

**REQUEST FOR PROPOSALS ("RFP")**  
**FOR THE ASSIGNMENT OF STAKEHOLDER ENGAGEMENT SERVICES**

\*\*\*

**FOR GROWTHFUND**

\*\*\*

**Monday, December 18<sup>th</sup> 2023**

**I. Introduction**

THE HELLENIC CORPORATION OF ASSETS AND PARTICIPATIONS SA ("Growthfund" or "Company") operates in view of the public interest in accordance with the rules of the private economy.

To fulfil its purpose, the Company acts in an independent and professional manner, with a long-term perspective in achieving its results, in accordance with its Internal Regulation, with guarantees of full transparency and with the aim of increasing the value and improving the performance of its assets, as well as generating revenue for the Greek State.

**II. Scope of Services**

To fulfil this purpose the Company aims to inform about its initiatives throughout Greece, different stakeholder Groups, aiming at better awareness and transparency.

In this context, Growthfund is interested in hiring a Consultant with extended experience in Stakeholder Engagement (company or association of companies) for the implementation of Growthfund's Stakeholders Engagement Plan ("Contractor or Consultant").

The Consultant is expected to assist Growthfund as follows:

Stakeholder engagement is a dynamic and strategic process that organizations adopt to effectively interact with their stakeholders. This process encompasses activities such as identifying, prioritizing, and engaging with stakeholders, ensuring transparent communication, and leveraging available resources optimally, while serving as a conduit for building meaningful relationships with both internal and external stakeholders.

Effective stakeholder engagement is expected to facilitate understanding, build trust for the Company, and supports its objectives, while ensuring that stakeholders fully grasp its vision and mission. Aligning key stakeholders with the Company's strategic direction can transform them into advocates, capable of championing its mission.

**Scope of Work:**

The scope of work includes indicatively the following:

1. Stakeholder identification:

- Conduct a comprehensive analysis to identify all relevant stakeholders.
- Categorize stakeholders based on their significance and potential impact on the Company's goals.

2. Stakeholder engagement prioritization:
  - Prioritize stakeholders based on their influence and importance in value creation.
  - Develop a structured approach to tailor engagement strategies to different stakeholder groups.
3. Definition of level of engagement:
  - Establish a framework to determine the level of engagement with each stakeholder group
4. Channels of Engagement Review
  - Evaluate existing communication channels and assess their effectiveness.
  - Develop new communication channels where necessary to enhance engagement.
5. Relevant Issues Identification
  - Identify key issues, concerns, and interests of stakeholders.
  - Align organizational objectives with stakeholder expectations.
6. Action Plan Design
  - Develop a comprehensive action plan encompassing initiatives related to the chosen engagement model and addressing relevant stakeholder issues.
7. Action Plan Implementation
8. Monitoring and Reporting
  - Monitor the action plan progress.
  - Analyse outcomes, gather feedback, and prepare relevant monthly and yearly reports.

### **III. Duration**

The services contract has a duration of 12 months, starting from the date of signing the contract, with the possibility of Growthfund with its own declaration to extend it by 12 months, after written notification to the Consultant, three months prior to the expiry of the initial contract duration.

### **IV. Budget**

The maximum annual budget for the provision of the above services amounts to €75,000, excluding VAT, i.e. €150,000 for both years. Offers that exceed the above budget will not be evaluated.

All relevant costs and expenses are included in the above budget.

The Consultant who will be selected will be asked to issue a letter of guarantee for an amount, which will amount to 10% of the agreed fee. In case of extension of the contract, the Contractor must extend or issue a new letter of guarantee at 10% of the agreed fee.

### **V. Conditions for participation**

Participation in the tender procedure requires that the interested party declares solemnly and accepts fully and without any reservation that:

- It meets the participation conditions of this Invitation.
- The tender is conducted exclusively and only in accordance with the terms and conditions of this Invitation.
- It guarantees fully and without any reservation the accuracy of his financial offer.
- The submitted offer binds the tenderer for a period of three months from the date of submission of his offer, within which Growthfund shall invite him in writing to conclude the contract and the Contractor shall be obliged to proceed to such conclusion.
- It has tax and insurance certificate and does not meet the grounds for exclusion of Article 57 of Directive 2014/24 in relation to the persons defined by the legislation.

Each candidate submits a solemn declaration (**DOSSIER A**) where he/she declares solemnly that all the above conditions for participation in the tender procedure mentioned in this Invitation are met. Growthfund is entitled at any time to request the relevant supporting documents certifying and proving the requested information.

## **VI. Technical Capacity - Award Criteria**

Interested parties must, inter alia, possess and be able to demonstrate and provide indisputable evidence of their in-depth market knowledge and expertise in similar assignments and should therefore include in their offer a clear description of relevant experience and performance in the provision of specialized services of this type (**DOSSIER B**). More specifically it will include:

- i. Documentation of relevant experience in the Greek market concerning the last three years.
- ii. List of companies/organizations that the Consultant handles as well as indicative presentation of best applied practices and actions in at least two companies of similar scope of Growthfund in relation to the last three years.

Furthermore, the qualitative and financial award criteria for interested parties are the following:

- 1. Project Team:** Proposed team composition and proposed structure, including relevant experience of the team leader and senior team members. The dossier should include the CVs of all the members of the proposed team by the interested parties, as well as a precise description of the added value of each member to the team, depending on his field of competence and his experience (**DOSSIER C**) (gravity 50%).
- 2. Methodological approach:** The interested parties should submit in their proposal a brief description of the proposed approach to the project, the identification of the important issues, the working method with a particular emphasis on the implementation of the stakeholder engagement strategy of Growthfund (Case Study) (**DOSSIER D**) (gravity 30%).
- 3. Financial Offer:** The financial offer of the candidates (**DOSSIER E**) should specify the fee for the entire project on an annual basis (gravity 20%). The financial offer should be absolutely clear, and it will be excluded if it contains suggestions that do not allow an accurate and complete comparison of the offers (for example "To be discussed", "Depending on x", "alternative financial offer", etc.) or refer to external conditions.

