



Address of the contracting entity: Goethe-Institut Georgien M. Zandukeli St. 16 0108 Tbilisi, Georgia	Phone: +995 32 2938945 (206)
	Email: EU4Culture@goethe.de

Invitation to Tender for Local Mentor Services under EU4Culture II – Sustainable Creative Ecosystems

Dear Sir/Madam,

Thank you for your interest in the present call for tenders.

We are writing to invite you to submit a tender for the provision of local mentor services under the EU-funded programme **EU4Culture II – Sustainable Creative Ecosystems**.

Goethe-Institut e. V.
Oskar-von-Miller-Ring 18
80333 München

Please find enclosed the necessary information, conditions, and forms. The following Tender Conditions apply.

Yours sincerely
EU4Culture Team

Appendixes:

- **Appendix A.1** Terms of Reference: Local Mentor Services for Creative Platforms / Living Labs
- **Appendix A.2** Terms of Reference: Local Mentor Services for Cultural Intermediary Organisations
- **Appendix B.1:** Application Form
- **Appendix B.3:** Self-declaration regarding the non-existence of reasons for exclusion
- **Appendix D:** Award Criteria and Evaluation Methodology
- **Appendix E.1:** Draft contract template – Goethe-Institut Georgia
- **Appendix E.2:** Draft contract template – Goethe-Institut Ukraine
- **Appendix F:** Data Protection Notice according to Art. 13 and Art. 14 GDPR

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This letter is intended to be kept by the applicant/tenderer; please do not return it with the tender



Application conditions

I. Subject of the invitation to tender

The Goethe-Institut e.V. plans to procure local mentor services under the EU-funded programme EU4Culture II – Sustainable Creative Ecosystems.

The procurement covers the selection of 17 individual mentors in total. Of these, 13 mentors will be contracted by Goethe-Institut Georgia and 4 mentors will be contracted by Goethe-Institut Ukraine. The procurement procedure, evaluation, and award documentation are conducted jointly.

The procurement covers two mentor positions:

1. Creative Platform / Living Lab Mentors;
2. Cultural Intermediary Organisation Mentors.

The mentors will support selected beneficiaries in the development, implementation, testing, monitoring, learning, and refinement of Creative Ecosystem Roadmaps and value propositions. A detailed description of the required services can be found in Appendix A.1 and Appendix A.2 – Terms of Reference.

Selected mentors must be available to participate in a mandatory in-person mentor training in Tbilisi, Georgia, planned for the second half of November 2026. Exact dates and logistical arrangements will be communicated to the selected mentors.

II. Basic provisions

The tender documents may only be used within the scope of this invitation to tender. Any publication and forwarding to third parties (including extracts) is not permitted without the express authorisation of the contracting authority. Supplementary or corrective information on the invitation to tender will be communicated to all bidders electronically.

III. Information and conditions for the preparation of the tender

1. Form of the tender

The tender, including all appendices to be submitted, must be drawn up in English. All amounts stated in the tender documents and contract documents are in Euros, net and excluding VAT. The contract shall be awarded and payments made in Euros. The tender, including all required appendices, must be submitted by email to: **eu4culture@goethe.de**

The email subject line must be Tender – EU4Culture II Local Mentor Services – www.goethe.de
[Applicant Name]



2. Deadlines

The complete tender must be received by

[October 2, 2026], 23:59 CEST

This deadline is a cut-off deadline. Documents received late can no longer be considered.

3. Content and structure of the tender

The tender shall be submitted on the basis of the tender documents, the Terms of Reference, the Award Criteria and Evaluation Methodology, and the applicable draft contract template.

General terms and conditions or the bidder's own contractual terms, or amendments to the prevailing contractual terms, are not permitted. The inclusion of such terms may lead to exclusion of the tender.

By submitting this application, the applicant confirms that they have reviewed and accepted all tender documents, including the Terms of Reference, the Award Criteria and Evaluation Methodology, and the applicable draft contract template without reservation.

The services shall be awarded in **17 lots**. Each lot corresponds to one individual mentor contract.

The lots are grouped according to the table below:

a. 7 lots for Creative Platform / Living Lab Mentors;

Lot	Country / context	Mentor Position	Profile
1	Armenia	Creative Platform / Living Lab	Profile 1
2	Armenia	Creative Platform / Living Lab	Profile 2
3	Moldova	Creative Platform / Living Lab	Profile 1
4	Moldova	Creative Platform / Living Lab	Profile 2
5	Ukraine	Creative Platform / Living Lab	Profile 1
6	Ukraine	Creative Platform / Living Lab	Profile 2
7	Belarusian CCS in exile	Creative Platform / Living Lab	Combined



b. 10 lots for Cultural Intermediary Organisation Mentors:

Lot	Country / Context	Mentor Position	Profile
8	Armenia	Cultural Intermediary Organisation Mentor	Profile 1
9	Armenia	Cultural Intermediary Organisation Mentor	Profile 2
10	Georgia	Cultural Intermediary Organisation Mentor	Profile 1
11	Georgia	Cultural Intermediary Organisation Mentor	Profile 2
12	Republic of Moldova	Cultural Intermediary Organisation Mentor	Profile 1
13	Republic of Moldova	Cultural Intermediary Organisation Mentor	Profile 2
14	Ukraine	Cultural Intermediary Organisation Mentor	Profile 1
15	Ukraine	Cultural Intermediary Organisation Mentor	Profile 2
16	Belarusian cultural and creative sectors in exile	Cultural Intermediary Organisation Mentor	Profile 1
17	Belarusian cultural and creative sectors in exile	Cultural Intermediary Organisation Mentor	Profile 2

Applicants may apply for multiple lots; however, each applicant may be awarded one lot only.

