

TENDER RULES

OBJECT OF THE PROPOSED CONTRACT:

ANALYSIS, DEVELOPMENT AND SUPPORT OF THE IMPLEMENTATION OF SUSTAINABLE FINANCING SCHEMES AND/OR TOOLS WITHIN THE FRAMEWORK OF PANAMA'S NATIONAL CARBON MARKET (MNCP).

(In Spanish: Análisis, desarrollo y apoyo a la implementación de esquemas y/o herramientas de financiamiento sostenible en el marco del mercado nacional de carbono de Panamá (MNCP).)

LEGAL REPRESENTATIVE OF THE CONTRACTING AUTHORITY:

Jérémie PELLET, Chief Executive Officer of EXPERTISE FRANCE

DATE AND TIME OF OFFER SUBMISSION DEADLINE:

27/01/2025 at 23:59 (PARIS TIME)

CONTENTS

ARTICLE 1: OBJECT AND SCOPE OF THE TENDER	4
Object of the tender	4
Scope of the tender	4
Provisional schedule of the tender	4
Tender language – currency	4
Composition of the tender documents	4
Modification of the tender documents	5
ARTICLE 2: GENERAL CHARACTERISTICS OF THE PROPOSED CONTRACT	5
Form of the contract	5
Estimated amount of the need	5
Term of the contract	5
Allotment	5
Similar services	5
ARTICLE 3: CANDIDATE PARTICIPATION CONDITIONS	5
Candidate presentation conditions	5
Grounds and conditions of exclusion	6
Minimum prerequisites in terms of economic capacity	6
<i>ECONOMIC AND FINANCIAL CAPACITY</i>	6
Specific requirements for consortia of economic operators	6
<i>Grounds for the exclusion of consortia</i>	6
<i>Form of the consortium</i>	7
Subcontracting	7
<i>Grounds for exclusion in the case of subcontracting</i>	7
<i>Presentation of a subcontractor</i>	7
ARTICLE 4: PRESENTATION OF BIDS AND SUBMISSION PROCESS	7
Application documents	7
Bid documents	8
Bid validity period	8
Bid submission process	8
<i>Bids submitted in paper format</i>	8
<i>Electronic submission</i>	8
ARTICLE 5: ANALYSIS OF APPLICATIONS	9
Application supplementary information requests	10
Rejection of late applications - Opening bids	10
Admissibility of applications	10
ARTICLE 6: BID EVALUATION, NEGOTIATIONS AND AWARD	10
Rejection of late bids - Opening bids	10
Bid analysis	10
Rejection of non-conforming, inadmissible or inappropriate bids	11
Comparison of bids for selection of the most economically beneficial bid	11
<i>Criterion 1: price of the services</i>	11

<i>Criterion 2: Technical offer</i>	11
Negotiations	16
Award process.....	16
ARTICLE 7: PROCESSING OF PERSONAL DATA IN THE CONTEXT OF THIS TENDER AND FOR THE PURPOSES OF CONTRACT MONITORING	16
Identity and contact details of the data controller and its representative.....	17
For the PLACE platform:.....	17
Contact details of the Data Protection Officer:.....	17
For the contracting authority:.....	17
Contact details of the Data Protection Officer:.....	17
ARTICLE 8: ADDITIONAL INFORMATION	18
ARTICLE 9: APPEAL CHANNELS AND DEADLINES	18

ARTICLE 1: OBJECT AND SCOPE OF THE TENDER

Object of the tender

The tender covers the award of a service contract covering “Generate financing opportunities for sustainable initiatives structured within the framework of Panama's National Carbon Market (MNCP).”

The scope of the needs to be satisfied is set out in the Specifications.

Scope of the tender

This contract is subject to the French Public Procurement Code (CPP) in its applicable version under Ordinance no. 2018-1074 of 26 November 2018, establishing the legislative elements of Decree no. 2018-1075 of 3 December 2018, establishing the regulatory elements of the Public Procurement.

It is awarded by means of adapted procedure in application of Articles L. 2123-1 and R. 2123-1 to R. 2123-7 of CCP.

Provisional schedule of the tender

Estimated date	Stage
17/12/2024 9:00 am (Bogota time)	Public information Meeting: Connection link
27/01/2025	Bid submission deadline
13/02/2025	Interviews/Negotiations and requests for optimised bids
19/02/2025	Optimised bid submission deadline
27/02/2025	Rejection letters sent to non-selected candidates
28/02/2025	Contract award

Tender language – currency

All the tender documents must be written in English, except for the documents accompanying the methodological and financial proposals described in the article 4 of this tender, that must be written in Spanish.

The Contracting Authority will conclude contracts in the following currency: euro (€).

All currencies other than EUR shall be converted in EUR according to the European rate at the invoice date:

https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_es

There shall be no compensation for the CONTRACTOR who invoices in a currency different from the contract currency in case of loss due to variations in the exchange rate and/or cost of banking transactions.

Composition of the tender documents

The tender documents are composed of the following:

- These tender rules (the “Rules”) (“1-6. Tender Rules”);
- The Specifications (Terms of Reference (“ToRs”) (“2-6. Acción 1 Panamá Mercados carbono_EF”);
- The draft contract (general conditions and special conditions) (“3-6. Service contract_DP n°2 Panamá_Mercados carbono”)
- The candidate application form (“4-6. Expression of interest form”, including Appendix 1: sworn statement on exclusion criteria, the absence of conflict of interest and the “third-party sheet”);
- The candidate GDPR compliance verification form (5-6. GDRP compliance verification form”);

- User guide of PLACE platform (in Spanish). ("6-6. GUÍA DE USO_PLATAFORMA PLACE")

Modification of the tender documents

Modifications may be made to the tender documents up to 4 days prior to the bid submission deadline.

