

As part of a market sounding procedure, we request a proposal for the preparation of:

Analysis of EU financial instruments applicable in the Asia-Pacific region

Date: 22.07.2026

Contracting Authority: Ministry of Foreign Affairs of the Republic of Poland

I. Subject of the request for proposals (RFP) and context:

- 1. The subject of the RFP** is the development of an expert analysis devoted to the identification of EU financial instruments (grants, loans, technical assistance, etc.) applicable in the Asia-Pacific area.

The Contracting Authority seeks an expert study that maps, analyses and interprets the full landscape of European Union (EU) instruments that can be applied in the Asia-Pacific region and for which EU-based entities (e.g., enterprises, NGOs, research organisations, public authorities, consortia) may be eligible to participate as applicants, partners or suppliers. The analysis will encompass grant schemes, financial instruments and blended finance (loans, guarantees, equity), technical assistance and twinning, procurement and framework contracts, research and innovation funding, as well as multi-partner initiatives implemented with international financial institutions (IFIs) and Team Europe platforms.

For the purposes of this assignment, the Asia-Pacific region includes East Asia (China, Japan, Mongolia, Republic of Korea, Taiwan), Southeast Asia (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Timor-Leste, Viet Nam, Thailand), South Asia (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka), and Australia, New Zealand and Pacific Island countries (Cook Islands, Federated States of Micronesia, Independent State of Samoa, Kingdom of Tonga, Niue, Papua New Guinea, Republic of Fiji, Republic of Kiribati, Republic of Marshall Islands, Republic of Nauru, Republic of Palau, Republic of Vanuatu, Solomon Islands, Tuvalu).

Policy context. The analysis should be prepared in the context of the EU's current external action and international cooperation framework. The study should also take into account other relevant EU programmes or mechanisms which may create opportunities for cooperation with Asia-Pacific countries, including research and innovation, technical assistance, public procurement, investment support and sectoral cooperation programmes, where such opportunities are explicitly foreseen. The Contractor should focus on instruments and channels that are practically relevant for EU-based entities and should distinguish between EU external action instruments, EU internal programmes with possible international dimensions, and procurement or implementation opportunities linked to EU-funded actions.

Problem statement. The EU funding and cooperation landscape in the Asia-Pacific region is fragmented across different instruments, institutions, portals, implementation modalities and eligibility rules. Opportunities may arise through grants, tenders, technical assistance, research partnerships, financial instruments, international financial institutions or multi-partner initiatives. For potential beneficiaries and implementing entities in the EU, including in Poland, this creates difficulties in identifying relevant opportunities, understanding

access conditions and assessing whether participation is possible as an applicant, partner, contractor, supplier or member of a consortium.

Purpose and objectives. The purpose of the study is to provide the Contracting Authority with a decision-oriented analysis of EU instruments and opportunities applicable in the Asia-Pacific region.

The analysis should in particular:

- identify the EU instruments, programmes and implementation channels relevant to the region;
- assess the potential access pathways for EU-based entities, with particular attention to entities from Poland;
- distinguish between direct eligibility, partnership-based access, procurement-based access and other forms of participation;
- indicate key legal, operational or procedural limitations;
- identify where relevant calls, tenders or cooperation opportunities are usually published;
- assign each instrument to a specific institution responsible for its implementation.

Analytical scope. The analysis should combine an instrument-level and country- or region-level perspective. At instrument level, the Contractor should describe the purpose, type of support, eligible actors, implementation modality and main access conditions of each relevant instrument or programme. At country or regional level, the Contractor should assess whether the identified instruments are applicable, conditionally applicable or not applicable, and should explain the main reasons for this assessment. The analysis should be based on official or otherwise verifiable sources, including EU legal acts, programme documents, work programmes, calls for proposals, procurement notices, official portals and documentation of relevant implementing institutions.