The lots reflect different country/programme contexts and complementary mentor profiles. Each lot will be evaluated separately and will result in a separate award decision and service contract.

The tender shall be submitted in its entirety in accordance with the structure set out below and shall contain exclusively the documents listed in the table below:

Type of document	Appendix
Application Form	Appendix B.1
Self-declaration regarding the non-existence of reasons for exclusion	Appendix B.3
CV	

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4. Bidding consortia

Bidding consortia are not foreseen for this procedure. The procurement concerns individual mentor contracts. Each tender must be submitted by an individual expert or consultant applying for the relevant lot(s).

5. Reliance on the resources of other undertakings

Reliance on the resources of other undertakings is not foreseen for this procedure, as the procurement concerns individual mentor services to be provided personally by the selected mentor.

6. Amendment, correction and withdrawal of tenders

Subsequent amendments to or corrections of the tenders shall only be permissible until the deadline for submissions.

The amendments or corrections shall be marked as such and shall be submitted in the same form as the tender itself and with the addition "supplement" or by exchange of the tender to E-Mail: EU4Culture@goethe.de.

Tenders may be withdrawn in text form up to the deadline for the submission of tenders.

7. Tendering procedure

The contracting authority will examine the tenders received and evaluate them on the basis of the predefined suitability requirements and award criteria.

The evaluation will be carried out separately for each lot.

Following separate evaluation of each lot, awards will be allocated in ascending lot-number order, from Lot 1 to Lot 17. For each lot, the highest-scoring eligible applicant who has not already been allocated another lot will be selected. Applicants allocated a lot will be removed from consideration for subsequent lots.

The contract for each lot shall be awarded in accordance with this allocation procedure and the quality-based award criteria set out in Appendix D – Award Criteria and Evaluation Methodology.

The decision on the award shall be notified electronically.



8. Suitability check and Conflict of Interest

Selected mentors must be independent from the beneficiary organisations they are or will be assigned to support. A mentor may not simultaneously be employed by, hold a management, financial or governance role in, or provide paid services to a beneficiary organisation assigned to them. Mentors must disclose any actual or potential conflict of interest without delay and prior to their assignment. Where such a conflict exists and cannot be resolved, the applicant will not be eligible for the affected lot. If the conflict arises after contract award, the mentor must immediately inform the contracting authority, and the conflict must be resolved before the assignment can continue.

Compliance with the mandatory professional requirements set out in the relevant Terms of Reference will be verified on the basis of the submitted Application Form and CV.

Appendix B.3 – Self-declaration regarding the non-existence of reasons for exclusion – will be used to verify that no exclusion grounds apply.

9. Award criteria

The award of each lot shall be based on the information provided in Application Form B.1, CV in response to the respective award criteria, as well as on the evaluation methodology set out in Appendix D.

For the full information on the award criteria, weighting, scoring method please refer to above mentioned appendixes.

10. Bidder questions

Bidder questions must be sent to the contracting authority exclusively by email to:

EU4Culture@goethe.de

Questions must be submitted no later than:

[25 September 2026], 23:59 CEST

The questions of all bidders and the answers of the contracting authority will be shared with all bidders in anonymised form by email.

The contracting authority will not provide information by telephone.

11. Complaints of the bidders

If, in the bidder's opinion, the tender documents contain errors, inconsistencies, or a breach of procurement rules, the bidder must inform the contracting authority in writing by electronic means without delay and before submitting the tender.

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Such information or procedural complaints should be sent to: **eu4culture@goethe.de**

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12. Restrictive behaviour

Arrangements restricting competition (pursuant to Section 1 of the Competition Act (Gesetz gegen Wettbewerbsbeschränkungen – GWB)) shall not be permitted arrangements or recommendations pertaining to:

- mark-ups
- profit-sharing
- the prices to be demanded
- payment of compensation or indemnity payments and similar
- terms of payment or delivery or other contractual terms, insofar as they have a direct influence on the price, unless they are permissible by way of exception in the individual case in accordance with the GWB
- the submission or non-submission of tenders.

13. Miscellaneous

The documents, samples, etc. sent to the contracting authority in connection with the award of the contract shall not be returned and, unless otherwise agreed, shall become the property of the contracting authority without entitlement to remuneration.

Please note that only the requested documents will be considered and that additional documents are not welcome.

No costs will be reimbursed for participation and preparation of the documents.