Modifications are only forwarded to the economic operators duly identified during the tender document consultation phase.

Candidates/bidders must respond on the basis of the latest modified documents. Should any candidate/bidder have submitted any bid or offer prior to modification, they may resubmit based on the latest modified documents prior to the bid reception deadline.

ARTICLE 2: GENERAL CHARACTERISTICS OF THE PROPOSED CONTRACT

Form of the contract

The contract constitutes public procurement composed of a single item subject to fixed pricing

Estimated amount of the need

The provisional amount of the contract is fixed at a maximum of €166,500 (one hundred sixty-six thousand and five hundred euros) VAT not included.

Term of the contract

The CONTRACT is entered into with an initial validity period of 12 months from its award date. This initial validity period will be tacitly renewed for additional periods of validity, up to the maximum amount of 14 months from the award date.

For illustrative purposes only, the anticipated award date is 28/02/2025.

Allotment

This tender is not divided into lots

Similar services

Under Article R.2122-7 of the French Public Procurement Code, in the context of a negotiated procedure without competitive bidding, the contractor may be awarded similar services to those of the initial contract. The period during which such contracts may be entered into may not exceed three years from the award date of the initial contract.

ARTICLE 3: CANDIDATE PARTICIPATION CONDITIONS

Candidate presentation conditions

A single entity may not represent more than one candidate for any given tender (Article R. 2142-4 of the French Public Procurement Code). In the context of this tender, however, the contracting authority authorises the candidate to present multiple offers when acting at the same time as:

- an individual candidate and member of one or more consortia of economic operators;
- a member of multiple consortia of economic operators.

In the event of an application being made by a consortium of economic operators, each member of the consortium must provide all the documents and information certifying their legal, professional, technical and

financial capacity. The consortium's capacities will be assessed on an overall basis.

Grounds and conditions of exclusion

Notably under:

- The French Law no. 2016-1691 of 9 December 2016 on transparency, anti-corruption and modernisation of the economy, the so-called "Sapin 2" law;
- Chapter II of the French Monetary and Financial Code setting out provisions for the freezing of assets and the prohibition of making funds available (notably Article L. 562-4 and Article L. 562-5);
- Relevant requirements emanating from accreditation for managing delegated EU funds (Pillar 7 relating to exclusion from accessing financing);

Candidates or their representative in any of the situations set out in Articles L.2141-1 to L.2141-10 of the French Public Procurement Code, or which are on any official exclusion list, shall be excluded from the procedure, whether their situation is established by means of their own declarations or through the application of vigilance measures by the contracting authority.

However, where the exclusion decision is at the discretion of the contracting authority, it shall invite the candidate(s) liable to exclusion to present their observations in order to establish, via all means and within a reasonable period not exceeding 10 days, that the measures required to rectify the failings laying behind exclusion have been taken and, as applicable, that their participation in the tender will not undermine equality of treatment among the bidders.

Where an operator finds itself to be in a position of exclusion during the procedure, it shall notify the contracting authority without delay, which shall apply exclusion on these grounds.

Minimum prerequisites in terms of economic capacity

ECONOMIC AND FINANCIAL CAPACITY

The tenderer is expected to present its volume of turnover over the last 2 years, proving at least 1 (once) the maximum budget of the Contract (€166,500 €)

Each consortium member must provide all the documents required under these Rules. In order to demonstrate its professional, technical and financial capacity, the candidate may ask for due consideration to be given to the professional, technical and financial capacity of one or more economic operators. In such cases, it must demonstrate the capacities of the other economic operator(s) from which it benefits for contract implementation.

In the case of a temporary consortium, the aforementioned participation conditions will be assessed on an overall basis; the application file must include authorisation of the lead company from its co-contractors, which may be issued via form DC1.

Specific requirements for consortia of economic operators

Grounds for the exclusion of consortia

Where the grounds for exclusion from the tender procedure concern one of the consortium members, the contracting authority shall demand its replacement by an entity not subject to the grounds for exclusion, to take place within 10 days of the lead company receiving said demand. Failing this, the consortium shall be excluded from the procedure;

Form of the consortium

The consortium shall be jointly and severally liable. The lead company is liable for execution of the contract by each of the consortium members with regard to their contractual obligations vis a vis Expertise France.

Subcontracting***Grounds for exclusion in the case of subcontracting***

Entities subject to grounds for exclusion cannot be accepted as subcontractors.

Where the subcontractor subject to grounds for exclusion is presented at the application phase, the contracting authority shall demand its replacement by an entity not subject to the grounds for exclusion, to take place within 10 days of the candidate receiving said demand. Failing this, the candidate shall be excluded from the procedure.

Presentation of a subcontractor

Subcontractors are to be presented using form DC 4 (Subcontracting Declaration)¹ duly completed by the subcontractor and the candidate, incorporating a statement of the subcontractor's professional, technical and financial capacity, in addition to a sworn declaration that the subcontractor is not subject to any prohibition on participating in public procurement.

ARTICLE 4: PRESENTATION OF BIDS AND SUBMISSION PROCESS

Bidders must submit a complete bid incorporating the documents specified below. The requested documents must be signed by the bidder, the lead company of the temporary consortium or each of the members of the consortium.

