



PUBLIC MARKET FOR INTELLECTUAL SERVICES

French Development Agency

5 Rue Roland BARTHES

75012 PARIS

Re: Design of the monitoring, evaluation and learning system (MEL) for the implementation of the adaptation component of the Gambia's Nationally Determined Contribution (NDC)

Deadline for submission of tenders

Date: 05/05/2025

Time: 16:00 (Paris time)

Rules for consultation

Contents

1. Subject matter of the contract	3
1.1 Form of the market.....	3
1.2 Market splitting.....	3
1.3 Contract Term – Renewal – Lead Time.....	3
1.4 Contracts for similar services	4
2. Organization of the consultation	4
2.1 Procurement procedure.....	4
2.2 Justification in case of non-allotment.....	4
2.3 Provisions relating to groupings	4
2.4 Free variants	4
2.5 Variations imposed.....	5
2.6 Change to CED	5
2.7 Period of validity of offers	5
3. Contents of the consultation file	5
4. Withdrawal of the consultation file.....	5
5. Submission of applications and offers	6
5.1 Elements necessary for the selection of candidates:.....	6
5.2 Elements necessary for the selection of the offer	7
6. Evaluation of applications, tenders and award of contracts.....	7
6.1 Selection of applications.....	8
6.2 Selection of candidates	8
6.3 Judgment of tenders	8
6.4 Contract award.....	9
7. Conditions for sending and submitting applications and tenders	10
8. Additional information.....	11
9. Appeal procedures	11
10. Appendix: Imposed Response Framework	13
11. Appendix: Signing Certificate Requirements	13

1. Subject matter of the contract

The purpose of the consultation is: Design of the monitoring, evaluation and learning system (MEL) for the implementation of the adaptation component of Gambia's Nationally Determined Contribution (NDC).

Place of performance: Gambia.

1.1 Form of the market

The consultation is not broken down into lots. The services will result in a single market.

The reasons for not allocating the consultation are as follows:

Devolution in separate batches is likely to restrict competition or may make it technically difficult or financially more expensive to perform the services.

This contract is divided into tranches.

1.2 Market splitting

The contract is divided into tranches as follows:

Firm tranche: Phase 0 to 3

- Phase 0: Launch Phase
- Phase 1 : Design of a monitoring, evaluation and learning system (MELS) for the NDC's adaptation component;
- Phase 2 : Capacity-building of stakeholders in charge of the use of the tool;
- Phase 3 : Support for stakeholders in carrying out a data collection and reporting exercise

Optional tranche: Phase 4

- Update the MEL system regarding the NDC implementation plan. 3

The decision to secure this optional portion will be notified to the holder by registered letter with acknowledgement of receipt. This instalment shall be secured during the execution of the firm instalment and no later than the ninth month of execution.

In accordance with Article 13.1.3 of the CCAG-PI, the execution period for an optional instalment starts from the date of notification of the decision to lease it unless that decision provides for a different date.

There will be no cancellation or waiting allowance.

1.3 Contract Term – Renewal – Lead Time

The duration of the contract, the terms for renewal and the time limits for execution are set out in the commitment document.

1.4 Contracts for similar services

The services, which are the subject of this consultation, may give rise to a new contract for similar services, negotiated procedure without prior notice and without any call for competition, which shall be carried out by the successful tenderer of this contract.

2. Organization of the consultation

2.1 Procurement procedure

This consultation is conducted in compliance with the provisions of articles R. 2123-1 and R. 2123-5 of the Public Procurement Code according to an adapted procedure open with possible negotiation, freely defined by the contracting authority.

The contracting authority will conduct an analysis of the candidates' tenders on the basis of the tender selection criteria and will select the 3 candidates with whom it will negotiate.

In accordance with Article R. 2144-3 of the Public Procurement Code, verification of suitability to carry out professional activity, of the economic and financial capacity and technical and professional abilities of the applicants may be carried out at any time during the procedure and no later than before the award of the contract.

At the end of these negotiations, it will select the most economically advantageous offer on the basis of the selection criteria for offers defined in the notice and/or in this regulation of the consultation.

2.2 Justification in case of non-allotment

Devolution in separate batches is likely to restrict competition or may make it technically difficult or financially more expensive to perform the services.

2.3 Provisions relating to groupings

The contract may be awarded to a single undertaking or a group of undertakings.

