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| **TENDER RULES** |
|  |
|  | **OBJECT of the proposed contract:****“Consulting Services for the Formulation and Implementation of the Action Plan for the restoration of Forests Protecting Watercourses”. (“Servicio de Consultoría para la Formulación e Implementación del Plan de Acción para la restauración de Bosques Protectores de Cauces Hídricos”)*** Lot 1: Design and start the implementation of a restoration plan for priority riparian forests in the municipality of Pirapó (Diseñar e iniciar la implementación de un plan de restauración de bosques ribereños prioritarios del municipio de Pirapó)
* Lot 2: Design, validate and implement a system for monitoring the impact of riparian forest restoration actions and implement it in the municipality of El Naranjal (Diseñar, validar e implementar un sistema de monitoreo de impacto de acciones de restauración de bosques ribereños e implementarlo en el municipio El Naranjal)
 |
|  | **LEGAL REPRESENTATIVE OF THE CONTRACTING AUTHORITY:**Jérémie PELLET, Chief Executive Officer of EXPERTISE FRANCE |
|  |
|  | **DATE AND TIME OF OFFER SUBMISSION DEADLINE:****22/09/2025 at 16:00 (PARIS TIME)** |

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1. **Object and scope of the tender**

## Object of the tender

The tender covers the award of a service contract covering:

*“Consulting Services for the Formulation and Implementation of the Action Plan for the restoration of Forests Protecting Watercourses”. (Spanish: “Servicio de Consultoría para la Formulación e Implementación del Plan de Acción para la restauración de Bosques Protectores de Cauces Hídricos*”)

* Lot 1: Design and start the implementation of a restoration plan for priority riparian forests in the municipality of Pirapó. (Diseñar e iniciar la implementación de un plan de restauración de bosques ribereños prioritarios del municipio de Pirapó)
* Lot 2: Design, validate and implement a system for monitoring the impact of riparian forest restoration actions and implement it in the municipality of El Naranjal. (Diseñar, validar e implementar un sistema de monitoreo de impacto de acciones de restauración de bosques ribereños e implementarlo en el municipio El Naranjal)

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: open tender in application of Articles L. 2124-2, R. 2161-2, R. 2161-3, R. 2161-4 and R. 2161-5 of CCP.

## 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-inforeuro_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”);
* The draft contract (general conditions and special conditions) and any annexes;
* The technical specifications (annex 1 of the contract) and any annexes;
* The application form (including the third-party sheet and the “Sworn statement on exclusion criteria, the absence of conflict of interest);
* The candidate GDPR compliance verification form;
* DAJ\_GU006ENG\_v01 - PLACE user guide for companies in Spanish.

## Modification of the tender documents

Modifications may be made to the tender documents up to 5 (five) 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.

1. **General characteristics of the proposed contract**

## Form of the contract

The contract constitutes public procurement composed of a single item subject to fixed pricing. Each lot constitutes a separate contract.

## Maximum budget available per lot

The available budget for the procurement is fixed at a maximum of €300,000 exc. VAT for Lot 1, and €80,000 exc. VAT for Lot 2.

## Term of the contract

The term of each contract is 12 months from its award date.

## Allotment

The tender is divided into 2 lots, broken down as follows:

* Lot 1: Design and start the implementation of a restoration plan for priority riparian forests in the municipality of Pirapó (Diseñar e iniciar la implementación de un plan de restauración de bosques ribereños prioritarios del municipio de Pirapó).
* Lot 2: Design, validate and implement a system for monitoring the impact of riparian forest restoration actions and implement it in the municipality of El Naranjal (Diseñar, validar e implementar un sistema de monitoreo de impacto de acciones de restauración de bosques ribereños e implementarlo en el municipio El Naranjal).

Candidates can present their bids for one, several, or all 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.

1. **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, technical and professional capacity

## *ECONOMIC AND FINANCIAL CAPACITY*

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[[1]](#footnote-1)

## 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 liable. The lead company is liable for execution of the contract by each of the consortium members with regard to their contractual obligations vis-à-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)[[2]](#footnote-2) 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.

1. **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 for both lots:

Candidates must submit the following application documents:

* Proof of registration at the trade and companies registry (“k-bis” or equivalent);
* The attached application form;
* The attached GDPR compliance verification form, used to verify that the bidder has implemented appropriate technical and organizational 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;
* As applicable, the court ruling on receivership (*redressement judiciaire*);
* A description of the human resources:
	+ A declaration stating the company’s current headcount and the number of supervisory personnel;
* A description of the technical resources:
	+ List of references relevant to the object of the contract for projects of similar size, stating the names and phone numbers of the competent contact persons;
* A description of the economic and financial resources that meet the participation conditions set out below:
	+ Revenue declarations for the last three available financial years;
	+ Currently valid insurance certificates for civil and/or professional liability;

## Bid documents

Candidates submitting proposals for both lots shall provide two separate complete bid files.