Application documents

Candidates must submit the following application documents:

- Proof of registration at the trade and companies' registry ("k-bis" or equivalent);
- The attached application form;
- As applicable, the court ruling on receivership (*redressement judiciaire*);
- The attached GDPR compliance verification form, used to verify that the bidder has implemented appropriate technical and organisational measures such that data processing complies with relevant data protection laws and regulations (GDPR and French data protection legislation), thereby guaranteeing the rights of data subjects;
- If possible, proof of previous experiences fulfilling the requirements described in ToRs, section "4.1 Experiencias y calificaciones de la empresa":
- A description of the human resources that meet the participation conditions set out below:
 - o A declaration stating the company's current headcount and the number of supervisory personnel;
- A description of the economic and financial resources that meet the participation conditions set out below:

Volume of turnover over the last 2 years, proving at least once the amount of Contract per year for in the case of a firm presenting an offer on its own (see Section *ECONOMIC AND FINANCIAL CAPACITY of Article 3*):

 - o Revenue declarations for the last three available financial years;
 - o Currently valid insurance certificates for civil and/or professional liability;
 - o Candidate declaration form (as provided);

¹ Form DC4 is available at: <https://www.economie.gouv.fr/daj/formulaires-mise-a-jour-formulaire-declaration-sous-traitance-dans-marches-publics>

Bid documents

Candidates must submit a complete bid file containing the following documents:

- A technical and financial offer, presenting clearly
(Una oferta técnica, presentando de manera clara):
 - **A note presenting the methodological approaches chosen for the implementation of the consultancy, aligned with the ToR with proposals and suggestions for implementation (at the level of activities, tools, implementation modalities...),**
(*“Una nota de análisis y comprensión del contexto específico de esta consultoría, de las temáticas abordadas (mercados de carbono, financiamiento climático y verde, políticas climáticas y de biodiversidad y temas afines), así como de la metodología presentada en los TdR, con propuestas y sugerencias para la implementación de la consultoría (a nivel de actividades, herramientas, modalidades de implementación...)”*)
 - **A work plan for the execution of the consultancy (including a detailed timetable)**
(*“Un plan de trabajo para la ejecución de la consultoría (incluyendo cronograma detallado)”*)
 - **A general presentation of the working team (maximum of 5 pages of presentation), supported by resumes of all the proposed team and a completed table of experience and qualifications (model in Annex 1 of these Tender Rules).**
(*“Una presentación general del equipo de trabajo (máximo de 5 páginas de presentación), soportado por hojas de vida de todo el equipo propuesto y tabla de cumplimiento de las experiencias y calificaciones debidamente completada (modelo en Anexo 1 de estos TdR)”*)
 - **A proposal for a capacity building plan**
(*“Una propuesta de plan de fortalecimiento de capacidades”*)
 - **A proposal for participatory methodology and socialization,**
(*“Una propuesta de metodología participativa y de socialización”*),
 - **A proposal for a communication and dissemination process.**
(*“Una propuesta de proceso de comunicación y difusión”*)
- A financial offer, in euro, all taxes included
 - **A financial offer in Euro (€), using the format in annex 2 to these Tender Rules.**
(*in Spanish: Una oferta financiera en euros (€), usando el formato en anexo 2 a estos “Tender Rules” (reglas de la consulta).*)
- The draft contract, duly completed signed and dated.
(*in Spanish: El borrador de contrato, debidamente cumplimentado, firmado y fechado.*)

Bid validity period

The validity of bids submitted shall be at least 120 days from the submission deadline.

Bid submission process

Bids submitted in paper format

Bids submitted in paper format will be rejected.

Electronic submission

In order to access the tender consultation space or to submit their bid, bidders must connect to the French government procurement platform at:

<https://www.marches-publics.gouv.fr>

Electronic submission is mandatory. Any submission via other means will be rejected.

The bid submission procedure is detailed on the website www.marches-publics.gouv.fr.

On this site, bidders will notably find a user guide available for download which specifies the platform's conditions of use, notably the technical prerequisites and electronic certificates.

Should they so wish, bidders may make contact by phone on 01 76 64 74 07 on all business days between 9am and 7pm in order to obtain technical assistance with how to complete all the necessary tasks.

In the event of allotment, all lots must be covered by an electronic submission. However, it is possible to make a single electronic submission for multiple lots provided that the lots covered by a bid can be identified without ambiguity.

The costs of accessing the network and of electronic signature shall be borne by the candidate.

Bidders are invited to test the configuration of their work device and to perform a test tender to ensure that their technical environment is functioning as required.

Bidders' attention is drawn to the fact that they must at least have internet browser software. It is not mandatory to have an electronic signature system.

In order to make an offer, bidders must forward files in the following computer formats: PDF, RTF, ZIP, suite Microsoft Office, LibreOffice or Open Office. Any computer file in a different format will be declared null and void.

NOTE:

All bid files must be free of computer viruses and must have been previously treated to this end by the bidder, using the latest version of an antivirus software. The same applies to all other files exchanged during this public procurement procedure.

The contracting authority may place any file containing a virus in a security archive. It will therefore be deemed never to have been received.

NB: Bidders' attention is drawn to the time required to deliver large volume electronic files. The average downloading time may vary according to various parameters, such as the technical capacity of the device, the type of internet connection, traffic on the network, etc.

To the extent that the date and time of completed upload constitutes the legal reference for submission of electronic bids, bidders are invited to allow sufficient time for all electronic submissions.