If the contract is awarded to a joint group, the joint agent shall be jointly and severally liable to each of the members of the group.

Possibility of submitting several tenders for the contract, acting both as individual candidates and members of one or more groups:

☐ Yes

☒ No

Or as members of several groupings:

☐ Yes

☒ No

2.4 Free variants

Free variants are not allowed.

2.5 Variations imposed

There is no plan for PSE.

2.6 Change to the consultation File

AFD reserves the right to make detailed changes to the Consultation file no later than six (6) **days** before the deadline for submission of tenders.

The bidders will then have to respond on the basis of the modified file without being able to make any claim on this subject.

If, during the examination of the application by the candidates, the above deadline is extended, the previous provision shall apply in accordance with this new date.

2.7 Period of validity of offers

Tenders shall be valid for 210 days from the final tender submission deadline.

3. Contents of the consultation file

The consultation file includes the following:

- The present rules of consultation.
- The Single Contract (CU) and its possible annexes
- The Special Administrative Clauses Book and any annexes thereto
- The Special Technical Clauses Specification (C.C.T.P.) and any annexes thereto
- The breakdown of the global and flat-rate price.
- The application Form

4. Withdrawal of the consultation file

The contracting authority informs candidates that the consultation file is dematerialized.

The Business Consultation Dossier (CED) can be consulted and downloaded free of charge at:

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

In order to be able to unpack and read the documents made available by the contracting authority, economic operators will need software allowing them to read the following formats:

- Files compressed to standard *.zip (readable by Winzip, Quickzip);
- Adobe® Acrobat® *.pdf (readable by Adobe Reader);
- *.doc or *.xls version 2000-2003 (readable by Microsoft Office or OpenOffice);
- Rich Text Format *.rtf
- If applicable, the DWF format (readable by Autocad software, or viewers such as Autodesk DWF viewer...).

When downloading the consultation file, it is recommended that the company create an account on the dematerialization platform where it will enter the name of the bidder organization, and an e-mail address to keep it informed of any changes occurring during a procedure (adding a document to the

DCE, sending a list of answers to questions received...).

The applicant is informed that only the copy of the consultation file held by the contracting authority is authentic.

5. Submission of applications and offers

5.1 Elements necessary for the selection of candidates:

Applicants will be required to produce the following documents in French.

Each candidate must submit **the application form** attached to this document, which will be accompanied by:

- **Declaration on the honour** justifying that the candidate does not enter in any of the cases mentioned in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document attached)
- If applicable, **the document(s) relating to the powers of the person entitled to engage the company**
 - In the case of a group, the document authorizing the representative signed by the members of the group
 - In case of subcontracting, the declaration of subcontracting (model attached to the Single Contract)
- References
- We invite you to provide the following information regarding your **financial capacity** for the last years:
 - ✓ Costs
 - ✓ Expenses
 - ✓ Operating income
 - ✓ Income taxes
 - ✓ Equity
 - ✓ Financial debt
 - ✓ Cash flow
 - ✓ Working capital
- **Références de services similaires** : présentation d'une liste des principaux services effectués au cours des trois dernières années, indiquant le montant, la date et le destinataire public ou privé. Les prestations de services sont prouvées par des attestations du destinataire ou, à défaut, par une déclaration de l'opérateur économique

The candidate may prove his or her ability by any other document considered equivalent by the contracting authority if he or she is objectively unable to produce any of the requested information relating to his or her financial capacity.

If, in order to justify his or her abilities, the candidate wishes to rely on the professional, technical and financial capabilities of another party (including subcontractors), he or she must produce the documents relating to that party referred to in this article above. He must also justify that he will have the capacity of this intervener for the execution of the contract by a written commitment from the

intervenor.

Candidates are advised that, in accordance with the provisions of article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents and evidence that the buyer can obtain directly through:

- an electronic system for the provision of information administered by an official body, provided that access to it is free and, where appropriate, that all the information necessary for its consultation is included in the application file;
- A digital storage space, provided that all the information necessary for its consultation is included in the application file and that access to them is free of charge.

In addition, pursuant to the provisions of article R. 2143-14 of the Public Procurement Code, Applicants are not required to provide the contracting authority with supporting documents and evidence that have already been submitted during a previous consultation and that remain valid.