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

* The draft contract, duly completed signed and dated
* A methodological proposal *(“Una propuesta metodológica”):*
	+ A note of analysis and understanding of the ToR, the context and the issues to be addressed *(“Una nota de análisis y comprensión de los TdR, el contexto y la problemática que se busca tratar”),*
	+ A detailed and precise methodology, where each action to be carried out is described clearly and with a high degree of precision, enough to appreciate the soundness of the proposal, describing the project implementation modalities (activities, tools, number of working days per expert, timetable for carrying out the studies and presenting the deliverables, means mobilized)

*(“Una metodología detallada y precisa, donde cada acción a realizar se describa con claridad y alto grado de precisión, lo suficiente para poder apreciar la solidez de la propuesta, describiendo las modalidades de implementación del proyecto (actividades, herramientas, número de días de trabajo por experto, cronograma de realización de los estudios y de presentación de los entregables, medios movilizados)”),*

* + A work plan for the execution of the consultancy (including a detailed timetable), the offer must respect the implementation deadline indicated in the ToR (Offers proposing optimized (shorter) implementation periods will be evaluated positively)

(“*Un plan de trabajo para la ejecución de la consultoría (incluyendo cronograma detallado), la oferta deberá seguir el calendario propuesto en los TdR. (Ofertas que propongan plazos de ejecución optimizados (más cortos) serán evaluadas positivamente)”)*

* + 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")*

* + The general presentation of the team of professionals, with CVs/resumes (in European format preferably), including in each CV 3 references and contacts (name, mail and telephone number) on subjects related to the present consultancy

*(“La presentación general del equipo de profesionales, con hojas de vida/CV (en formato europeo preferiblemente), incluyendo en cada CV 3 referencias y contactos (nombre, correo y número de teléfono) sobre temas afines al de la presente consultoría”),*

* A global financial proposal, broken down by activities and sub-activities. This should include the cost of travel and per diem associated with visits considered necessary to the protected area, for institutional linkage, involvement of key actors and for the collection of data and information.

(“*Una propuesta financiera global, desglosada por actividades y subactividades. Esta deberá incluir el costo de viajes y viáticos asociados a las visitas que se consideren necesarias realizar al área protegida, para la vinculación institucional, involucramiento de actores clave y para el relevamiento de datos e información”*.)

**Note:**

- Proficiency in the Guaraní language will be highly valued when assessing the proposed team’s skills, particularly in contexts involving community engagement, cultural translation, or territorial adaptation.

(“El conocimiento del idioma guaraní será altamente valorado en la evaluación de las habilidades del equipo propuesto, especialmente en contextos que requieran interacción comunitaria, traducción cultural o adaptación territorial.”)

- National work experience in Paraguay will be positively valued, particularly when demonstrable through years of effective engagement in relevant projects, programs, or institutions

(“Se valorará positivamente la experiencia de trabajo nacional en Paraguay, especialmente aquella que pueda demostrarse en años de experiencia efectiva en proyectos, programas o instituciones relevantes.”)

## 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](http://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.

1. **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 capacity and/or which do not meet the minimum capacity levels will be eliminated.
1. **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 (LOTS 1 and 2)*

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.

## *Criterion 2: Technical offer*

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| **Sub-criterion *(« Criterios »)*** | **Requirements or****maximum number of points*****(« Requisitos o******número máximo de puntos »)*** |
| **LOTS 1 and 2** |
| 1. **Understanding of the context and technical content of the mission and analysis of the ToRs** *(“Comprensión del contexto y del contenido técnico de la misión y análisis de los TdR.”)*
 | **15 points** |
| The analysis of this criterion will mainly focus on the following document: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…),”)* | 15 |
| 1. **Quality and adequacy of the methodological and operational approach to the implementation of the activities and achievement of the objectives.**

*(“Calidad y adecuación del enfoque metodológico y operacional para la realización de las actividades y la consecución de los objetivos.”)* | **25 points** |
| The Offer’s analysis will be based on the following documents:* 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...),**