Even though its bid for this public procurement procedure will have been submitted electronically, the bidder undertakes, notably if its bid has been accepted, to provide contractually valid paper documents. In this regard, it also undertakes that the natural person providing the electronic signature also provides their handwritten signature without making any modifications to the documents, to be forwarded to the contracting authority in this format. Lastly, the bidder undertakes to accept notification in paper format, in accordance with standard practices.

ARTICLE 5: ANALYSIS OF APPLICATIONS

Applications are selected by the Evaluation Committee of Expertise France in accordance with the following procedure.

Under Article R.2161-4 of the French Public Procurement Code, the Evaluation Committee may decide to examine offers before applications.

In such cases, the supporting documentation for aptitude and capacity and the evidence relating to grounds for exclusion are only requested by the contracting authority from bidders preselected for award of the tender.

Application supplementary information requests

Before examining applications, should the contracting authority note that requested documents or information are missing or incomplete, it may ask the bidders concerned to complete their application pack within a deadline applicable to all such bidders. The deadline will be specified in the request for supplementary information.

Applications that are incomplete or which remain incomplete following a request for additional information will be eliminated.

Rejection of late applications - Opening bids

The Bid Opening Committee (meeting in non-public session) lists the bids received, the identity of applicants and the composition of the bids submitted.

Bids received after the deadline will be immediately rejected.

Admissibility of applications

In accordance with Article 3 of this document covering the conditions for participation, the Evaluation Committee of Expertise France analyses the admissibility of applications based on the following criteria:

- Candidate's registration at the trade and companies' registry (or equivalent)
- Candidate's compliance with its social security obligations
- Candidate's compliance with its tax obligations
- The applicant must not be in any of the situations set out in Articles L. 2141-1 to L. 2141-6 and L. 2141-7 to L. 2141-11 of the French Public Procurement Code, nor be on any official exclusion list, whether their situation is established by means of their own declarations or through the application of vigilance measures by the contracting authority
- The candidate or its representative must not be in a situation of conflict of interest vis-à-vis the contracting authority and/or any beneficiary of the procurement contract
- The candidate must be able to demonstrate adequate implementation of appropriate technical and organisational measures such that data processing conforms with relevant data protection laws and regulations (GDPR and French data protection legislation), thereby guaranteeing the rights of data subjects

Applications not demonstrating professional aptitude and/or which manifestly do not have the professional, technical or financial capacity required for this tender will be eliminated

ARTICLE 6: BID EVALUATION, NEGOTIATIONS AND AWARD

The bid selection procedure is conducted by the Evaluation Committee of Expertise France in accordance with the following procedure:

Rejection of late bids - Opening bids

The Bid Opening Committee (meeting in non-public session) lists the bids received, the identity of applicants and the composition of the bids submitted.

Bids received after the deadline will be immediately rejected.

Bid analysis

After having verified that the bids received are conforming, admissible and appropriate, the Evaluation Committee of Expertise France analyses the bids from selected bidders in accordance with the following criteria.

Rejection of non-conforming, inadmissible or inappropriate bids

The Evaluation Committee examines all bids received and, in accordance with Article R.2152-1 of the French Public Procurement Code, rejects bids judged to be non-conforming, inadmissible or inappropriate, as applicable, after having implemented the regularisation procedure set out in Article R.2152-2 of said code.

Comparison of bids for selection of the most economically beneficial bid

Bids will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

Criterion 1: price of the services

The **financial score (FS out of a maximum of 20 points)** will cover the comparison of the financial offers of all candidates having submitted a conforming bid.

The analysis of the financial offer will be based on the duly filled format annexed to these Tender Rules.

Criterion 2: Technical offer

Criteria (« Criterios »)	Requirements or maximum number of points (« Requisitos o número máximo de puntos »)
1. <u>Understanding of the context and technical content of the mission and analysis of the ToRs</u> <i>(“Comprensión del contexto y del contenido técnico de la misión y análisis de los TdR.”)</i>	15 points
<p>The analysis of this criteria will mainly focus on the following document:</p> <p>A note presenting the methodological approaches chosen for the implementation of the consultancy, aligned with the ToR with proposals and suggestions for implementation (at the level of activities, tools, implementation modalities...). (“Una nota de análisis y comprensión del contexto específico de esta consultoría, de las temáticas abordadas (mercados de carbono, financiamiento climático y verde, políticas climáticas y de biodiversidad y temas afines), así como de la metodología presentada en los TdR, con propuestas y sugerencias para la implementación de la consultoría (a nivel de actividades, herramientas, modalidades de implementación...)”)</p>	
2. <u>Quality and adequacy of the methodological and operational approach to the implementation of the activities and achievement of the objectives.</u> <i>(“Calidad y adecuación del enfoque metodológico y operacional para la realización de las actividades y la consecución de los objetivos.”)</i>	25 points
<p>The Offer’s analysis will be based on the following documents:</p> <p>2.1 A note presenting the methodological approaches chosen for the implementation of the consultancy, aligned with the ToR with proposals and suggestions for implementation (at the level of activities, tools, implementation modalities...), <i>(“Una nota presentando los enfoques metodológicos elegidos para la implementación de la consultoría, alineada con los TdR con propuestas y sugerencias para la implementación (a nivel de actividades, herramientas, modalidades de implementación...)”)</i></p> <p><u>Note :</u></p> <p>This description will include an explanation of the pertinence and added value of the approach proposed by the Tenderer to successfully address the ToRs’ objectives and expected results (ideally based on former similar experiences).</p>	6