Finally, according to the provisions of article R. 2143-4 of the Public Procurement Code, the contracting authority accepts that candidates submit their application in the form of a single European contract document (ESPD) drawn up in accordance with the model laid down by the European Commission Regulation establishing the standard form for the single European market document, instead of the declaration on honour and the information referred to in Article R. 2143-3.

Candidates can create or reuse an electronic ESPD via one of the following URLs: <https://ec.europa.eu/tools/espd/> OU <https://dume.chorus-pro.gouv.fr/>

It should be noted that the contracting authority does not allow candidates to simply indicate in the single European contract document that they have the required aptitude and capabilities without providing specific information about them.

5.2 Elements necessary for the selection of the offer

Applicants will be required to produce the following documents in English.

For the selection of the offer, applicants must produce the following documents:

- A Single Contract (CU)

The applicant shall also specify the nature and amount of the services he intends to subcontract, as well as the list of subcontractors he proposes to submit for approval and acceptance by the contracting authority.

- The breakdown of the flat-rate global price.
- A methodological note or a technical brief drawn up on the basis of the outline presented in the Annex "Imposed response framework" to this Consultation Regulation.

The CCAP and documents provided by the contracting authority, with the exception of those mentioned above and their annexes are not to be submitted in the tender. Only documents held by the contracting authority are authentic.

Candidates are reminded that the signature of the instrument of commitment constitutes acceptance of all contractual documents.

6. Evaluation of applications, tenders and award of contracts

6.1 Selection of applications

The criteria for application and selection are **technical, financial and professional abilities**.

6.2 Selection of candidates

AFD reserves the right to analyse offers prior to applications. In this case, it may limit the examination of the application documents to the only candidate to whom it intends to award the contract.

The criteria for the admissibility of applications are:

- Technical and financial guarantees and capacities
- Occupational skills

Applications that do not provide sufficient financial, technical and professional guarantees for the purpose of the service are declared inadmissible.

6.3 Judgment of tenders

The criteria for judging tenders are weighted as follows:

B-Price of services Definition and Assessment of Criteria: The highest score (NM) will be awarded to the applicant who submitted the lowest bid. The other candidates will be assigned a score calculated on the basis of the following formula: $N = NM \times (ODM/OAN)$ where N is the candidate's score, OMD is the lowest bid amount, OAN is the bid amount to be scored.	35%
- Technical value .1. Technical sub-criterion 1: Implementing methodology in line with expected -60 points .A.1.1. Understanding needs, context and issues -10 points .A.1.2. General approach, framing, relevance of methodology, and work plan -30 points .A.1.3. <i>Coherence, relevance and quality of human resources organization - 20 points</i> A.2. Sub-technical criterion 2: Quality of the expert team presented <u>40 points</u> A.2.1. Expertise 1 in climate governance, institutional support and monitoring-evaluation and learning systems-15 points A.2.2. Expertise 2 in climate change adaptation monitoring and evaluation-10 points A.2.3. Expertise 3 in gender and social inclusion-10 points A.2.4. Expertise 4 in Digital technology and communication-5 points	60%
C-Environmental and social approaches Presentation of CSR policy: Action for gender equality	5%

Evaluation of the carbon footprint of the service and action to limit it	
--	--

Candidates who obtain a technical score strictly below 30 points will be eliminated and will not be ranked.

The terms of negotiation are defined *in the Procurement Procedure* article.

The contracting authority will reject inappropriate tenders and select, after a first ranking based on the criteria defined above, three candidates who may be admitted to negotiations. After possible negotiation with these candidates (unless there are insufficient candidates), the contracting authority will select the most economically advantageous offer.

In the course of these negotiations, successful candidates may be invited as often as necessary by the contracting authority under strict conditions of equality, to specify, supplement or amend their tender without, however, making any substantial changes to the specification.

AFD reserves the right to organize several rounds of negotiations with the successful candidates.

AFD also reserves the right to award the contract on the basis of the initial offer, without negotiation.

