

ECO BUSINESS DEVELOPMENT FACILITY PROCUREMENT PROCEDURES

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1. Tender procedure

1.1. Presentation of tender

The tender process will be handled by the eco.business Development Facility (DF) Manager, Finance in Motion GmbH.

The **tender** should be submitted by e-mail **only**, in two comprehensive pdf files. The **technical and the financial proposal** should be sent **in two separate e-mails** to:

proposals@finance-in-motion.com

E-mails containing the technical and financial proposal should be clearly labeled “Project name. Technical Proposal” and “Project name. Financial Proposal” and “Customer identification data”.

No financial information shall be contained in the technical proposal. **The financial proposal has to be password-protected!** The eco.business DF Manager will only request the password for the financial proposal if the respective technical proposal obtains the required minimum of evaluation points (see sections 4 and 5).

The deadline for the receipt of the technical proposal is defined in the letter of invitation. All proposals should be sent to the following email: proposals@finance-in-motion.com. All proposals received after that deadline will be rejected automatically without evaluation.

We kindly ask you to confirm your interest for submitting the proposal to the following email:

proposals@finance-in-motion.com.

1.2. Language of the tender

Technical and financial proposals as well as all communication related to the tender shall be in English language. Additionally, the consultant(s) must be fluent in Spanish.

1.3. Contracting authority

The contracting authority is the eco.business DF. A specific contract will be concluded between the eco.business DF and the Consultant for the performance of the assignment.

1.4. Validity period of tenders

The period of validity of tenders is **60 days**.

1.5. Request for additional information

Any question, communication or request for additional information concerning this Request for Proposals is only permitted in writing to the eco.business DF Team. Such requests should be sent no later than **eight**

(8) days before the deadline for the submission of proposals. If any clarification is necessary, the answers will be communicated simultaneously in writing in the following website: ...

1.6. Confidentiality

All documents shared with the bidders in the framework of this tender process are to be treated as strictly confidential and may not be shared with third parties without prior approval of the eco.business DF.

1.7. Cancellation

The eco.business DF reserves the right to cancel the tender process without notice at any time if it deems so appropriate. Bidders should only participate in the tendering process with the understanding that they would not be entitled to any form of compensation should the eco.business DF decide to interrupt the tender process before the contract is signed.

2. Content of the tender

2.1 Customer identification data

The bidder is requested to provide in writing all the information necessary for its identification, according to the customer identification form, which can be downloaded on the eco.business DF website / [tender documents](#).

2.2 Technical proposal

The technical proposal shall address the requirements of the Terms of Reference (ToR) and comprise the following:

- I. A short company/organisation profile giving an overview of the company's/organisation's relevant experience aligned with the objectives of the proposed assignment, notably with relevant, ongoing and up to date experience and reference projects in the sector and the region (max. two (2) pages)
- II. Critical analysis of the ToR (max. two (2) pages)
- III. Proposed Concept (max. twelve (12) pages)
 - a. Scope of work
 - b. Methodological approach ¹
 - c. Overview of implementation concept and project organisation
 - d. Work plan including staffing schedule²
- IV. Team composition (max. two (2) page without CVs)
 - a. Description of the team members

¹ Bidders should not simply quote the ToR but should demonstrate how their approach will address the requirements of the TOR and the critical analysis made on the ToR.

² This will include a quantitative appreciation of the workload required (in man-days) for each of the specified subtasks for each of the team members.

- b. Detailed description of the tasks to be performed by each team member (including backstopping staff in the home office) using the timeline template provided in annex 5
- c. CVs of the proposed key staff, including local consultants, according to the CV template provided in annex 3. CVs presented in the proposal should indicate expertise on M&E, financial experience and knowledge on technical environmental topics, and the description of the activities to be done by each consultant.

Parts II and III of the proposal shall not exceed **fourteen (14) pages** in total. CVs shall not exceed **four (4) pages** each in the format provided.

2.3 Financial proposal

The financial proposal shall be structured using the budget template provided in annex 4. The bidder will verify the applicability of taxes on its own account and in the event taxes are applicable, the bidder should list them separately and be included as part of the budget.

All costs for procurement and negotiations are to be borne by the Consultant.

All expenses shall be expressed in US Dollar.

3. Organisation of services and reporting

The services will meet the requirements laid out in the ToR. The Consultant will coordinate all of its activities with the eco.business DF Manager.

The bidders shall suggest the composition of a team considered most suitable for a successful undertaking of the assignment. The bidders are also allowed to form a consortium with other consulting companies or individual consultants to complement their expertise. The Consultant will nominate one person (lead consultant) to be the main counterpart to the eco.business DF Manager. He or she will be the first point of contact for all exchange of information.

Any change in the composition of the team after the submission of the bidder's proposal shall be subject to prior written approval by the eco.business DF. Any replacement shall have comparable skills, background and experience.

The Consultant will provide the eco.business DF with a draft of the outlined deliverable(s) in line with the project's schedule and the requirements of the assignment. The eco.business DF Manager will comment on the documents within an agreed time frame following the submission of the deliverables. The final deliverables will incorporate the comments that were given. The Consultant will have to be capable of collecting all the necessary data for the preparation of the deliverables.

The Consultant will be available to the eco.business DF Manager for ad-hoc reporting via e-mail and telephone.

4. Tender evaluation

The evaluation of the tenders received will follow a four-step approach:

Step 1: Prequalification

Only the technical proposal will be opened on the submission date. The quality of each technical proposal will be evaluated according to the award criteria listed under chapter 5 of this document. Based on the evaluation of the technical proposals a short-listed candidates will be announced in the following link:

Step 2: Interviews with short-listed candidates

After the evaluation of the technical proposals and completion of the first step of the evaluation process, the eco.business DF Manager will conduct telephone interviews with the short-listed consultant(s) of highly ranked bidders. The outcome of the telephone interview(s) will be included in the evaluation.

Step 3: If technical proposal achieves minimum required score, evaluation of the financial proposal

For bidders obtaining a minimum of 60 points (of a maximum of 80 points) on their technical proposal and proposed staff (including interviews), the financial proposal will be opened.

The financial proposal with the lowest budget will receive the maximum points of 20. The points of higher proposed budgets will be calculated by dividing the lowest proposed budget by the budget under consideration and multiplying the result by the maximum number of points.

Step 4: Final selection of winning tender by the eco.business Development Facility Committee (DFC)

The number of points given for the financial proposal will be added to the number of points awarded for the technical proposal. The tender with the highest total number of points will be considered the winning tender.

The evaluation of the technical and financial proposals including the final selection will be overseen by the eco.business Development Facility Committee (DFC), which comprises members from KfW Development Bank. The DFC members will review the evaluation and approve the final ranking.

The bidder of the winning tender will then be invited for contract negotiations by the eco.business DF.

5. Award criteria

The eco.business DF will, in consultation with (if applicable) the beneficiary of the project, select the most favorable offer, applying the following award criteria:

6. Monitoring and Evaluation

The eco.business DF will be required to prepare a brief internal evaluation report on the Consultant's performance. Information which is tracking the performance will be maintained at the eco.business DF. Any specific problems with acceptance of deliverables will have to be resolved by the Consultant before invoices are approved and payments are made.

Annexes (please see separate documents within the website)

Annex 2: Terms of Reference (ToR)

Annex 3: CV Template

Annex 4: Budget Template

Annex 5: Timeline

Annex 6: Theory of Change

Annex 7 Reporting template