<p>It is expected from the Tenderer to bring any pertinent complementary information it would see relevant to enhance the quality of the activities and ensure the successful implementation of the Action, ideally on the basis of its experience and that of the experts' team in similar projects.</p> <p><i>("Esta descripción incluirá una explicación de la pertinencia y el valor añadido del enfoque propuesto por el Licitador para abordar con éxito los objetivos de los TdR y los resultados esperados (idealmente basada en experiencias similares anteriores).")</i></p> <p><i>Se espera que el Licitador aporte cualquier información complementaria pertinente que considere relevante para mejorar la calidad de las actividades y garantizar el éxito de la ejecución de la Acción, idealmente sobre la base de su experiencia y la del equipo de expertos en proyectos similares.")</i></p> <p>2.2 A work plan for the execution of the consultancy (including a detailed timetable) <i>("Un plan de trabajo para la ejecución de la consultoría (incluyendo cronograma detallado)")</i></p> <p>Note :</p> <p><i>The offer will have to follow the timetable proposed in ToRs. Offers proposing longer implementation periods will be attributed 0 (zero) point, unless it provides a justification deemed solid by Expertise France and the beneficiary).</i> <i>On the contrary, offers proposing optimized (shorter) implementation periods will be evaluated positively (higher number of points).</i></p> <p><i>("La oferta deberá seguir el calendario propuesto en los TdR. Las ofertas que con 0 (cero) puntos, a menos que presenten una justificación que Expertise France y el beneficiario consideren sólida.)</i> <i>Al contrario, ofertas que propongan plazos de ejecución optimizados (más cortos) serán evaluadas positivamente (mayor número de puntos).")</i></p> <p>2.3 A proposal for a capacity building plan <i>("Una propuesta de plan de fortalecimiento de capacidades")</i></p> <p>2.4 A proposal for participatory methodology and socialization, <i>("Una propuesta de metodología participativa y de socialización")</i></p> <p>2.5 A proposal for a communication and dissemination process. <i>("Una propuesta de proceso de comunicación y difusión")</i></p>	<p>3</p> <p>6</p> <p>6</p> <p>4</p>
<p>3. Quality and adequacy of the proposed experts' teams to efficiently and successfully implement all the needs and activities expressed in ToRs. <i>("Calidad y adecuación de los equipos de expertos propuestos para llevar a cabo con eficacia y éxito todas las necesidades y actividades expresadas en los pliegos de condiciones.")</i></p>	<p>40 points</p>
<p>3.1 Overall presentation of the experts' team <i>("Presentación general del equipo de expertos")</i></p> <p>The analysis of this section will focus on the following documents:</p> <ul style="list-style-type: none"> A presentation of the work team (maximum 5 pages), describing clearly the general composition of the team, the internal organization with distribution of roles and responsibilities among team members (preferably supported by an organization chart, and explaining what is the assets and added value of the team to successfully achieve the results. <i>("Una presentación del equipo de trabajo (máximo 5 páginas), describiendo claramente la composición general del equipo, la organización interna con distribución de funciones y responsabilidades entre los miembros del equipo</i> 	<p>5</p>

<p><i>(preferiblemente apoyada en un organigrama, y explicando cuáles son los activos y el valor añadido del equipo para alcanzar con éxito los resultados.)</i></p> <ul style="list-style-type: none"> This presentation of the team has to be endorsed by: <ul style="list-style-type: none"> resumes/CV of the entire proposed team <i>(“CV de todo el equipo propuesto”),</i> the completed table of experience and qualifications (model in Annex 1 of these Tender rules) <i>(“cuadro de experiencia y cualificaciones cumplimentado (modelo que figura en el Anexo 1 del presente Pliego)”)</i> 	
<p>3.2 Experts team’s qualifications and experience, with regards to ToRs <i>(“Cualificaciones y experiencia del equipo de expertos en relación con los TdR”)</i></p> <p>Note: The technical offer must include teams including at least the “Coordinator” (Coordinador/a”) profile defined in ToRs. <u>As a consequence, offers not complying with these minimum requirement regarding expert’ will be rejected.</u></p> <p>Beyond this mandatory position, the analysis of technical offers will be carried out at the level of the team as a whole (and not profile by profile), on the basis of CVs and the table of experience and qualifications (model in Appendix 1). It is worth mentioning the Coordinator’s position can be combined with another position within the expert’s team.</p> <p><i>(“La oferta técnica debe incluir equipos que incluyan al menos el perfil de «Coordinador/a» definido en los TdR. En consecuencia, se rechazarán las ofertas que no cumplan estos requisitos mínimos relativos a los «expertos».</i></p> <p><i>Más allá de esta posición obligatoria, el análisis de las ofertas técnicas se llevará a cabo a nivel del equipo en su conjunto (y no perfil por perfil), sobre la base de los CV y de la tabla de experiencia y cualificaciones (modelo en el Anexo 1).”</i> <i>Cabe señalar que el cargo de coordinador puede combinarse con otro puesto en el equipo de expertos).</i></p>	
<p>1) <u>Position of “Coordinator”</u> <u>(cargo de “Coordinador/a”)</u></p> <p><u>Mandatory requirements and technical criteria (Experience and competencies)</u> <i>(“Requisitos obligatorios y criterios técnicos (Experiencia y competencias) para el «Coordinador/a»”)</i></p> <p>Mandatory requirements: <i>(“Requisitos obligatorios”):</i></p> <ul style="list-style-type: none"> Professional in Engineering, Administration, Economics or related areas. <i>(“Profesional en Ingeniería, Administración, Economía o áreas afines”)</i> Experience in project management. <i>(“Experiencia en gestión de proyectos”)</i> Experience in climate change projects of national scope <i>(“Experiencia en proyectos de cambio climático de alcance nacional”)</i> Experience in voluntary carbon markets. <i>(“Experiencia en mercados voluntarios de carbono.”)</i> 	<p>Mandatory</p>