*(“Una nota presentando los enfoques metodológicos elegidos para le implementación de la consultoría, alineada con los TdR con propuestas y sugerencias para la implementación (a nivel de actividades, herramientas, modalidades de implementación…)”)***Note:**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).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.*(“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).**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.”)* | **6** |
| * 1. **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)”)****Note:****“The offer must respect the implementation deadline indicated in the ToR Offers proposing longer implementation periods will be attributed 0 (zero) point, unless it provides a justification deemed solid by Expertise France and the beneficiary).**On the contrary, offers proposing optimized (shorter) implementation periods will be evaluated positively (higher number of points).**(“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.)**Al contrario, ofertas que propongan plazos de ejecución optimizados (más cortos) serán evaluadas positivamente (mayor número de puntos).”)* | **3** |
| * 1. **A proposal for a capacity building plan**

*(“Una propuesta de plan de fortalecimiento de capacidades”)* | **6** |
| * 1. **A proposal for participatory methodology and socialization,**

*(“Una propuesta de metodología participativa y de socialización”)* | **6** |
| * 1. **A proposal for a communication and dissemination process.**

*(“Una propuesta de proceso de comunicación y difusión")* | **4** |

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| **LOT 1 (only)** |
| **Lot 1:  Subcriterion 3**  |  |
| 1. **Quality and adequacy of the proposed experts’ teams to efficiently and successfully implement all the needs and activities expressed in ToRs.**

*(“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.”)* | **40 points** |
| * 1. **Overall presentation of the experts’ team**

*(“Presentación general del equipo de expertos”)*The analysis of this section will focus on the following documents:* 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.

*(“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 (preferiblemente apoyada en un organigrama, y explicando cuáles son los activos y el valor añadido del equipo para alcanzar con éxito los resultados.”)** This presentation of the team has to be endorsed by:
* resumes/CV of the entire proposed team

*(“CV de todo el equipo propuesto”)*,* the completed table of experience and qualifications (model in Annex 1 of these Tender rules)

*(“cuadro de experiencia y cualificaciones cumplimentado (modelo que figura en el Anexo 1 del presente Pliego)”)* | **5** |
| 3.2 **General team requirements** *(“Requisitos generales del equipo”)*The proposed team must collectively meet the following minimum qualifications:*(“Además de los requisitos individuales para cada perfil, el equipo propuesto debe cumplir en su conjunto con las siguientes calificaciones mínimas:”)*At least 2 years of experience in projects related to the restoration of Watercourse Protection Forests (BPCH) and/or Forest Restoration.*(“Al menos 2 años de experiencia en proyectos relacionados con la restauración de Bosques Protectores de Cauces Hídricos (BPCH) y/o Restauración Forestal.”)*At least 3 years of experience in project management in rural communities.(“Al menos 3 años de experiencia en gestión de proyectos en comunidades rurales.”)Demonstrable experience in the management and implementation of projects aimed at the restoration of BPCH and/or Forest Restoration.*(“Experiencia demostrable en la gestión e implementación de proyectos orientados a la restauración de BPCH y/o Restauración Forestal.”)* | **Mandatory** |
| The technical offer must present teams including at least the “Coordinator” technical assistance professional, a forestry specialist or related areas, as defined in the ToR.**As a consequence, offers not complying with these minimum requirements regarding expert’ will be rejected.**It is worth mentioning the coordinator’s position can be combined with another position within the expert’s team.*(“La oferta técnica debe presentar equipos que incluyan al menos el perfil de «Coordinador/a» del Proyecto, un profesional de asistencia técnica definido en los TdR.****En consecuencia, se rechazarán las ofertas que no cumplan estos requisitos mínimos relativos a los «expertos».****Cabe señalar que el cargo de coordinador puede combinarse con otro puesto en el equipo de expertos).”)* |  |
| **Proposed expert’s teams qualifications and experience, with regards to ToRs***(“Cualificaciones y experiencia de los equipos de expertos propuestos, en relación con los pliegos de condiciones)”* |  |
| **Position 1: Profile of the Coordinator”** *(“Posición 1: Perfil del coordinador/a”)***Mandatory requirements:** - Forestry professional or related careers. *(“Requisitos obligatorios: -Profesional forestal o carreras afines”).* - Project Coordinator with specific experience in social project management, including knowledge of forestry legal provisions. *(“Coordinador del Proyecto con experiencia específica en gestión de proyectos sociales incluyendo conocimiento en disposiciones legales forestales”)* - At least 10 years of general work experience in the profession.*(“Al menos 10 años de experiencia laboral general en la profesión”).*- Language: Spanish*(“Lenguaje: Español”)* - Use of computer tools (Word, Excel, PowerPoint). *(“Uso de herramientas informáticas (Word, Excel, PowerPoint”)).* | **Mandatory** |
| **Experience and competencies:***(“Experiencia y competencias”)*