Expected value-add. The Contractor is expected to go beyond a descriptive catalogue of instruments. The analysis should provide a practical assessment of which instruments are most relevant, accessible and useful for EU-based entities, and under what conditions. The study should identify key opportunities, limitations, overlaps and gaps in the current instrument landscape. It should also provide recommendations on how the Contracting Authority may follow relevant opportunities, assess their relevance and support potential engagement by EU-based / Polish entities. The final analysis should be concise, evidence-based and actionable.

2. Specific tasks:

Task 1 – Mapping of relevant EU instruments and channels

Identify and describe the EU instruments, programmes and funding or implementation channels relevant to cooperation with the Asia-Pacific region. The mapping should include, where applicable, grants, procurement, technical assistance, research and innovation funding, financial instruments, blended finance, and cooperation mechanisms involving international financial institutions. The mapping should assign each instrument to a specific institution responsible for its implementation.

Task 2 – Assessment of applicability for EU-based entities

Assess the practical applicability of the identified instruments for EU-based entities, with particular attention to entities from Poland. The assessment should indicate whether access is direct, conditional, partnership-based, procurement-based or limited, and should identify the main legal, operational or procedural constraints. Where relevant, the Contractor should indicate country-specific or regional differences within the Asia-Pacific region.

Task 3 – Sources of opportunities

Identify the main sources through which relevant calls, tenders, programmes or cooperation opportunities are published. This should include EU portals, programme websites, EU Delegation pages, procurement platforms and other official sources. The Contractor should provide examples of current, recent or recurring opportunities relevant to the mapped instruments, as of the agreed cut-off date. These examples should be presented in a structured annex or register and should be supported by source links.

3. Deliverables:

1. **Main analytical report** (pdf/docx), presenting the mapping, assessment, conclusions and recommendations.
2. **Instrument and country applicability matrix** (xlsx), summarising the relevance and accessibility of the identified instruments for countries or subregions covered by the assignment.
3. **Opportunity and source register** (xlsx), containing relevant calls, tenders, programmes, portals and other sources identified during the analysis, with links and short explanatory notes.
4. **Practical monitoring guidance** (pdf/docx), indicating recommended sources and search approaches.

II. Method of preparing the proposal:

The proposal to prepare the above-mentioned analysis should include the following elements:

1. Proposed methodology for delivering the subject of the assignment covering at least: a) an indication of the categories of sources that the Bidder will use, in particular EU legal acts, programme documents, work programmes, EU portals, call and procurement notices and documentation of implementing institutions; b) a description of the method for verifying the timeliness and reliability of sources; c) a description of the method for classifying instruments according to their availability to entities established in the EU, including in Poland; d) the proposed report structure and work schedule. Fulfilment of this requirement shall be assessed on a pass/fail basis. The methodology shall not constitute a separate scored criterion.
2. The proposed implementation schedule for the assignment, provided that the proposal may not provide for a deadline for performance of the subject of the assignment longer than 90 calendar days from the date of conclusion of the contract, subject to the final deadline indicated in Section VIII.2.
3. Information confirming that the bidder meets the minimum participation conditions set out in Section III, including, in particular:
 - a) a list of analyses, expert opinions, studies or reports prepared within the three years preceding the bid submission deadline, confirming fulfilment of the minimum participation condition set out in Section III.2.a.
 - b) a list of experts involved in delivery of the assignment together with CVs of key experts, confirming fulfilment of the minimum participation condition set out in Section III.2.b.
 - c) a list of partners to be involved in delivery of the assignment (in case of consortium), together with their details (name, role in the assignment, contribution - regional or thematic expertise).
 - d) the team structure and the division of responsibilities among the respective partners (or experts) engaged in delivery of the assignment.

- e) the total gross price for delivery of the assignment, which should cover all costs and components associated with performance (including transfer of copyrights).

III. Minimum Participation Conditions:

1. Eligibility of bidders

- a) **Who may apply.** Single entities legally established in an EU Member State or another eligible country under the applicable EU rules, as well as consortia whose members are legally established in such countries.
- b) **Consortia.** One member must act as Lead Tenderer and assume overall contractual responsibility. Subcontracting is permitted; however, core tasks listed in Section 4.2 must be performed by the bidder/consortium.
- c) **Independence & impartiality.** Bidders must be free of conflicts of interest with respect to EU institutions, financial institutions, or beneficiaries covered by this assignment (see III.5).