<ul style="list-style-type: none"> Working experience in management of development and international cooperation projects. (<i>"Experiencia de trabajo en gestión de proyectos de desarrollo y cooperación internacional"</i>) Similar experience in similar projects in Latin America and the Caribbean. (<i>"Experiencias similares en proyectos similares en América latina y el Caribe"</i>) <p>Experience and competencies: (<i>"Experiencia y competencias"</i>):</p> <ul style="list-style-type: none"> Experience in project management. (years of experience). (<i>"Experiencia en gestión de proyectos"</i>) (años de experiencia) Experience in climate change projects of national scope (years of experience). (<i>"Experiencia en proyectos de cambio climático de alcance nacional"</i>) (años de experiencia) Experience working in management of development and international cooperation projects, ideally financed by the EU (years of experience). (<i>"Experiencia de trabajo en gestión de proyectos de desarrollo y cooperación internacional, idealmente financiados por la UE"</i>) (años de experiencia) Experience in voluntary carbon markets (years of experience) (<i>"Experiencia en mercados voluntarios de carbono"</i>) (años de experiencia) Similar experience in similar projects in Latin America and the Caribbean will be positively valued (years of experience). (<i>"Experiencias similares en proyectos similares en América latina y el Caribe serán valoradas de manera positiva"</i>) (años de experiencia) National work experiences in Panama will be positively valued (years of experience). (<i>"Experiencias de trabajo a nivel nacional en Panamá serán valoradas de manera positiva"</i>) (años de experiencia) 	7
<p><u>Mandatory requirements and technical criteria (Experience and competencies) for the Experts team (distributed in topics, as presented in ToRs):</u> (<i>"Requisitos obligatorios y criterios técnicos (experiencia y competencias) para el equipo de expertos (distribuidos por temas, como presentado en los Términos de referencia)"</i>):</p> <p><u>1) Coordination</u> (<i>"Coordinación"</i>)</p> <ul style="list-style-type: none"> Experience in designing and implementing participatory processes, working with multiple stakeholders (public sector, private sector and civil society). (<i>"Experiencia en diseño e implementación de procesos participativos, trabajo con actores múltiples (del sector público como del sector privado y sociedad civil)"</i>) Experience working in management of development and international cooperation projects (<i>"Experiencia de trabajo en gestión de proyectos de desarrollo y cooperación internacional"</i>) Experience in technical assistance in support of public policies. (<i>"Experiencia en asistencias técnicas de apoyo a políticas públicas"</i>) <p><u>2) Climate finance, in particular carbon markets.</u> (<i>"Financiamiento climático, en particular mercados de carbono"</i>)</p> <ul style="list-style-type: none"> Professionals in the fields of economics, finance, engineering, management, or related areas, in financial institutions or other public or private entities (<i>"Profesionales en las ramas de la Economía, Finanzas Ingeniería, Administración, o áreas afines, en instituciones financieras u otras entidades públicas o privadas"</i>), 	Mandatory

<ul style="list-style-type: none"> • Expertise in public sector oriented climate finance, at the national (e.g. market regulation, public investment, fiscal mechanisms) and international level (e.g. access to technical support and multilateral financing). (<i>"Experticia en financiamiento climático con orientación al sector público, al nivel nacional (por ejemplo, regulación de mercados, inversión pública, mecanismos fiscales) e internacional (por ejemplo, acceso a apoyos técnicos y financiamiento multilateral)"</i>) • Expertise in private sector oriented climate finance issues (e.g. climate risks, applying innovative financing instruments, broadening the investor base). (<i>"Experticia en temas de financiamiento climático, con orientación al sector privado (por ejemplo, riesgos climáticos, aplicar instrumentos de financiamiento innovadores, ampliar la base de inversionistas)"</i>) • Experience in specific green finance projects or programs on climate change (mitigation, adaptation and means of implementation) and/or biodiversity issues (<i>"Experiencia en proyectos o programas específicos de financiamiento verde en temas relacionados con cambio climático (mitigación, adaptación y medios de implementación) y/o biodiversidad"</i>) • Experience working with financial and banking institutions (sustainable finance strategy, climate finance mechanisms) (<i>"Experiencia de trabajo con los instituciones financieras y bancarias (estrategia finanzas sostenibles, mecanismos de finanzas climáticas)"</i>) 	Mandatory
<p><u>3) Fortalecimiento de capacidades</u> (<i>"Capacity building"</i>)</p> <ul style="list-style-type: none"> • Experiences in strengthening the capacities of institutions and agents in the public and private sectors. (<i>"Experiencias en fortalecimiento de capacidades de instituciones y agentes de los sectores públicos y privados"</i>) • Experiences in implementing culture change in multisectoral scenarios (<i>"Experiencias de implementación de cambios de cultura en escenarios multisectoriales"</i>) 	Mandatory
<p><u>4) Experticias sectoriales y transversales</u> (<i>"Sectoral and cross-cutting experiences"</i>):</p> <ul style="list-style-type: none"> • Experience in climate and environmental policy and/or management. (<i>"Experiencia en políticas y/o gestión climática y ambiental"</i>) • Senior level sectoral expertise (forest sector (including mangroves), energy and agricultural sector (livestock)) (<i>"Conocimiento técnico sectorial con nivel senior (sector de bosques (incluso manglares), energía y sector agropecuario (ganadería)"</i>) • Expertise in social sciences, sociology, political science or related areas (<i>"Experticia en ramas de ciencias sociales, sociología, ciencias políticas o áreas afines"</i>) • Strong skills in change management, at institutional, organizational, political and social level, consultation and participatory processes, and related topics) (<i>"Fuertes habilidades en gestión de cambio, a nivel institucional, organizacional político y social, procesos de concertación y participativos, y temas afines"</i>) • Junior support experts/specialists (<i>"Especialistas/expertos juniors de apoyo"</i>) 	Mandatory

