request for proposal

1. **Context**

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France’s external action. Expertise France’s mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing. The agency achieves this goal by implementing projects in the main areas of public action:

* Democratic, economic and financial governance;
* Stability, international security and peace Stability, international security and peace
* Sustainable development, climate and agriculture
* Health and human development

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Since 2015, the Covenant of Mayors in Sub-Saharan Africa (CoM SSA) initiative supports Sub-Saharan cities in their fight against climate change and in their efforts in ensuring access to clean energy.

Under the CoM-SSA, local authorities are invited to take a voluntary political commitment to implement climate and energy actions in their communities and develop long term strategy.

COMSSA in KCCA is supported by the European Union through Expertise France, the French Agency for Cooperation and is made up of three actions:

1. Supporting the evaluation of the KCCA developed SEACAP (Kampala Climate Change Action Plan)
2. Supporting investments in sustainable energy and climate
3. Supporting the cooperation and twinning activities between municipalities at different levels (National, regional, international).
4. **Purpose and main features of the draft contract**

The subject of the proposed contract is the ‘Livelihood improvement and climate change response through restoration of degraded landscapes in Kasese Municipality’ as defined in the specifications ‘Livelihood improvement and climate change response through restoration of degraded landscapes in Kasese Municipality TOR’ attached to the consultation file.

|  |  |
| --- | --- |
| **MAIN FEATURES OF THE DRAFT CONTRACT** | |
| **Nature of the prizes** | All-inclusive price |
| **Runtime** | 5 months |
| **Maximum amount of the financial envelope** | 20,000 EUR |
| **Place of performance of the contract** | Uganda |
| **Currency of payment** | EURO |

1. **Procedure’s schedule**

|  |  |  |
| --- | --- | --- |
|  | **DATE\*** | **TIME** |
| **Site visit (if any)** | Not applicable | Not applicable |
| **Information meeting (if any)** | Not applicable | Not applicable |
| **Deadline for submitting tenders** | 06/10/2023 | 09:00am Paris Time |
| **Interviews** | Month 09 2023 | - |
| **Completion date for evaluating technical offers** | Month 09, 2023 | - |
| **Notification of award** | Month 09, 2023 | - |
| **Contract signature** | Month 09, 2023 | - |
| **Start date** | Month 09, 2023 | - |

**\*Provisional date**

1. **Procurement procedure**

The present procurement procedure is subject to the French Code of public procurement in its latest version in force as enacted by Order No. 2018-1074 issued on 26 November 2018 and its Implementation Decree No. 2018-1075 issued on 3 December 2018.

Expertise France proceeds with the [“adapted procedure” by virtue of applying articles L. 2123-1 and R. 2123-1 au R. 2123-7 of the above mentioned Code]

1. **Content of the tender dossier**

## The tender dossier is composed by the following documents :

* The current request for proposal (DAJ\_M001ENG) ;
* Technical specifications / terms of reference
* Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template (DAJ\_F043ENG) and the identification sheet of a third party (DAF\_F013ENG) ;
* Draft of contract ;

1. **presentation of tenders**

The application and tender documents as well as all correspondence and documents relating to this consultation must be written in english.

In support of their offer, candidates must submit a file consisting of the following documents:

* A proof of a legal identity form ;
* The expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party ;
* The draft contract, including the candidate's financial offer, duly completed, dated and signed ;
* A technical offer comprising: :
  + a description of the methodology that will be used to carry out the activities,
  + a detailed timetable,
  + CV of the expert(s) designated for the implementation of the activities (specify) ;
* A breakdown of the financial tender presented in the form of a unit price schedule indicating the price in man-days and with an estimate of the number of days necessary to carry out the service and covering all the services owed under the contract;
* For any contract whose execution implies the movement of its personnel (or its subcontractor) in an orange or red zone (in accordance with the regional vigilance maps made available by the Ministry of Europe and Foreign Affairs (<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>) the safety evaluation questionnaire completed.

