

25 September 2018



INVITATION TO TENDER

CONSULTANCY SERVICES TO CONDUCT A FEASIBILITY STUDY FOR THE ESTABLISHMENT OF THE REGIONAL CLIMATE CHANGE ADAPTATION FUND (FRACC) AND THE ENVIRONMENTAL SERVICES PAYMENT MECHANISM (PSE) IN THE NIGER BASIN

Dear Madam, Sir,

Reference: 47401-07

I am pleased to inform you that you are invited to submit a tender in the procurement procedure for the above contract.

We look forward to receiving your tender before **5th of November 2018 12pm GMT**. Please submit your tender to the email addresses indicated in Section 2.2.2.

If you decide not to submit a tender, we would be grateful if you could inform us in writing to the email addresses indicated in Section 2.2.2, indicating the reasons for your decision.

Yours sincerely,

Anton Earle

1. General Information

1.1 Introduction

The Africa-EU Water Partnership Project (AEWPP) has been jointly initiated by EU, Sweden and the African Ministerial Council on Water (AMCOW). The AEWPP seeks to make more public and private capital accessible for water-related infrastructure projects in Africa and to encourage and support African governments to invest in water governance through capacity building related to infrastructure finance.

Project implementation is supported by the Stockholm International Water Institute (SIWI) via the SIWI African Regional Centre in Pretoria.

Through the AEWPP, SIWI is supporting the Niger Basin Authority in establishing the envisioned Regional Climate Change Adaptation Fund (FRACC) and the Environmental Services Payment Mechanism (PSE) mechanisms at the Niger Basin scale.

SIWI seeks to hire services of a consulting company to conduct the Feasibility study for the FRACC and PSE mechanisms.

1.2 Stockholm International Water Institute, SIWI

SIWI is a knowledge organization using its expertise and convening power to strengthen water governance for a just, prosperous and sustainable future. SIWI arranges the yearly World Water Week in Stockholm. SIWI is duly constituted as a foundation in Sweden.

Name: Stockholm International Water Institute
 Organization No: 802425-8702
 Postal address: Box 101 87 Stockholm, SE-100 55 Stockholm
 Visiting address: Linnégatan 87A, 115 23 Stockholm
 Telephone: +46 8 121 360 00
 Telefax: +46 8 121 360 01
 Webpage: www.siwi.org

1.3 Subject matter and scope of the procurement

The main objective of this assignment is to conduct a diagnostic and feasibility study for the implementation of the Regional Adaptation Fund to the CC (FRACC) and the PES mechanism. It will define how the envisioned FRACC and PES mechanism will be administered, managed, implemented and monitored at both regional and national levels.

Scope of work and expected deliverables are detailed in the attached SPECIFICATION document.

1.4 The procurement procedure

Only candidates invited by SIWI may submit a tender. SIWI intends to sign a contract with one tenderer. Only firms/organisations may apply as tenderer. The tenderer will set up a team of experts that will be assigned to the Project, according to the following sections – Technical Specifications.

In the following, economic operators that have been invited to tender are referred to as ‘candidates’. Candidates that have submitted a tender are referred to as a ‘tenderers’.

1.5 Procurement documents

The procurement documents form a single unit. The tenderer must read the procurement documents in their entirety. The procurement documents are structured as follows:

1. **Invitation to tender (this document)**

Contains general information about this procurement as well as information regarding the, conduct of the procurement procedure, administrative conditions, exclusion grounds and selection criteria.

2. **Specifications**

Contains specific information about the services that are to be procured.

3. **Tender form**

Contains information about requirements relating to the tenderer. Consists of a form **to be filled out by the tenderer** regarding identification of the tenderer, non-exclusion and selection criteria.

4. **Technical specifications**

Contains requirements relating to the subject matter of the procurement. Consists of a form **to be filled in by the tenderer**.

5. **Financial specifications**

Contains requirements relating to prices, costs and terms of payment. Contains templates **to be filled in by the tenderer**.

1.6 Questions

Candidates may submit questions regarding the procurement procedure. Questions must be sent by email to the designated SIWI contact, stating the reference and the procurement title in the title of the email.

For the question to be answered, SIWI must receive the question no later than 2018-10-17.