Experience and competencies (for each topic presented in ToRs) <i>("Experiencia y competencias (para cada tema presentado en los TdR)")</i> :	28 points:
1) Coordination <i>("Coordinación")</i>	4
2) Climate finance, in particular carbon markets <i>("Financiamiento climático, en particular mercados de carbono")</i>	11
3) Fortalecimiento de capacidades <i>("Capacity building")</i>	7
4) Sectoral and cross-cutting experiences <i>("Experiencias sectoriales y transversales ")</i>	6

Each technical offer, deemed to be technically conforming, will be attributed a **technical score (TS out of a maximum of 80 points)** by adding up the weighted scores obtained for each sub-criterion.

Negotiations

After conducting an initial analysis of the bids, the Evaluation Committee may negotiate with up to three bidders in accordance with the principle of equality of treatment.

However, the contracting authority reserves the right to award the tender without negotiation.

Award process

An **overall score (OS out of a maximum of 100 points)** obtained by adding together the technical and financial scores (**OS=FS+TS**) will be attributed to each bid that has been assessed for its technical and financial content.

The bidder who obtains the highest overall score will be deemed to have made the most beneficial economic offer and will be awarded the contract.

The contracting authority may decide not to pursue the tender for reasons of public interest.

ARTICLE 7: PROCESSING OF PERSONAL DATA IN THE CONTEXT OF THIS TENDER AND FOR THE PURPOSES OF CONTRACT MONITORING

Under Article 13 of Regulation (EU) no. 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 (GDPR), the applicants/bidders are notified that personal data, notably name, first name and e-mail address collected when using under the French government procurement platform (<https://www.marches-publics.gouv.fr>) in the context of this tender procedure and execution of the associated contract, may be processed.

For processing performed with PLACE services, the *Ministère de l'action et des comptes publics* (Ministry of Public Accounts) – the procurement department of the State and of Expertise France, the contracting authority, are co-controllers of personal data.

For processing performed outside the scope of PLACE services, Expertise France, the contracting authority, is the controller of personal data.

Identity and contact details of the data controller and its representative

For the PLACE platform:

Ministère de l'action et des comptes publics (Ministry of Public Accounts)

59, boulevard Vincent Auriol

75703 Paris Cedex 13

Represented by the Director of Public Procurement

Operational data controller:

The Department of Public Procurement, represented by its director.

Contact details of the Data Protection Officer:

le-delegue-a-la-protection-des-donnees-personnelles@finances.gouv.fr

For the contracting authority:

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by the Managing Director,

Operational data controller:

The IT Department, represented by its director

Contact details of the Data Protection Officer:

informatique.libertes@expertisefrance.fr

The legal basis under which such processing is performed are set out in c) and e) of Article 6.1 of the GDPR, namely:

- The processing is necessary in order to comply with a legal obligation by which Expertise France is bound;
- The processing is necessary for performance of a public-interest assignment or which falls within the scope of the public authority entrusted to Expertise France.

The purposes of the processing are as follows:

- The management and monitoring of this tender procedure;
- The management and monitoring of the award of a public procurement contract.

The recipients or category of recipients of the personal data are exclusively authorised personnel of the Contracting Authority, ministries and state operators responsible for awarding and executing this contract, including any service providers assisting them with their activities.

Retention period: the data will be held throughout the award process and execution of the contract, including the DUA (duration of administrative usefulness) applicable to the contract.

Under Articles 15 to 21 of the GDPR, persons whose personal data is collected enjoy a right of access, rectification and deletion with regard to such data. They also enjoy the right to restrict and refuse processing on legitimate grounds. The information and other rights of data subjects may be exercised by contacting the Data Protection Officer of Expertise France.

Persons whose personal data is collected under this procedure may submit a complaint to CNIL.

ARTICLE 8: ADDITIONAL INFORMATION

Any request for additional information about technical or administrative matters must be forwarded via the government procurement platform at least 5 business days prior to the bid submission deadline.

Expertise France undertakes to provide a response 2 business days at most before the bid submission deadline.

If a candidate asks any questions, all candidates will receive an e-mail asking them to consider one or more documents provided in response to the questions concerned.

ARTICLE 9: APPEAL CHANNELS AND DEADLINES

The body responsible for the appeals process is the Tribunal Administratif de Paris, located at 7, rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr

Information about lodging an appeal may be obtained from the Greffe du Tribunal Administratif de Paris, located at 7, rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr

Annex 1 of the Tender rules: Description of the experts’ team table.

Note:

These tables must be duly completed and submitted by the tenderer in its technical offer.