The documents requested above are mandatory. If they are missing, the tender submitted will not be compliant and will therefore be rejected.

The period of validity of the tenders submitted is fixed at 90 calendar days from the deadline for submission of tenders.

1. **transmission modality of tenders**

All the required documents must be submitted before the deadline indicated in article III. PROCEDURE’S SCHEDULE, by electronic means only, to the address mentioned at the article IX. FURTHER INFORMATION.

Submission by electronic means is mandatory. Any other form of submission will be rejected]

1. **Evaluation of tenders**

**Award criteria**

The best value for money is established by weighing technical quality against price on a **70/30** basis.

The quality of each technical and financial offer will be evaluated in accordance with the following award criteria and the weighting:

|  |  |
| --- | --- |
| **CRITERIA** | **WEIGHTS** |
| **Quality** | **70** |
| Global understanding of the mission and compliance with the terms of reference | (15) |
| Relevance of the proposed approach and methodology and of the work plan and timeline as well as stakeholder incorporation and dissemination method | (20) |
| Relevance of the experience and competencies of the Team leader in relation with the profile defined in the terms of references | (10) |
| Relevance of the experience and competencies of the rest of the team in relation with the profile defined in the terms of references | (10) |
| Previous similar assignments successfully undertaken of a similar nature and context | (10) |
| Stakeholder incorporation and dissemination method | (5) |
| **Financial proposal** | **30** |

Tenders will be appraised and given a score up to 100 points according to these criteria.

1. **selection procedure**

Expertise France will first check the eligibility of the applications and their ability to provide the service. Finally, it will evaluate the offers according to the following criteria:

* Criterion 1: Price (30%)
* Criterion 2: Technical value (70%)

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.

1. **selection procedure**

If a candidate wishes to have additional information on technical or administrative points of the file, he may submit his questions on the Plateforme des Achats de l'Etat (PLACE) before the deadline for submission of tenders.

1. **processing of personal data**

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018.

Identity and contact details of the controller and its representative :

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by its Managing Director,

Operational controller :

The Information Systems Department represented by its Director

Contact details of the Data Protection Officer:

[informatique.libertes@expertisefrance.fr](mailto:informatique.libertes@expertisefrance.fr)

The legal grounds for the processing operation(s) correspond to Article 6.1 (c) and (e) of the GDPR, namely that:

* The processing is necessary to comply with a legal obligation to which Expertise France is subject;
* The processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in Expertise France;

The purposes of the processing operation(s) are :

* The management and monitoring of this procurement procedure;
* Management and monitoring of the concluded public contract.

The recipients or categories of recipients of personal data are exclusively the authorised personnel of the contracting authority, ministries and State operators in charge of awarding and executing the contract, as well as their service providers.

Retention period: this data is kept for the duration of the contract and its execution, as well as for the duration of the contract.

In accordance with the provisions of Articles 15 to 21 of the RGPD, the persons whose personal data are collected have a right of access, rectification and deletion of this information concerning them. They also have the right to limit processing and to object to such processing on legitimate grounds. The exercise of the rights of information and any other exercise of rights of the persons concerned by the processing operations carried out may be made to the Expertise France data protection officer.

The person whose personal data is collected in the context of this procedure has a right of complaint to the CNIL.

Expertise France undertakes to guarantee the confidentiality of proposals sent to it and to ensure the security and storage of these proposals.

1. **remedies and time limits**

The body responsible for appeal procedures is the Paris administrative court, 7 rue de Jouy, F-75004 Paris; e-mail: [greffe.ta-paris@juradm.fr](mailto:greffe.ta-paris@juradm.fr).

Candidates may obtain information on the introduction of appeals from the Registry of the Paris Administrative Court, 7 rue de Jouy, F-75004 Paris; e-mail: [greffe.ta-paris@juradm.fr](mailto:greffe.ta-paris@juradm.fr).