|  |  |  |
| --- | --- | --- |
| - Additional years of experience in social project management in Latin America and particularly in Paraguay (1 point per year, max. 5) (“Años adicionales de experiencia en gestión de proyectos sociales en Latinoamérica y en particular en Paraguay (1 punto por año, máx. 5”) | 5 |  |

|  |  |  |
| --- | --- | --- |
| - Experience in coordinating projects with international cooperation, ideally funded by the EU *(“Experiencia en coordinación de proyectos con cooperación internacional, idealmente financiados por la UE”)* | 6 |  |

|  |  |  |
| --- | --- | --- |
| - Experience in inter-institutional and local government coordination and participatory processes*(“Experiencia en articulación interinstitucional y con gobiernos locales y procesos participativos”)* | 5 |  |

|  |  |
| --- | --- |
| - Experience leading multidisciplinary teams in the environmental or forestry sector 4.*(“Experiencia liderando equipos multidisciplinarios en el sector ambiental o forestal”)* | 4 |

 | **20** |
| **Position 2: Technical Assistance Professional.***(“Posición 2: Profesional de Asistencia Técnica”)*- Professional forestry or related careers. *(“Profesional forestal o carreras afines”).* - At least 5 years of general work experience in the profession.*(“Al menos 5 años de experiencia laboral general en la profesión”).*- At least 2 experiences of technical assistance in rural communities.(“*Al menos 2 experiencias de asistencia técnica en comunidades rurales”*)- Proficiency in computer tools for project management and data analysis.*(“Dominio de herramientas informáticas para la gestión de proyectos y análisis de datos”).*- Knowledge and interpretation of cartographic products.*(“Conocimiento e interpretación en productos cartográficos”)* | **Mandatory** |
| **Experience and competencies:***(“Experiencia y competencias”)*

|  |  |  |
| --- | --- | --- |
| - Additional experience in ecological restoration (1 point per year, max. 4)*(“Experiencia adicional en restauración ecológica (1 punto por año, máx. 4)”)* |  4 |  |

|  |  |  |
| --- | --- | --- |
| - Experience in designing and implementing restoration plans in similar areas.*(“Experiencia en diseño e implementación de planes de restauración en áreas similares”)* | 4 |  |

|  |  |  |
| --- | --- | --- |
| - Knowledge in participatory restoration methodologies and community work. *(“Conocimiento en metodologías de restauración participativa y trabajo comunitario”).*- Advanced communication skills and ability to work in collaboration with local communities, government institutions and non-governmental organizations *(“Habilidades avanzadas de comunicación y capacidad para trabajar en colaboración con comunidades locales, instituciones gubernamentales y organizaciones no gubernamentales”).* | 4 |  |

|  |  |  |
| --- | --- | --- |
| - Experience in monitoring or technical evaluation of restoration projects.*(“Experiencia en monitoreo o evaluación técnica de proyectos de restauración”)* | 3 |  |

 | **15** |
| **LOT 2 (only)** |
| **Lot 2:  Subcriterion 3** |  |
| 1. **Quality and adequacy of the proposed experts’ teams to efficiently and successfully implement all the needs and activities expressed in ToRs.**

*(“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.”)* | **40 points** |
| * 1. **Overall presentation of the experts’ team**

*(“Presentación general del equipo de expertos”)*The analysis of this section will focus on the following documents:(“El análisis de esta sección se centrará en los siguientes documentos:”)* 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.

*(“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 (preferiblemente apoyada en un organigrama, y explicando cuáles son los activos y el valor añadido del equipo para alcanzar con éxito los resultados.”)** This presentation of the team has to be endorsed by:

*(“Esta presentación del equipo debe ser avalada por”)** resumes/CV of the entire proposed team

*(“CV de todo el equipo propuesto”)*,* the completed table of experience and qualifications (model in Annex 1 of these Tender rules)

*(“cuadro de experiencia y cualificaciones cumplimentado (modelo que figura en el Anexo 1 del presente Pliego)”)* | **5** |
| * 1. **General team requirements**