2. Competences

Bidders must demonstrate fulfilment of minimum participation conditions concerning experience and expert knowledge. Fulfilment of the conditions referred to in Section III.2.a-b shall be assessed on a pass/fail basis.

a) Experience

- The condition shall be deemed fulfilled if the Bidder, and in the case of a consortium at least one consortium member, demonstrates that within the three years preceding the bid submission deadline it has completed at least one analysis, expert opinion, study or report corresponding to the subject of the assignment.
- For the purposes of this assignment, a study corresponding to the subject of the assignment shall mean a study concerning at least one of the following areas: EU instruments or programmes, EU external financing, grants, procurement, international cooperation, international financial institutions, development finance, research and innovation, or mapping of instruments and eligibility conditions. Fulfilment of the condition shall be verified on the basis of a list of completed works containing at least: the title or subject of the study, scope, date of implementation, role of the Bidder or consortium member, and the name of the client or an anonymised client description.
- Experience concerning economic cooperation between the European Union and countries of the Asia-Pacific region may be indicated in the list; however, it does not constitute a separate participation condition or a separate scored criterion.

- b) **Knowledge.** The Bidder must ensure the involvement of at least one key expert possessing professional, analytical, research or advisory experience in at least one of the following areas: EU instruments or programmes, grants, procurement, research and innovation, international cooperation, international financial institutions or development finance. The condition shall be deemed fulfilled if the expert's CV shows that he or she has at least two years of experience in one of the above areas or participated as an author, co-author or expert in the preparation of at least one analysis, expert opinion, report or study concerning one of those areas. Fulfilment of the condition shall be assessed on a pass/fail basis, on the basis of the CV of the key expert or experts.

3. Formal requirements

- a) Legal status: proof of legal status of the Contractor (registry extract or equivalent).

- b) Tax & social security: self-declaration of compliance in the country of establishment.
- c) Financial standing: self-declaration that no liquidation has been opened and no bankruptcy has been declared with respect to the Bidder, unless this information results from the document referred to in letter a). The Contracting Authority may request additional supporting documents prior to award.

4. Language standards and requirements concerning the content of the subject of the assignment

- a) Working language: English.
- b) Content of the subject of the assignment: as specified in Section I, in editable formats (docx, xlsx) and pdf.
- c) Traceability: all findings must be supported by relevant references and sources.

5. Conflict of interest and ethical compliance

- a) Bidders shall declare the existence or absence of any actual or potential conflict of interest concerning EU institutions, international financial institutions (IFIs), or the Contracting Authority, and propose measures to avoid a conflict of interest should it arise.
- b) Bidders shall comply with applicable legal and ethical standards relevant to the assignment.

6. Documents to be submitted with the proposal

- a) Statement of eligibility (signed) confirming compliance with provisions of Section III.1-5.
- b) List of relevant analyses, studies, expert opinions or reports confirming fulfilment of the condition set out in Section III.2.a and, separately, any additional completed works indicated for the purposes of evaluation under criterion No. 1 described in Section IV.
- c) CVs of key experts confirming fulfilment of the condition set out in Section III.2.b and, separately, any additional experts indicated for the purposes of evaluation under criterion No. 2 described in Section IV.
- d) Methodology, structure and work schedule containing the elements indicated in Sections II.1-2.
- e) Total gross price (as per Section II), inclusive of all costs and transfer of copyrights to all materials produced.

7. Subcontracting

Subcontracting should be clearly identified, including the entity and general scope of subcontracted work. The bidder shall remain fully responsible for quality, deadlines and compliance of the subject of the assignment with the requirements of this request for proposals.

IV. Criteria and Method of Evaluation of Proposals:

The Contracting Authority will first assess fulfilment of the minimum participation conditions set out in Section III on a pass/fail basis. Only proposals submitted on time and meeting all minimum participation conditions will be admitted to scoring. The scored criteria include only elements exceeding the minimum participation conditions and the price.

