**TERMS OF REFERENCE**

1. **General Information**

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| Intitulé de la mission | Missions de prestations intellectuelles pour l’appui à la mise en place des organisations mutualisées des ressources entre des projets mis en œuvre par Expertise France et implantés au sein d’une même géographie. |
| Pays | Multipays |

1. **Context and justification OF THE NEED**

As a public agency for international technical cooperation, Expertise France works alongside partner countries to advise and support them in strengthening their public policies. To this end, the agency coordinates and implements projects of national or regional scope in the main areas of public action:

* democratic, economic and financial governance;
* peace, stability and security;
* climate, biodiversity and sustainable development;
* health and human development.

**İmplementation of mutualised organisations:**

The cooperation activity carried out by Expertise France leads to the concentration of activities in certain geographical areas, which, based on findings and joint discussions, require the pooling of resources within shared offices or project support units (PSUs). The activities covered by these mutualised organisations primarily include:

* Administrative and financial management of projects;
* Procurement management for projects and the office;
* Logistical management of activities;
* Human resources management necessary for the implementation of activities.

The number of shared offices and PSUs is expected to increase significantly in the coming years. In order to optimise and strengthen the capacities deployed in the field through a decentralized approach and improved project management, Expertise France aims to establish a network of service providers to support the structuring of future offices.

1. **Objectives and Expected Results**
   1. **Subject of the Call for Tenders**

The purpose of this consultation is to set up a dynamic purchasing system aimed at contracting intellectual service assignments to support the setting up of pooled resources organisations between projects implemented by Expertise France and located within the same geographical area.

This dynamic purchasing system, called the “Decentralisation Task Force Expertise Network,” allows the establishment of a network of service providers specialised in change management and the implementation of decentralised structures in the countries where Expertise France operates, in accordance with the target organisations that have been defined.

1. **Description of the Assignment**

Candidates must demonstrate technical expertise in one or more of the following areas:

* Support in the development of strategies / action plans
* Support in the preparation of detailed office plans
* Support in the development of procedures / concept notes / flowcharts / organisational charts
* Conducting studies and diagnostics
* Organisation and delivery of training sessions
* Organisation of workshops for exchange and/or consultation
* Support in drafting documents (reports, terms of reference, job descriptions, notes, listings, dashboards)
* Support in the design and implementation of awareness-raising campaigns
* Support in the development of financial and monitoring tools

Some specific contracts may require proficiency in several complementary areas of expertise; therefore, cross-cutting skills are strongly encouraged.

Some specific contracts may also include a works component (for small-scale infrastructure) and/or the supply of equipment and/or materials, representing a minor part of the contract; specific skills on this type of service is therefore also encouraged.

As examples, and in a non-exhaustive manner, the expert missions likely to be implemented through the 'Network of expertise Task Force Decentralization' could include:

Appuyer les équipes à l’identification et au cadrage des sujets relatifs à l’implantation de bureaux à l’étranger (accords d’établissement, TVA, mobilité et procédures migratoires, emploi, aménagement de bureaux, etc.) dans une géographie donnée ;

* Supporting teams in the identification and framing of issues relating to the establishment of offices abroad (establishment agreements, VAT, mobility and migration procedures, employment, office layout, etc.) in a given geography;
* Supporting the training of staff in the shared office and the relevant project managers on office management tools and on the working dynamics with the various project teams and headquarters, in a context of resource pooling;
* Supporting the framing and implementation of an HR organisation that meets the needs of the projects and the objective of resource pooling;
* Supporting the opening and organisation of bank accounts and defining the financial management processes of projects;
* Supporting the development of tools for office management, logistics, contract monitoring and defining the associated procedures;
* Supporting the training of staff in the shared office and the relevant project managers on management tools;
* Supporting the definition and framing of procurement procedures, in compliance with Expertise France’s procurement rules, and training office staff accordingly.

1. **Location, Duration and Implementation Modalities**
   1. **Implementation period :**

The DPS will remain open for 48 months from the date of publication.

* 1. **Start date :**

27/10/2025

* 1. **End date :**

26/10/2029

* 1. **Effective duration per assignment**

Each specific contract published under the DPS will specify its schedule and the effective duration of the requested service.

1. **Required skills and profile**

Candidates must meet the following criteria:

* Proficiency in French or English is required at a minimum;
* Proficiency in one or more additional languages (Spanish, Portuguese, and/or Arabic) may be considered an asset in the awarding of specific contracts;
* Knowledge of the structuring and organisation of European international cooperation agencies (procedures, flowcharts, target organisation, etc.);
* Knowledge of one or more of the geographies in which Expertise France intends to structure its decentralised offices (institutions, economic fabric, context, challenges).

The candidate’s technical and professional capacity will be assessed on the basis of their education, knowledge and professional experience in the design and management of international cooperation projects with Expertise France and/or an equivalent European institution.

The candidate must demonstrate technical skills and knowledge particularly in the following areas:

* Administrative and financial management;
* Logistics and procurement management;
* Evaluation of organisations and procedures;
* Physical establishment and management of offices (safety, layout, ergonomics, security);
* HR organisation;
* Development of management and monitoring tools.

1. **Practical Information**

The candidate must provide:

- The amounts of the last three (3) revenues according to available exercises;

- A valid civil and/or professional liability insurance certificate.

The candidate must complete the reference and CV templates annexed to the application form for the DPS (Annexes 2 and 3).

NOTA: n the case of a consortium of operators, the application documents must be provided for each member of the consortium.

Annex 2 is intended to collect the references that the candidate wishes to present as part of their application. These references are previous assignments carried out that are of a similar or identical nature to those covered by this DPS. The candidate’s references make it possible to assess their experience in carrying out assignments related to the object of the DPS. The candidate chooses those that they consider most appropriate, and the contracting authority verifies their accuracy, while respecting business confidentiality. Accordingly, in Annex 2, the “Skills/Profile of the expert(s) mobilised” during the execution of previous contracts (the references) are indicated for the information of the contracting authority.

*NOTA:* The absence of references cannot justify the elimination of a candidate and does not exempt the contracting authority from assessing professional, technical and financial capacities. Consequently, newly created operators who have not yet carried out assignments of a similar or identical nature to those covered by this DPS are not penalised by the absence of references.

Annex 3 is the response template prepared by Expertise France to harmonise the presentation of expert profiles (whether individual candidates, or experts proposed by a legal entity in the context of responses to future specific contracts).

***NOTA*:** Annex 3 must be duly completed and submitted with all applications. Future members of the DPS will be bound by the profiles indicated in this Annex 3 when preparing offers for future specific contracts.

The references provided by the applying candidate, for experience related to the scope of this DPS, must not exceed 5 in number and must have taken place within the last 10 years.

For each specific contract, the tenders shall be evaluated on the basis of the price, the technical offer, and the associated CVs of the experts. The award criteria could, for example, include : description of the expert's experience in relation to the Terms of References; understanding of the current situation of the beneficiary country or territory in relation to the assignment’s requirements; presentation of the detailed methodology based on the objectives and activities described in the Terms of References; detailed time schedule.

This list may be extended and the award criteria shall be specified and weighted in the tender documents of each specific contract.