

REQUEST FOR PROPOSAL

I. CONTEXT

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action. Expertise France's mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing. The agency achieves this goal by implementing projects in the main areas of public action:

- Democratic, economic and financial governance;
- Stability, international security and peace
- Sustainable development, climate and agriculture
- Health and human development

Euroclima, as part of the Global Gateway strategy, builds partnerships between the European Union (EU) and the Latin America and Caribbean (LAC) regions to drive a green and just transition. Through bilateral dialogues and regional collaboration, the programme engages with 33 partner countries and key regional organisations to identify priorities and translate them into concrete actions, fostering long-term environmental and climate resilience. By creating the right conditions and supporting key initiatives in priority sectors, Euroclima helps establish a solid foundation for a sustainable transition. The programme also facilitates the mobilisation of climate and green financing, addressing urgent environmental challenges.

Euroclima supports partner countries in creating enabling conditions to attract investments, particularly under the Global Gateway Investment Agenda (GGIA). This effort contributes to sustainable and just transitions promoting resilience, carbon neutrality, and inclusive prosperity.

Since 2010, Euroclima has promoted dialogue, knowledge exchange, and cooperation among governments, institutions, civil society, and the private sector. By adopting a Team Europe approach, the programme enhances coordination between EU institutions, Member States, and financial institutions, improving access to expertise, financial resources, and innovative solutions.

Euroclima aligns with the Global Gateway pillars and advances shared EU-LAC priorities under the Paris Agreement and the 2030 Agenda by:

- Strengthening enabling conditions: supporting policies, institutions, and governance frameworks for climate action.
- Scaling transformative models: piloting innovative projects and replicating successful solutions.
- Enhancing access to finance: facilitating capacity building and financial mechanisms for investment.

REQUEST FOR PROPOSAL

- Fostering inclusive dialogue: enabling EU-LAC cooperation through regional exchanges.

The Caribbean joined the programme in 2023, forming a single regional initiative, which strengthens exchanges between Latin America and the Caribbean to achieve common objectives more effectively.

Euroclima contributes to sustainable development by working on priority areas:

- Energy transition (Regional electricity markets, energy storage, renewable hydrogen)
- Sustainable mobility (Railways, e-buses)
- Biodiversity and ecosystems (Nature-based solutions, biodiversity credits)
- Bioeconomy and sustainable food production (Deforestation-free value chains, sargassum)
- Water management (Pollution in rivers)
- Disaster risk management
- Sustainable climate finance (Access to finance, green bonds, carbon markets, private sector engagement)
- Circular economy

II. PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is the implementation of a service specify as defined in the specifications (Terms of reference) attached to the consultation file.

MAIN FEATURES OF THE DRAFT CONTRACT

Nature of the prizes	All-inclusive price
Runtime	5 months
Maximum amount of the financial envelope	30,000.00 € excl.
Place of performance of the contract	Conducted remotely. All meetings will be held virtually
Currency of payment	Euros

III. PROCEDURE'S SCHEDULE

	DATE*
Deadline for submitting tenders	July 20th, 2026
Completion date for evaluating technical offers	August 7th, 2026
Contract signature	September 4th, 2026
Start date	September 11th, 2026

*Provisional date

IV. PROCUREMENT PROCEDURE

The present procurement procedure is subject to the French Code of public procurement in its latest version in force as enacted by Order No. 2018-1074 issued on 26 November 2018 and its Implementation Decree No. 2018-1075 issued on 3 December 2018.

Expertise France proceeds with the “adapted procedure” by virtue of applying articles L. 2123-1 and R. 2123-1 au R. 2123-7 of the above mentioned Code.

V. CONTENT OF THE TENDER DOSSIER

The tender dossier is composed by the following documents :

- The current request for proposal (DAJ_M001ENG) ;
- Technical specifications / terms of reference (version June 2026) ;
- Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template (DAJ_F043ENG) and the identification sheet of a third party (DAF_F013ENG) ;
- Draft of contract ;
- Model of financial offer;
- GDPR compliance verification form.

VI. PRESENTATION OF TENDERS

The application and tender documents as well as all correspondence and documents relating to this consultation must be written in english.

In support of their offer, candidates must submit a file consisting of the following documents:

- Proof of registration at the trade and companies registry (“k-bis” or equivalent);
- Updated tax certificate;
- Social obligations certificate (URSAFF);The expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party, duly completed and signed ;
- The attached Beneficial owners declaration form, duly completed;
- The draft contract, including the candidate's financial offer, duly completed, dated and signed ;
- A technical offer comprising: :
 - understanding and comments on the elements of the terms of reference;
 - proposed methodology and approach;
 - detailed work plan and timeline;
 - summary table of experiences in project evaluation with contact details of at least three references;
 - composition of the evaluation team, including CVs of proposed team members, a summary of relevant experience and qualifications, a distribution of roles and responsibilities, and quality control of deliverables;
 - relevant past experiences: highlight evaluations of regional or multi-country programmes of comparable complexity, as well as previous experience in facilitation.

- A **financial proposal**: overall budget for the evaluation and daily costs in HT and TTC (breakdown of intervention days per participant and by work step).