*(“Requisitos generales del equipo”)*The proposed team must collectively meet the following minimum qualifications:*(“El equipo propuesto deberá reunir colectivamente las siguientes cualificaciones mínimas:”)*- At least 2 years of experience in projects related to the restoration of Watercourse Protection Forests (BPCH) and/or Forest Restoration.*(“Al menos 2 años de experiencia en proyectos relacionados con la restauración de Bosques Protectores de Cauces Hídricos (BPCH) y/o Restauración Forestal.”)*- At least 3 years of experience in project management in rural communities.(“Al menos 3 años de experiencia en gestión de proyectos en comunidades rurales.”)- Demonstrable experience in the management and implementation of projects aimed at the restoration of BPCH and/or Forest Restoration.*(“Experiencia demostrable en la gestión e implementación de proyectos orientados a la restauración de BPCH y/o Restauración Forestal”)*- The technical offer must present teams including at least the “Coordinator” technical assistance professional, a forestry specialist or related areas, as defined in the ToR.As a consequence, offers not complying with these minimum requirements regarding expert’ will be rejected.It is worth mentioning the coordinator’s position can be combined with another position within the expert’s team.(“*La oferta técnica debe presentar equipos que incluyan al menos el perfil de «Coordinador/a» del Proyecto, un profesional de asistencia técnica definido en los TdR.**En consecuencia, se rechazarán las ofertas que no cumplan estos requisitos mínimos relativos a los «expertos».**Cabe señalar que el cargo de coordinador puede combinarse con otro puesto en el equipo de expertos”).* | **Mandatory** |
| **Position 1: Profile of the Coordinator”***(“Posición 1: Perfil del coordinador/a")*  * University degree in forest engineering or related career

*(“Título universitario en ingeniería forestal o carrera afín”)* * At least 5 years of general work experience in the profession

*(“Al menos 5 años de experiencia laboral general en la profesión”)* * At least 3 years of experience in the design and implementation of monitoring systems

*(“Al menos 3 años de experiencia en diseño e implementación de sistemas de monitoreo”)* * Proficiency in computer tools (Word, Excel, etc.)

*(“Dominio de herramientas informáticas (Word, Excel, etc.)”)* | **Mandatory** |
| **Experience and competencies:***(“Experiencia y competencias”)*- Experience in BPCH restoration projects or forest restoration(“Experiencia en proyectos de restauración de BPCH o restauración forestal”) 5 - Experience leading multidisciplinary technical teams(“Experiencia liderando equipos técnicos multidisciplinarios”) 5 - Demonstrated ability to inter-institutional coordination (including articulation with other technical teams)(“Capacidad demostrada de coordinación interinstitucional (incluyendo articulación con otros equipos técnicos)”) 5 - Knowledge of interpretation of cartographic products(“Conocimiento en interpretación de productos cartográficos”) 5  | **20** |
| **Position 2: Forest Specialist***(“Posición 1: Especialista Forestal”)** Forestry professional or related careers.

*(“Profesional forestal o carreras afines.”)** At least 5 years of general work experience in the profession

(“Al menos 5 años de experiencia laboral general en la profesión”)* At least 2 experiences of technical assistance in rural communities.

(“Al menos 2 experiencias de asistencia técnica en comunidades rurales.”)* Experience in developing participatory monitoring system for implementation of forest restoration strategies, including specific restoration technique.

(“Experiencia en el desarrollo de sistema de monitoreo participativo de implementación de estrategias de restauración forestal, incluyendo técnicas específicas de restauración.”) | **Mandatory** |
| **Experience and competencies:***(“Experiencia y competencias”)*- Experience in community planning, organization and forest governance*(“Experiencia en planificación, organización y gobernanza forestal comunitaria”)* 5 - Experience in participatory monitoring of restoration processes *(“Experiencia en monitoreo participativo en procesos de restauración”)* 5 - Technical knowledge in BPCH restoration and agroforestry approaches (*“Conocimiento técnico en restauración de BPCH y enfoques agroforestales”)* 5 | **15** |

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.

Bids having obtained a technical score of less than 50/80 will be considered of insufficient value and as such, will not be selected.

## Negotiations

After conducting an initial analysis of the bids, the Evaluation Committee may negotiate with all or some of the 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.

1. **Processing of personal data in the context of this tender and for the purposes of contract monitoring**

Under Article 13 or 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.

1. **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.

1. **Appeal channels and deadlines**

The body responsible for the appeals process is:

Paris Judicial Court,

Parvis du Tribunal de Paris 75 859 PARIS Cedex 17

Email: tj-paris@justice.fr.

Tel: 0144325151.

Information about lodging an appeal may be obtained from: tj-paris@justice.fr.

1. Form DC1 is available at: <https://www.economie.gouv.fr/files/directions_services/daj/marches_publics/formulaires/DC/imprimes_dc/DC1-2019.doc>. [↑](#footnote-ref-1)
2. Form DC4 is available at: https://www.economie.gouv.fr/daj/formulaires-mise-a-jour-formulaire-declaration-sous-traitance-dans-marches-publics [↑](#footnote-ref-2)