Scored criteria

No.	Criterion	Scoring
1	Additional experience of the Bidder or consortium above the	0 pts - no additional completed works above the minimum 20 pts - 1 additional completed work

	minimum participation condition set out in Section III.2.a.	40 pts - 2 additional completed works 60 pts - 3 or more additional completed works
2	Additional experts above the minimum participation condition set out in Section III.2.b.	0 pts - no additional experts above the minimum 10 pts - 1 additional expert 20 pts - 2 additional experts 30 pts - 3 or more additional experts
3	Price	$C = (C_{min} / C_o) \times 10$ pts where: C - points awarded to the proposal under the "Price" criterion Cmin - the lowest gross price among the assessed, valid proposals Co - the gross price of the assessed proposal.

Notes (for Criteria 1 and 2): in criterion 1, only completed works within the last 3 years shall be taken into account; each completed work shall be listed with title, scope, role, date, client/contract (public link or anonymised description). In criterion 2, only additional experts meeting the requirements set out in Section III.2.b shall be taken into account. A completed work or expert indicated for the purpose of meeting the minimum participation conditions in Sections III.2.a and III.2.b shall not be scored under criteria 1 and 2.

Notes (for criterion 3): The proposal with the lowest price shall receive 10 pts. Other proposals shall receive a proportionally lower number of points, in accordance with the above formula.

Total score calculation: total score = number of points obtained in criterion 1 + number of points obtained in criterion 2 + number of points obtained in criterion 3. The maximum number of points is 100.

V. Information on the selection of the most advantageous proposal:

1. After the bids are submitted, the Contracting Authority reserves the right to contact the Bidders to clarify any information contained in the submitted proposal, if necessary.
2. The contractor will be selected by comparing the proposals submitted on time and meeting all participation requirements indicated in Section III, taking into account the criteria and methodology described in Section IV.
3. The assignment will be awarded to the Bidder whose proposal receives the highest total score. If two proposals receive the same score, the assignment will be awarded to the Bidder who offered the lower price.
4. The Contracting Authority will notify all Bidders participating in the procedure of the selection of the most advantageous proposal.

VI. Rejection of proposals:

1. Proposals delivered after the deadline indicated in Section IX will not be considered.
2. Proposals are subject to rejection if they do not contain all items specified in Section II or do not meet the minimum participation conditions set out in Section III. It is also deemed inadmissible to change the entities participating in performance of the contract after the Contracting Authority has selected the proposal, without the prior consent of the Contracting Authority.

VII. Reservations:

1. This request for proposals does not constitute an offer within the meaning of Article 66 of the Civil Code of the Republic of Poland, nor is it a notice within the meaning of the Public Procurement Law, and it does not create any obligation on the Contracting

Authority to accept any proposal. The information provided in the proposal will also be used to determine the estimated value of the contract.

2. The Contracting Authority reserves the right to negotiate the terms, including financial terms, contained in the proposals.
3. The Contracting Authority reserves the right to contact the Bidders in order to clarify the content of their proposals.
4. In the case that an incomplete proposal is submitted, a proposal is submitted after the deadline, or the Bidder fails to provide clarifications regarding the content of the proposal, the Contracting Authority reserves the right to reject such proposal without notifying the Bidder. The Contracting Authority reserves the right to respond only to the selected proposal.
5. The Contracting Authority reserves the right to cancel the procedure at any stage without stating reasons, and to withdraw from the implementation of the assignment without stating reasons.
6. If the Contracting Authority and the Bidder whose proposal has been selected fail, by 2 September 2026, to negotiate the text of the services contract referred to in Section VIII, the Contracting Authority reserves the right to withdraw from commissioning the assignment.
7. The Contracting Authority shall provide cooperation on its part and remain ready to provide additional information and clarifications regarding any issues or doubts that may arise at the stage of preparing proposals. Requests for additional information should be submitted in writing to: dap.event@msz.gov.pl.

