout and formatting	Per publication
	Printing of reports / brochures	Per copy or per batch
Lot 5 – Facilitation, Moderation and Event Support	Facilitation of workshop	Per event / day
	Moderation of panel discussion	Per event
	Event documentation / report	Per assignment
Lot 6 – Digital Tools and Online Communication	Website development	Per assignment
	Social media content package	Per campaign
	Online engagement tool	Per assignment
Lot 7 – Event Logistics and Operational Support	Catering services	Per participant
	Venue rental	Per event / day
	Interpretation equipment	Per day
	Transport services	Per event / trip

Applicants should indicate their own indicative price ranges in Section 5 of the application form, using similar units where applicable.

Prices provided are indicative and will serve only as a reference for the Civic Space project when requesting quotations for specific assignments.

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