*We insist on the importance of the necessary coherence of the information provided in these tables and the CVs included in the offer.
Inconsistencies may affect negatively the evaluation of the offers.*

**Annex 1: Table to be included in technical offer to describe the experts’ team fulfilment of mandatory requirements
(except for Coordinator)**

Profile(s) fulfilling the criteria	Complete with the name of the person and position in the team.	Complete with the name of the person and position in the team.	Complete with the name of the person and position in the team.	Complete with the name of the person and position in the team.	Etc.
Mandatory requirement for the Experts team (distributed in topics, as presented in ToRs):					
1) Coordination ("Coordinación")					
Experience in designing and implementing participatory processes, working with multiple stakeholders (public sector, private sector and civil society). ("Experiencia en diseño e implementación de procesos participativos, trabajo con actores múltiples (del sector público como del sector privado y sociedad civil)")					

Experience working in management of development and international cooperation projects <i>("Experiencia de trabajo en gestión de proyectos de desarrollo y cooperación internacional")</i>					
Experience in technical assistance in support of public policies. <i>("Experiencia en asistencias técnicas de apoyo a políticas públicas")</i>					
2) Climate finance, in particular carbon markets <i>("Financiamiento climático, en particular mercados de carbono")</i>					
Professionals in the fields of economics, finance, engineering, management, or related areas, in financial institutions or other public or private entities <i>("Profesionales en las ramas de la Economía, Finanzas Ingeniería, Administración, o áreas afines, en instituciones financieras u otras entidades públicas o privadas")</i>					
Expertise in public sector oriented climate finance, at the national (e.g. market regulation, public investment, fiscal mechanisms) and international level (e.g. access to technical					

<p>support and multilateral financing).</p> <p><i>("Experticia en financiamiento climático con orientación al sector público, al nivel nacional (por ejemplo, regulación de mercados, inversión pública, mecanismos fiscales) e internacional (por ejemplo, acceso a apoyos técnicos y financiamiento multilateral)")</i></p>					
<p>Expertise in private sector oriented climate finance issues (e.g. climate risks, applying innovative financing instruments, broadening the investor base)</p> <p><i>("Experticia en temas de financiamiento climático, con orientación al sector privado (por ejemplo, riesgos climáticos, aplicar instrumentos de financiamiento innovadores, ampliar la base de inversionistas")</i></p>					
<p>Experience in specific green finance projects or programs on climate change (mitigation, adaptation and means of implementation) and/or biodiversity issues</p> <p><i>("Experiencia en proyectos o programas específicos de financiamiento verde en temas relacionados con cambio climático</i></p>					

<i>(mitigación, adaptación y medios de implementación y/o biodiversidad”)</i>					
Experience working with financial and banking institutions (sustainable finance strategy, climate finance mechanisms) <i>(“Experiencia de trabajo con las instituciones financieras y bancarias (estrategia finanzas sostenibles, mecanismos de finanzas climáticas)”)</i>					
3) Fortalecimiento de capacidades <i>(“Capacity building”)</i>					
Experiences in strengthening the capacities of institutions and agents in the public and private sectors <i>(“Experiencias en fortalecimiento de capacidades de instituciones y agentes de los sectores públicos y privados”)</i>					
Experiences in implementing culture change in multisectoral scenarios <i>(“Experiencias de implementación de cambios de cultura en escenarios multisectoriales”)</i>					
4) Experticias sectoriales y transversales <i>(“Sectoral and cross-cutting experiences”):</i>					

Experience in climate and environmental policy and/or management. <i>("Experiencia en políticas y/o gestión climática y ambiental")</i>					
Senior level sectoral expertise (forest sector (including mangroves), energy and agricultural sector (livestock)). <i>("Conocimiento técnico sectorial con nivel senior (sector de bosques (incluso manglares), energía y sector agropecuario (ganadería)")</i>					
Expertise in social sciences, sociology, political science or related areas (<i>years of experience</i>) <i>("Experticia en ramas de ciencias sociales, sociología, ciencias políticas o áreas afines")</i>					
Strong skills in change management, at institutional, organizational, political and social level, concertation and participatory processes, and related topics) <i>("Fuertes habilidades en gestión de cambio, a nivel institucional, organizacional político y social, procesos de concertación y participativos, y temas afines")</i>					

TENDER RULES

Junior support experts/specialists <i>("Especialistas/expertos junior de apoyo")</i>					
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Annex 2: Budget template

Fases y productos esperados		Presupuesto propuesto por fase (en Euros, sin impuestos)
Fase de arranque	Metodología y plan de trabajo actualizado	
Actividad 1: Recolección y revisión de información pertinente para la elaboración de un análisis del contexto.	Informe de mapeo, análisis y diagnóstico inicial	
Actividad 2: Elaboración y presentación de propuestas de esquemas y/o herramientas de financiamiento.	Plan de concertación con actores involucrados, con descripción y presentación de los resultados esperados de los procesos consultativos	
	Informes de los procesos consultativos realizados, con descripción del espacio, participantes y resultados/conclusiones	
	Informe de propuestas y recomendaciones de esquemas/herramientas de financiamiento adecuados, siguiendo los criterios presentados en la descripción de la actividad	
	Informe del o de los eventos de socialización	
Actividad 3: Fortalecimiento de capacidades, apoyo técnico y acompañamiento para la implementación de esquemas y/o herramientas de financiamiento.	Plan de acompañamiento y fortalecimiento de capacidades, elaborado según los requisitos mencionados en la descripción de las actividades	
	Informes de las sesiones de fortalecimiento de capacidades y acompañamiento con listas de presencia y resultados para creación de capacidades y facilitar la implementación.	
	Soportes de las sesiones de fortalecimiento de capacidades y acompañamiento: documentos tipo fichas, factsheets, soportes de talleres (PPT) etc.	
Fase de capitalización de lecciones aprendidas y experiencias y cierre de la misión:	Informe final de la misión	
Total del presupuesto (en Euros sin impuestos)		