VIII. Performance of the Subject of the Assignment:

1. The performance of the Subject of the assignment shall be entrusted to the Bidder on the basis of a services contract.
2. The subject of the assignment shall be submitted to the Contracting Authority within the time limit specified in the above-mentioned contract, no later than 2 December 2026. The contract shall also set out the procedure for receipt and acceptance of the subject of the assignment by the Contracting Authority.
3. The Contractor undertakes to deliver the subject of the assignment in editable formats (docx, xlsx) and pdf.
4. After the Contracting Authority accepts the subject of the assignment, the Contractor shall receive remuneration in accordance with the terms of the services contract.
5. As part of the remuneration under the services contract, the Contractor shall transfer to the Contracting Authority the economic copyrights together with derivative rights to all materials produced in connection with performance of the contract.

IX. Deadline and method of submitting proposals:

1. Submission deadline: 10 August 2026, 23:59.
2. Submission method: by e-mail to the following address: dap.event@msz.gov.pl.
3. Form of proposal: submit either (i) a scan of signed documents (the maximum attachment size should not exceed 10 MB) or (ii) a file signed with a qualified electronic signature. The documents must be signed by the Bidder or by a person duly authorised to represent the Bidder.
4. Requests for clarifications and additional information shall be submitted in writing by e-mail to: dap.event@msz.gov.pl, no later than 4 August 2026, 16:00.
5. The validity period of the proposal shall be 30 days.

INFORMATION ON THE PROCESSING OF PERSONAL DATA BY THE MINISTRY OF FOREIGN AFFAIRS

This information is provided in fulfilment of the obligation laid down in Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, hereinafter referred to as the "GDPR".

1. The controller, within the meaning of Article 4(7) of the GDPR, of the personal data contained in the proposals is the Minister of Foreign Affairs, with its seat in Warsaw at Al. J. Ch. Szucha 23, telephone: +48 22 523 00 00, while the duties of the controller are performed by the Director of the Digital Transformation Office.
2. The Minister of Foreign Affairs has appointed a Data Protection Officer (DPO), who performs his/her duties with respect to data processed at the Ministry of Foreign Affairs and at foreign service posts.
Contact details of the DPO:
address: Al. J. Ch. Szucha 23, 00-580 Warsaw
e-mail address: iod@msz.gov.pl
3. Personal data will be processed pursuant to Article 6(1)(c) of the GDPR in connection with Article 162 point 4 and Article 44(2)–(4) of the Act of 27 August 2009 on Public Finance, for the purpose related to the selection of the most advantageous proposal.
4. The provision of personal data is a necessary condition for participation in the procedure.
5. The personal data have been provided by the Bidder in connection with its response to the request for proposals.
6. The scope of the data processed includes the data indicated in the proposal submitted by the Bidder, in particular: first names and surnames, information on the education, qualifications and experience of persons made available by the Bidder, including employees, associates and subcontractors, as well as the contact details of the Bidder's representative/contact person for matters related to the request for proposals.
7. Access to the data is granted to authorised employees of the Ministry of Foreign Affairs. The data may be disclosed to other persons and entities only on the basis of legal provisions. A separate category of recipients may include entities with which the controller has concluded cooperation agreements, for example for the purpose of IT support.
8. The data will not be transferred to a third country or to an international organisation.
9. Personal data will be processed until the selection of the most advantageous proposal has been made and any possible appeals have been considered, and will subsequently be stored in accordance with the provisions of the Act of 14 July 1983 on the National Archival Resource and Archives and the internal regulations of the Ministry of Foreign Affairs issued pursuant to the provisions of the aforementioned Act.
10. Personal data will not be processed by automated means in a manner that would affect decisions which may produce legal effects or similarly significantly affect the data subject. The data will not be subject to profiling.
11. The data subject has the right to control the processing of his/her data, in particular the right of access to the content of his/her data and the right to rectification thereof, as set out in Articles 15–16 of the GDPR and, where applicable, Article 18 of the GDPR.
12. The data subject has the right to lodge a complaint with the supervisory authority at the following address: President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.