The evaluation of the offers will be based on the above-mentioned qualitative criteria under elements 1,2 and the financial offer, which will be taken into account with the correspondingly mentioned weighting factor.

## **VII. Declaration of non-conflict of interest and financial capacity**

The interested parties and members of the project team must declare solemnly that they are not in a conflict of interest in terms of the services they are requested to provide to Growthfund as well as that they do not have a professional relationship, or that they do not provide services to third parties, which may constitute conflict of interest and, if the assignment takes place, it will be stated that it will not lead to a situation of conflict of interest for any of the parties involved.

In the event that external partners, employees of affiliated companies or other legal entities are used in a joint venture or with a subcontract, a declaration of non-conflict of interest should be included in the dossier for each legal entity as well as for the members of its project team.

The said statement (**DOSSIER F**) regarding the conflict of interest will be valid throughout the service provision to Growthfund.

Growthfund may at any time request interested parties and members of the project team to submit clarifications and evidence on issues related to the conflict of interest.

Interested parties must submit a solemn declaration (**DOSSIER G**) that during the

the last three (3) financial years and according to their books and data, their average annual turnover was at least twice the total budget of the contract, including contract extension (i.e., 150.000 euros).

## **VIII. Privacy**

In the context of the submission and/or evaluation of each offer, Growthfund may collect and process personal data (such as e.g. personal data of legal representatives/staff of the company-interested party, etc.), as data controller, if required. Any such processing will be carried out in accordance with the "Policy for the processing of Personal Data – Information notice" of Growthfund, which can be found at the following link: [Policy for the processing of Personal Data](#) and constitutes an integral part of this invitation.

By submitting an offer for this tender procedure by the interested parties, the interested parties are deemed to have fully and unconditionally accepted and declare the following:

a. that they have carefully read, before submitting the offer for the present tender procedure, the "Policy for the processing of Personal Data – Information notice" of Growthfund which constitutes an integral part of this invitation and agree with its content.

b. that they have informed the natural persons/individuals whose personal data may be transmitted by the interested parties to Growthfund, for said transmission as well as for the content of Growthfund's "Policy for the processing of Personal Data – Information notice" and have received express consent (if required under the applicable provisions) for the transmission of their personal data to Growthfund, in accordance with what is provided for in said Policy.

## **IX. Selection process**

1. The selection of the Consultant shall be decided in accordance with the provisions of the Regulation on Procedures for Awarding Contracts of Growthfund (article 2, par. 3). The evaluation will take into consideration the criteria mentioned in chapter VI above.

2. Growthfund reserves the right to request from the interested parties any omitted documents and/or information in relation to the submitted proposal files, as well as any additional documents and/or clarifications and/or information in relation to any issue related to the proposals of them, as deemed necessary, in accordance with article 56 (3) of Directive 2014/24.

3. Interested parties who do not meet the minimum participation requirements mentioned above will not be allowed to participate in the selection process.

4. Growthfund hereby reserves the right to extend or modify the work of the Consultant to include additional services (if necessary) that may be required and cannot be determined today, while from a technical, legal and financial point of view they will prove to be inseparable from the Consultant's work in accordance with applicable law.

5. Growthfund reserves, in full and at its absolute discretion, the right to cancel, suspend, modify or postpone this process without notice, as well as to terminate any negotiations or discussions at any stage of the process, without incurring any liability towards a participant or any other third party.

6. No responsibility or liability is assumed and will not be accepted by Growthfund or any of its advisors, representatives, employees or executives for any error or statement or omission arising from this document. No person acquires a right or claim for compensation or any other right or claim from this Invitation or from his participation in the process described herein, against Growthfund or its advisers, for any reason or cause.

7. Interested parties will be deemed to have fully and irrevocably accepted the terms and conditions of this competition.

8. Participation in this tender process implies the full and unreserved acceptance of the rules of this invitation by the interested parties. Conditional proposals and/or terms and conditions contained in the proposals that are inconsistent with this invitation will not be taken into account and will not bind Growthfund in any way, neither during the bidding process nor later.

9. In the event that the preferred candidate does not agree with Growthfund regarding the terms and conditions of the contract within a reasonable period of time, Growthfund reserves the right, at its sole discretion, to designate as the preferred candidate the second preferred candidate and to award him the assignment. In this case, the assignment is also subject to the conclusion of a written contract.

10. Any dispute arising under or in connection with this Invitation, including the offers to be submitted and the Contract, will be subject to the exclusive jurisdiction of the Courts of Athens and the applicable law is Greek Law.

11. Interested parties must submit their offer - expression of interest, with the indication "STAKEHOLDER ENGAGEMENT SERVICES FOR Growthfund", exclusively by e-mail to the email address: info@growthfund.gr. Each interested party's offer should include all the above requested files and may be accompanied by any other evidence that demonstrates the interested parties' experience and expertise with respect to the Services.

More specifically, at least two separate and locked (with password) files must be attached to the bid submission e-mail of each interested party. Compulsorily, the financial offer (DOSSIER E) will be attached to the email of each offer separately and will be protected with a different password under penalty of exclusion.

In any event after the deadline for submission of tenders, interested parties will be invited in a series of e-mails to send the password codes that will open their tender e-mail attachments.

12. The tenders of the interested parties must be submitted no later than Wednesday, January 3<sup>rd</sup> 2024, 17:00 Athens time.