6.4 Contract award

The rules no **longer require an economic operator, whether bidding alone or as a group, to sign his tender. However, the tenderer must sign the tender at the latest when the contract is awarded.**

Prior to the signature of the contract by the contracting authority, and in accordance with article R2144-7 of the Public Procurement Code, the successful bidder (or all members of the successful bidder group, including any subcontractors) must send the following documents requested to the Contracting Authority's tool for collecting supplier attestations (Provigis tool):

- A valid document certifying the actual registration of the structure (extract K-bis or equivalent);
- A valid certificate issued by the competent authorities certifying that the candidate is up to date with his social obligations (URSSAF, RSI, AGESEA, MDA...);
- The list of names of foreign workers outside the EC or posted, employed by the structure, or failing that an affidavit of non-employment of foreign workers outside the EC (dated less than 6 months);
- A valid tax certificate issued by the competent authorities certifying that the applicant is up to date with its tax obligations;
- A valid certificate of civil and/or professional liability insurance.

In order to satisfy this last obligation, the candidate established in another state than France must produce a certificate issued by the administrations and organizations of the country of origin. Where such a certificate is not issued by the country concerned, it may be replaced by an affidavit, or in States where such an oath does not exist, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or qualified professional body in the country.

Failure to produce these documents within the deadline will result in rejection of the successful bidder's bid and elimination of the bidder.

The next bidder will then be asked to produce the necessary certificates and attestations before the

contract is awarded.

7. Conditions for sending and submitting applications and tenders

Electronic transmission of documents can only be made to: <https://www.marches-publics.gouv.fr/>.

The reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid.

Each transmission will be subject to a certain date of receipt and an electronic acknowledgement.

It is strongly recommended to initiate the bid submission **at least 2 hours before the BRL**.

In case of problems, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>)

Accepted file formats:

In case of electronic response, the documents provided must be in one of the following formats, otherwise the offer is inadmissible:

- Proprietary Microsoft compatible 2003 desktop format (.doc, .xls and .ppt),
- Universal text format (.rtf),
- PDF format (.pdf),
- Image formats (.gif, .jpg and .png),
- Format for plans (.dxf and .dwg).

Any document containing a computer virus will be securely archived and deemed never received. The candidate concerned will be informed. Under these conditions, candidates are advised to submit their documents to an anti-virus before sending.

Backup copy:

Applicants may also submit a backup copy on electronic media (CD-Rom, DVD-Rom, USB stick) or on paper within the time limit for the delivery of tenders. This copy is sent to the address below, in a sealed envelope and must include the following information: "backup copy", identification of the procedure concerned and contact details of the company:

Group Purchasing Department (DAG)
Procedure no. CLN-2025-0134
5 Rue Roland Barthes
75012 Paris
FRANCE

Backup documents must be signed (for signature required). If the physical medium chosen is paper, the signature is handwritten. If the physical medium chosen is electronic, the signature is electronic.

This backup copy may be opened in the cases described in article 2 II of the decree of 22 March 2019 setting out the procedures for making available the documents from the consultation and the backup copy.

Unopened packages containing the backup will be destroyed by the contracting authority at the end of the procedure.

8. Additional information

In order to obtain all the additional information related to this consultation, candidates will have to send their request in a timely manner:

- Electronically, exclusively on the dematerialization platform, at the following URL: <https://www.marches-publics.gouv.fr/>

Only requests sent at least days before the deadline for receipt of tenders will be answered by the contracting authority.

A response will be sent no later than 6 days before the date set for receipt of tenders to candidates who have uploaded the consultation file on the dematerialization platform after having previously identified themselves

For information on the submission of digital tenders, please refer to the *Conditions for sending and submitting applications and/or tenders* in this document.

9. Appeal procedures

This decision may be appealed to the Administrative Court of Paris.

The means and time limits for appeals available to the candidate are:

- Pre-contractual reference referred to in articles L. 551-1 to L. 551-12 and R. 551-1 to R. 551-6 of the Code of Administrative Justice (CJA), and may be exercised before the signing of the contract.
- Contractual reference referred to in articles L. 551-13 to L. 551-23 and R. 551-7 to R. 551-10 of the CJA, and may be exercised within the time limits provided for in article R. 551-7 of the CJA, after the signature of the contract.
- Recourse of full jurisdiction in contestation of the validity of the contract, open to third parties within 2 months from the completion of appropriate publicity measures.

ANNEX: DECLARATION ON HONOUR

I, the undersigned

Acting as

Company name and address:

.....

.....