Information provided to a candidate in response to a question will be provided to all candidates.

1.7 Contact

The SIWI contacts for the procurement procedure:

Ziyanda Mpakama

E-mail: ziyanda.mpakama@siwi.org

Telephone.: +27 82 374 9683

Lydie Menouer

E-mail: lydie.menouer@siwi.org

Telephone.: +27 76 431 3696

1.8 Disclaimer

This invitation to tender is in no way binding on SIWI. SIWIs contractual obligation will commence only upon signature of a written contract by the authorized signatories of SIWI and the successful tenderer.

SIWI reserves the right to accept any tender without prior negotiations. SIWI reserves the right to reject any tender and to cancel the process and reject all tenders at any time prior to the signing of the contract, without thereby incurring any liability to the affected tenderer(s).

SIWI will not be responsible for, or pay for, expenses or losses that may be incurred by a candidate or tenderer in the preparation of its tender and/or in connection with the procurement process.

2. Administrative Conditions

2.1 General information about the requirements

This Invitation to tender contains a number of compulsory requirements, which are so designated by the term **must** in bold type. In order for a tender to be evaluated, these compulsory requirements have to be fulfilled.

The procurement documents also contain a number of non-compulsory conditions, which are so designated by the term **should** in bold type.

2.2 Formal requirements relating to the tender

2.2.1 Preparation of the tender

2.2.1.1 One tender only

A tenderer may only submit only one tender for this contract. If more than one tender is submitted by a tenderer, all of its tenders will be rejected.

2.2.1.2 Lots

This procurement is not divided into lots. The tenderer must be able to provide all of the supplies/services requested in the procurement documents.

2.2.1.3 Content of tender

The tender **must**:

- be prepared in accordance with the requirements set out in the procurement documents,
- be written in English
- be perfectly legible so that there can be no doubt as to words and figures,
- include all the required information and documents,
- be signed by the authorized signatory of the tenderer.

2.2.1.4 Structure of tender

The tender **must** be submitted as a single pdf-file.

The tender **must** be structured in the following way:

- A. Tender form
- B. Technical specifications
- C. Financial specifications
- D. Other (Any additional information appended by the tenderer).

2.2.2 Submission of tender

The tender **must** be submitted by email as one complete set, as a pdf-file attached to the email.

The tender **must** be submitted to the following email addresses : ziyanda.mpakama@siwi.org and Lydie.menouer@siwi.org

2.2.3 Period of validity of the tender

The tender **must** be valid and binding on the tenderer until 2018-12-31.

2.2.4 Ownership of the tender

SIWI acquires and retains the ownership of all tenders received. Tenderers are not entitled to have their tenders returned to them.

2.2.5 Time limit for receipt of tenders

The time limit for receipt of tenders is 5th of November 2018, 12pm GMT.

Tenders received by SIWI after the deadline may be rejected.

2.3 Information concerning the tenderer

The tender **must** include the official name, organisation number, vat-registration number or equivalent and the contact information of the tenderer.

2.4 Consortia

In case the tenderer forms a consortium, all members of the consortium assume joint and several liability towards SIWI. Tenderers **must** designate one of the members as a lead member and single point of contact for SIWI for administrative and financial aspects as well as operational management of the contract.

The documents required and listed in the procurement documents **must** be supplied by every member of the consortium.

After the award of contract, SIWI will sign the contract either with all members of the consortium, or with the leader on behalf of all members of the consortium, duly authorized by the other members.

The members of a consortium assume joint and several liability towards SIWI for the performance of the contract as a whole.

2.5 Subcontracting

Subcontracting is permitted, but the main contractor (i.e. the tenderer) **must** assume full liability towards SIWI for performance of the contract as a whole.

Tenderers are required to identify subcontractors whose share of the contract is greater than 20% percent, and those whose capacity is necessary to fulfil the selection criteria.

During the performance of the contract, the change of any subcontractor identified in the tender or any additional subcontracting **must** be subject to prior written approval by SIWI.

3. Description of the Procurement Procedure

3.1 Introduction

This Section contains information regarding the conduct of the procurement procedure and does not require any answer, declaration or any documents to be submitted by the tenderer.