The documents requested above are mandatory. If they are missing, the tender submitted will not be compliant and will therefore be rejected.

The period of validity of the tenders submitted is fixed at 90 calendar days from the deadline for submission of tenders.

VII. TRANSMISSION MODALITY OF TENDERS

All the required documents must be sent before the date the deadlines indicated in Article III. PROCEDURE'S SCHEDULE.

To access the market consultation area or to submit their tenders, tenderers must log on to the State Purchasing Platform at the following address: <https://www.marches-publics.gouv.fr>

Submission by electronic means is mandatory. Any other form of submission will be rejected.

The procedure for submitting bids is detailed on the website www.marches-publics.gouv.fr.

Tenderers will find a downloadable "user's guide" which specifies the conditions of use of the State purchasing platform, in particular the technical requirements and electronic certificates.

If they so wish, applicants may contact 09 72 37 01 30 every working day from 9.00 am to 7.00 pm to receive technical assistance in carrying out these operations.

In case of allotment, each lot must be submitted electronically. However, it is possible to make a single electronic submission for several lots, provided that the identification of the lots to which a response is made is possible and unambiguous.

The costs of accessing the network and using the electronic signature are to be borne by each candidate.

Tenderers are invited to test their workstation configuration and respond to a test consultation, to ensure that the IT environment is working properly.

Tenderers' attention is drawn to the fact that they must at least have Internet browsing software. The provision of an electronic signature tool is not mandatory.

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

ATTENTION!

Any file constituting the tender must be free of any computer virus and must be treated beforehand by the tenderer with a regularly updated anti-virus software. The same applies to any other file exchanged in the context of this public procurement procedure.

The contracting authority may securely archive any file containing a computer virus. It will then be deemed never to have been received.

NB: Tenderers' attention is drawn to the time required for the delivery of bulky electronic documents.

REQUEST FOR PROPOSAL

The average download time may vary depending on various parameters such as the technical capacity of the equipment, the type of Internet connection, the traffic on the network, etc.

As the date and time of the end of delivery is decisive for the submission of a paperless response, bidders are advised to build in some flexibility into their paperless response process.

Even if its tender in this public procurement procedure has been transmitted electronically, the tenderer undertakes, in particular if its tender is accepted, to accept the conforming re-materialisation in paper form of all the constituent documents of contractual value. In this connection, they also undertake to ensure that the natural person who signs them electronically signs them by hand without making any changes to them and returns them to the contracting authorities in that form. Finally, he undertakes to accept notification of them, in accordance with the usual procedures in force, in paper form].

VIII. SELECTION PROCEDURE

Expertise France will first check the eligibility of the applications and their ability to provide the service. Finally, it will evaluate the offers according to the following criteria:

- Criterion 1: Price (20%)
- Criterion 2: Technical value (80%)

Criteria	Maximum score
1. TECHNICAL PROPOSAL SCORE INCLUDING:	80
1.1. Team experience	40
» <i>Complementarity of team members and coverage of required themes for the evaluation (CVs)</i>	15
» <i>Experiences in project evaluation, quality of references and similar missions completed</i>	25
1.2. Methodology	40
» <i>Intervention methodology and good understanding of the mission and its challenges</i>	20
» <i>Organisation of tasks and time</i>	20
2. FINANCIAL PROPOSAL SCORE	20
Total score	100

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.

IX. SELECTION PROCEDURE

If a candidate wishes to have additional information on technical or administrative points of the file, he may submit his questions on the Plateforme des Achats de l'Etat (PLACE) before the deadline for submission of tenders.

X. PROCESSING OF PERSONAL DATA

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018.

Identity and contact details of the controller and its representative :

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by its Managing Director,

Operational controller :

The Information Systems Department represented by its Director

Contact details of the Data Protection Officer:

informatique.libertes@expertisefrance.fr

The legal grounds for the processing operation(s) correspond to Article 6.1 (c) and (e) of the GDPR, namely that:

- The processing is necessary to comply with a legal obligation to which Expertise France is subject;
- The processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in Expertise France;

The purposes of the processing operation(s) are :

- The management and monitoring of this procurement procedure;
- Management and monitoring of the concluded public contract.

The recipients or categories of recipients of personal data are exclusively the authorised personnel of the contracting authority, ministries and State operators in charge of awarding and executing the contract, as well as their service providers.

Retention period: this data is kept for the duration of the contract and its execution, as well as for the duration of the contract.

In accordance with the provisions of Articles 15 to 21 of the RGPD, the persons whose personal data are collected have a right of access, rectification and deletion of this information concerning them. They also have the right to limit processing and to object to such processing on legitimate grounds. The exercise of the rights of information and any other exercise of rights of the persons concerned by the processing operations carried out may be made to the Expertise France data protection officer.

The person whose personal data is collected in the context of this procedure has a right of complaint to the CNIL.

Expertise France undertakes to guarantee the confidentiality of proposals sent to it and to ensure the security and storage of these proposals.

XI. REMEDIES AND TIME LIMITS

The body responsible for appeal procedures is the Paris administrative court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.

Candidates may obtain information on the introduction of appeals from the Registry of the Paris Administrative Court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.