

## SERVICE CONTRACT NOTICE

### Technical Assistance for the formulation and management of CSO initiatives and activities in Sustainable Agriculture and Social Protection

**Location: Ghana**

**1. Publication reference**

EuropeAid/138425/IH/SER/GH

**2. Procedure**

Restricted

**3. Programme title**

Civil Society Organisations in Research and Innovation for Sustainable development (CSO-RISE)

**4. Financing**

Financing Agreement: FED/2016/038-759

**5. Contracting Authority**

National Authorising Officer for the EDF  
Ministry of Finance  
P.O. Box MB 40  
Accra, Ghana

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Fee-based

**7. Contract description**

Under the implementation of the above-referenced programme, the current assignment foresees to provide a Technical Assistance Team (TAT) in support to the Contracting Authority i.e. the Office of National Authorizing Officer of the Ministry of Finance. The CSO-RISE programme aims to contribute to inclusive growth and reduction of social inequalities. The Action is aimed at fostering the initiatives of the Civil Society Organizations (CSOs) in their capacities to address economic, social and climate-resilient issues through innovative interventions contributing to the sustainable management of ecosystems. It has been designed to be implemented through grants supporting Civil Society Organizations' (CSOs) initiatives under the 11<sup>th</sup> European Development Fund (EDF). This support is to complement future programmes foreseen under Sector 2 ("productive investments in agriculture in the Savannah ecological zone") and Sector 3 ("employment and social protection and employment creation").

The TAT is foreseen to provide support in the **sectors** of social protection, job creation, sustainable agriculture and natural resources management through innovative interventions contributing to the sustainable management of ecosystems. Moreover the TAT will assist the Contracting Authority with the following **activities**: preparation of a Call for proposals, design and implementation of a monitoring and evaluation framework, develop a knowledge management and communication strategies with third parties including dissemination of best practices and any other ancillary tasks that might be requested.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 500,000

**10. Scope for additional services**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to the estimated amount of approximately EUR 500,000. Any extension of the contract would be subject to satisfactory performance by the Contractor.

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**CONDITIONS OF PARTICIPATION**

**11. Eligibility**

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping consortium of tenderers) which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 29 below). Participation is also open to international organisations.

**12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (ie, the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**13. Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

**14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG 2.4.3.). Shortlisted candidates may not form alliances or subcontract to each other for the contract in question.

**15. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.2 of the PRAG.

**16. Sub-contracting**

Subcontracting is allowed.

## 17. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

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## PROVISIONAL TIMETABLE

### 18. Provisional date of invitation to tender

23 October, 2017

### 19. Provisional commencement date of the contract

1<sup>st</sup> March, 2018.

### 20. Initial period of implementation of tasks

March 2018 – February 2022

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## SELECTION AND AWARD CRITERIA

### 21. Selection criteria

Same criteria for legal and natural person

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
  1. The average annual turnover for each one of the last three years (2016, 2015, 2014) of the tenderer must exceed 200,000 EUR;
  2. Current ratio (current assets, current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.
- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.
  1. At least 6 staff currently working for the tenderer in fields related to this contract as mentioned in point 7. Contract Description
- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.
  1. The candidate has provided services under at least two contracts with a similar budget each (EUR 500,000) through Technical Assistance in the main sectors related to this contract (as per point 7). The contracts were implemented at any moment during the reference period: September 2014 - September 2017.

This means that the project the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to

be started and completed during that period, nor implemented during the entire period. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used and

2. The candidate has provided Technical Assistance to support initiatives of Civil Society Organisations (CSOs), in any activities outlined in point 7, under at least one other contract with a similar budget (EUR 500,000) implemented at any time during the reference period: September 2014 - September 2017.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility notably that of nationality and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

1. the highest number of projects in criteria 21.3.1. implemented in West Africa
2. the highest number of projects in criteria 21.3.1. implemented to support initiatives of Civil Society Organisations (CSOs) in the sectors of social protection, sustainable agriculture or natural resources management.
3. the highest number of projects in criteria 21.3.1. implemented in Ghana

The re-examination criterion 1 will be applied first. If the maximum number of 8 eligible candidates is not reached, the re-examination criterion 2 will then be applied. Only the 8 eligible candidates that rank highest will be invited to submit the tender.

## **22. Award criteria**

Best price-quality ratio.

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## APPLICATION

### 23. Deadline for receipt of applications

2 October, 2017 at 4:00pm Ghana Time.

Any application received by the Contracting Authority after this deadline will not be considered.

### 24. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

### 25. How applications may be submitted

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :  
National Authorising Officer for the EDF  
Ministry of Finance  
P.O. Box MB 40, Oval Road,  
Accra, Ghana  
Attn: Mr. Cosmos Kipo – Head – ACP-EU Unit / Room G13 / Annex A
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:  
National Authorising Officer for the EDF  
Ministry of Finance  
P.O. Box MB 40, Oval Road,  
Accra, Ghana  
Attn: Mr. Cosmos Kipo – Head – ACP-EU Unit / Room G13 / Annex A

In this case, the acknowledgement of receipt makes proof of compliance with the time-limit for receipt.

The Contract title and the Publication reference:

***'Technical Assistance for the formulation and management of CSO initiatives and activities in Sustainable Agriculture and Social Protection – EuropeAid/138425/IH/SER/GH'***

must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application

## **26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

## **27. Operational language**

All written communications for this tender procedure and contract must be in English.

## **28. Date of publication of prior information notice**

15 October 2016

## **29. Legal basis**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

## **30. Additional information**

N/A