3.2 Time plan

The procurement procedure will be conducted in accordance with the following time plan:

Invitations to tender sent	2018-09-25
Time limit for receipt of questions	2018-10-17
Time limit for receipt of tenders	2018-11-05 12:00
Tender opening session	2018-11-06

3.3 Opening of tenders

Tenders will be opened at the SIWI offices on 2018-11-06 in a closed session of the evaluation committee.

3.4 The evaluation process

Tenders will be examined to ensure that they were received by SIWI before the deadline stated in Section 2.2.5. Tenders which are found not to have been received by SIWI within the time limit may be rejected.

Tenders received within the time limit will be examined to ensure that they conform to the administrative conditions stated in Section 2. Non-conforming tenders may be rejected.

3.4.1 Non-exclusion

Administratively compliant requests to participate will be examined to ensure that none of the exclusion situations listed in Section 4.1 applies to the tenderer.

3.4.2 Selection of tenderers

Tenderers having submitted an administratively compliant tender and who are not subject to any of the exclusion grounds will be qualified in accordance with the selection criteria in Section 4.2.

3.4.3 Evaluation of tenders

The tenders of qualified tenderers will be evaluated in accordance with the award criteria stated in Section 6.1 using the evaluation model described in Section 6.2.

3.5 Negotiations

SIWI will negotiate the terms of the contract with one or more tenderers. The minimum requirements in Section 4.2 and the award criteria in Section 5 are non-negotiable.

SIWI will award the contract to the tenderer that has submitted the most economically advantageous tender, taken into account improvements made during negotiations. The most economically advantageous tender will be determined in accordance with the award criteria stated in Section 6.2, using the evaluation model described in Section 6.3.

SIWI reserves the right to accept the most economically advantageous tender based on the tender submitted, without prior negotiations.

3.6 Notification

SIWI will inform all tenderers of decisions reached concerning the award of the contract, including the grounds for any decision to cancel the procurement procedure.

SIWI will inform all unsuccessful tenderers of the reason for rejecting their tender.

Tenderers will be informed of the outcome of this procedure by e-mail. It is the tenderer's responsibility to provide a valid e-mail address together with their contact details in their tender.

3.7 Processing of personal data

SIWI will process personal data included in tender documents and communications. For information about SIWI's processing of personal data, please use the following link:

[Processing of personal data](#)

4. Requirements relating to the tenderer

4.1 Exclusion grounds

A tenderer will be excluded from participation in a procurement procedure where SIWI is aware that the tenderer has been the subject of conviction by final judgement for any of the following reasons:

- participation in a criminal organization,
- corruption,
- fraud,
- terrorist offences or offences linked to terrorist activities,
- money laundering or terrorist financing, or
- human trafficking.

A candidate will also be excluded if a person who has been subject to such conviction is a member of the administrative, management or supervisory body of that economic operator or has powers of representation, decision or control therein.

A tenderer may be excluded from participation in a procurement procedure where SIWI is aware that the economic operator is in any of the following situations:

- a) where it has been established by a final judicial or administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions;
- b) where it can be demonstrated by appropriate means that the economic operator is guilty of a violation of applicable obligations in the fields of environmental, social or labour law;
- c) where the economic operator is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrange-

ment with creditors, where its business activities are suspended or it is any analogous situation arising from a similar procedure under national laws and regulations;

- d) where it can be demonstrated by appropriate means that the economic operator is guilty of grave professional misconduct;
- e) where a conflict of interest cannot be effectively remedied by other less intrusive measures;
- f) where the economic operator has been guilty of serious misrepresentation in supplying the information required as a condition of participation in the procurement procedure or has withheld such information;
- g) where the economic operator has undertaken to unduly influence the decision-making process, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

4.2 Selection Criteria

Tenderers **must** prove that they have the legal, economic, financial, technical and professional capacity necessary for the performance of the contract.

4.2.1 Legal capacity

Tenderers **must** have the legal capacity required for the performance of the contract.

Criterion 1: The Tenderer **must** be registered with the appropriate professional or trade register(s), provided that such registration is a legal requirement in the Tenderer's country of establishment.

Criterion 2: The Tenderer **must** be registered to pay all applicable taxes (e.g. value added tax, withholding tax, employee contributions or similar taxes or charges), provided that such registration is a legal requirement in the Tenderer's country of establishment.