(a) declare on his honour:

☐ or be the legal representative of the company identified in the legal documents

☐ or hold an authorization authorizing him to engage the company in the context of this consultation (delegation of signature communicated)

b) declare on his or her honour not to be subject to any of the exclusions provided for in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.

N.B. : Where an economic operator is, during the procedure for awarding a contract, placed in one of the exclusion cases mentioned in articles L. 2141-1 to L. 2141-5, articles L. 2141-7 to L. 2141-10 or articles L. 2341-1 to L. 2341-3 of the Public Procurement Code, he shall inform the purchaser of this change in situation without delay.

Evidence documents available online:

Internet address where the supporting documents and means of proof are directly accessible free of charge, as well as all the information necessary to access them:

- Internet address:

- Information required to access:

.....

.....

(c) declare on my honour that I am not, and that none of the members of my group, nor my suppliers, contractors, consultants and subcontractors are included in the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular with regard to the fight against the financing of terrorism and against attacks on international peace and security, and I undertake to inform the Agency without delay of any change in the situation

Made to.....

The

Signature

.....

10. Appendix: Imposed Response Framework

The Service Provider's replies shall not exceed 20 pages.

These responses must comply with the following outline:

A - Summary of your offer

.A.1 - Understanding the expectations of DFS

.A.2 - Summary of your intervention steps

A.3 - General Mission Schedule

B - Strengths and added value of your offer to accomplish this mission

C - Detailed description of your offer

.C.1 - Mode of operation in line with expected results

.C.2 - Quality of the expert team presented

C.3 - Environmental and/or Social Approaches

C.5 - Detailed Planning

D - Recommendations from the service provider for the successful completion of the mission

E - Presentation of the team that will intervene on this mission

.E.1 – Team Formation and Responsibilities

E.2 – Speakers' CVs (maximum 3 pages per speaker)

11. Appendix: Signing Certificate Requirements

Certificate of signature:

The signatory's signature certificate must comply with eIDAS or equivalent and meet the required

level of security. The RGS (general safety standard) has been replaced by the eIDAS regulation since 1 October 2018.

However, if you already have a “RGS” certificate, it will remain valid until the end of its validity period.

- Case 1: Certificate issued by a “recognized” Certification Authority - No evidence to provide

The signature certificate is issued by a Certification Authority listed in the following trusted list:

<https://www.ssi.gouv.fr/administration/visa-de-securite/>

European applicants will also find the full list of service providers on the trusted list maintained by the European Commission:

<https://webgate.ec.europa.eu/tl-browser/#/tl/FR>

In this case, the bidder does not have to provide any supporting documentation on the certificate of signature used to sign their response.

- Case 2: The electronic signature certificate is not referenced on a trusted list - Different supporting documents to be provided

The dematerialization platform accepts all electronic signature certificates with security conditions equivalent to those of the General Security Standard (RGS) and “eIDAS”.

The applicant must ensure that the certificate he or she is using at least complies with the security level defined by the General Security Standard (RGS) or “eIDAS”, and provide the supporting documents in his or her electronic response.

The applicant shall also provide all the technical elements enabling the contracting authority to ensure that the certificate used is technically valid.

Thus, the signatory must transmit with its electronic response the following elements:

(a) any element allowing the verification of the quality and level of security of the signature certificate (proof of qualification of the Certification Authority, certification policy, website address of the CA listing),

b) the technical tools for certificate verification (complete certification chain to root Certification Authority, download address of the latest update of the certificate revocation list).

It is specified that all these elements must be of free access and use for the buyer, and be accompanied if necessary by clear instructions for use.

Signature tool used to sign files:

The rules allow bidders to use any signature tool of their choice.

- Case 1: Bidder uses platform signature tool - No supporting documents to provide

The platform incorporates an electronic signature tool, which generates XAdES regulatory format Signature Tokens.

In this case, the Bidder has no evidence to provide on the electronic signatures transmitted and the signature tool used.

- Case 2: The bidder uses a different signature tool than the one built into the platform - Different supporting documents to be provided

When the candidate uses a signature tool other than that of the platform, he must comply with both of the following obligations:

- a) Produce XAdES, CAdES or PAdES signature formats.
- b) Enable verification by transmitting in parallel the elements necessary to verify the validity of the signature and the integrity of the document, free of charge.

It is specified that all these elements must be of free access and use for the buyer, and be accompanied if necessary by clear instructions for use.