4.2.2 Economic and financial capacity

Tenderers must have the necessary economic and financial capacity to perform the contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

Criterion 1: Turnover of the last two financial years above EUR 700 000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a consortium in case of a joint tender.

Criterion 2: Ratio between assets and liability above 1:1; this criterion applies to each member of the group in case of joint tender as well as any subcontractor declared as delivering at least 20% of the services.

Evidence to be provided with the tender:

- a copy of the financial statements (profit and loss accounts and balance sheet) for the last two years for which accounts have been closed from each concerned legal entity;

If, for some exceptional reason which SIWI considers justified, a tenderer is unable to satisfy the above criteria and/or provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the SIWI considers appropriate. In any case, SIWI must at least be

notified of the exceptional reason and its justification according to 3.2 Time Plan. SIWI reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.2.3 Technical and professional capacity

Criterion 1: Due to the dimension of the tasks assigned under the scope of work, the tenderer will have to set up a core project team. The tenderer should be able to demonstrate that he can compose a team of qualified personnel, covering at least the following profiles (or equivalent) knowing that all staff has to have experience and ability to work in an international and multicultural environment and **must** have French native language level (English will be a plus).

The core project team will consist of:

- A Project Director: an expert in water resources (including Integrated Water Resources Management) with at least 12 years of experience in Project Management. The professional experience shall include the overall responsibility for quality control and the continuity of service.
- An Environmental Economist: an expert with at least 5 years of experience in PES (Payment for Environmental Services) or similar relevant field.
- A Senior Legal expert: A specialist in legal affairs related to the field of the environment with at least 10 of experience and with relevant higher education degree in Law (Masters and or PhD). The senior legal expert may also be a national legal expert.

Evidence will consist of CVs of the team responsible for delivery of the service. Each CV should indicate the intended function in delivery of the service. The CV should be detailed enough to show the relevance of the experience. Only the assigned expert's CV should be submitted as part of this application and are not substitutable. The tenderer should also provide details on the allocation of time and human resources and the rationale behind the choice of this allocation. The tenderer should be demonstrative and explain how the organization and structure of the proposed team will allow requirements to be met and expected results to be delivered.

Criterion 2: The tenderer must prove experience in the field related to Payments for Ecological/Environmental or more generally in mechanisms to capture the economic value of water for the benefit of ecosystem restoration/protection.

Evidence: the tenderer should provide details (includes references) for projects delivered in this field or a field related to.

Criterion 3: The tenderer must prove experience in one or several countries members of the Niger Basin Authority (NBA).

Evidence: the tenderer must provide details (includes references) for such projects.

Criterion 4: The tenderer must as well have a proven experience in working with regional institutions Authority in the field of water. An experience with the NBA would be a plus.

Evidence: the tenderer must provide details (includes references) for such projects.

4.2.4 Quality assurance system

This criterion will assess the quality assurance system put in place during the provision of the services and the operational process for coping with multiple assignments run in parallel.

Evidence to be provided with the tender will consist in specific examples.

5. Requirements relating to the services

Requirements relating to the services to be provided/performed under the contract are set out in the Technical Specifications.

6. Evaluation of Tenders

6.1 Award Criteria

6.1.1 Technical and professional capacity

Criterion 1: weighting (max.points) 30

Criterion 2: weighting (max.points) 25

Criterion 3: weighting (max.points) 25

Criterion 4: weighting (max.points) 20

6.2 Evaluation Model

Tenders scoring less than 65% in the overall points total or less than 40 % in the points awarded for a single criterion will be excluded from the rest of the assessment procedure

Tenders presenting a total price superior to the maximum amount of €147,000 (one hundred forty-seven thousand euros) will be excluded from the rest of the assessment procedure.

The contract will be awarded to the tender offering the best value for money, which will be the one with the best quality-price ratio. The quality/price ratio ("value for money") will be calculated by allocating a mark to each tender, applying the following formula:

Total number of points (quality of the tender) x 100 000 / Total price (financial value of the tender)

The resulting mark gives an indication of the quality of the services offered in relation to their price. The contract will be awarded to the tender, which achieves the highest mark (i.e. the most cost effective).

