



GGF Technical Assistance Facility

PROCUREMENT PROCEDURES

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Table of Contents

Acronyms	2
1. Introduction	4
2. GGF TAF Procurement Requirements & Guidelines per budget threshold	4
3. TENDER PROCEDURE	7
3.1. Presentation of Tender	7
3.2. Language of Tender	7
3.3. Submission of Tender	7
3.4. Contracting Authority	7
3.5. Validity Period of Tenders	7
3.6. Request for Additional Information	7
3.7. Confidentiality	7
3.8. Cancellation	8
3.9. Exclusion	8
4. CONTENT OF TENDER	8
4.1 Technical proposal	8
4.2 Financial proposal	9
5. TENDER EVALUATION	9
7. MONITORING	12
8. EVALUATION.....	12
9. REMUNERATION	12

Acronyms



GGF	Green for Growth Fund
TA	Technical Assistance
TAF	Technical Assistance Facility
TAC	Technical Assistance Facility Committee
RFP	Request for Proposals
TOR	Terms of Reference
EOI	Expression of Interest
LOI	Letter of Invitation

1. Introduction

This document aims to clearly explain to bidders the procurement procedures governing all Technical Assistance (TA) projects funded under the GGF Technical Assistance Facility (GGF TAF). It is based on the Policy & Procedures endorsed by the GGF Technical Assistance Facility Committee (TAC) and is in line with best practice.

Below you will find an overview of the procurement procedures depending on project size, the selection process for consultants/service providers, the tender process, and a sample evaluation grid.

These general guidelines are designed to accompany the relevant Request for Proposals (RFP) for the specific project which bidders will receive by e-mail, and which will include:

- Conditions of tender and conditions of contract
- Terms of Reference (TOR)
- Deadline for submission and for requests for clarification
- Format requirements

For all projects, bidders may download the CV, the counterparty information sheet and budget template [here](#).

2. GGF TAF Procurement Requirements & Guidelines per budget threshold

This overview provides a threshold to the procurement procedures carried out by the TAF. Please pay close attention to the 'type of procurement procedure' (*open, restricted, selective, single sourcing*), which is directly aligned to the budget proposed.

Open tendering	
Short description	Projects are awarded through a public, competitive tendering process allowing all interested parties to submit tenders. Open procurement procedures involve the requirement for international notification, through publication in the Official Journal of the European Union (OJ).
Budget limits	<p>> EUR 215,000 - for the award of service contracts targeting Financial Institutions and other institutions that do not operate in the water, energy, transport and postal services sectors (restricted tendering can also be used, please see below)</p> <p>> EUR 431,000 - for the award of service contracts targeting entities operating in the water, energy, transport and postal services sectors (restricted tendering can also be used, please see below)</p>
Procurement	Publication of a Request for Proposals (RFP) in the Official Journal of the EU (OJ), on the GGF website and other relevant platforms (e.g. Devex).

Restricted tendering	
Short description	Projects are awarded through an abbreviated tendering process. TAF Manager chooses consultants ¹ from a shortlist prepared through a pre-qualification exercise following an international call for Expressions of Interest in the Official Journal of the EU (OJ) and the Fund's website.
Budget limits	> EUR 215,000 - for the award of service contracts targeting Financial Institutions and other institutions that do not operate in the water, energy, transport and postal services sectors. > EUR 431,000 - for the award of service contracts targeting entities operating in the water, energy, transport and postal services sectors
Procurement	<ol style="list-style-type: none"> 1. Publication of a request of Expression of Interest (EOI) in the Official Journal of the EU (OJ), on the GGF website and other relevant platforms (e.g. Devex). Received EOIs are evaluated according to: <ul style="list-style-type: none"> • Institutional capacity and expertise successfully carrying out similar assignments (50%) • Experience in the required area of expertise (50%) 2. Establishment of a shortlist of candidates based on the EOIs' evaluation result 3. Approval of shortlist by the GGF TAF 4. Submission of RFP to shortlisted candidates
Selective tendering	
Short description	Projects are awarded through an abbreviated tendering process. The TA Facility Manager draws up a shortlist of at least 3 (for projects < EUR 100,000) or 5 (for projects > EUR 100,000) service providers with a Request for Proposals (RFP).
Budget limits	EUR 50,000 - EUR 215,000 - for the award of service contracts targeting Financial Institutions and other institutions that do not operate in the water, energy, transport and postal services sectors EUR 50,000 - EUR 431,000 - for the award of service contracts targeting entities operating in the water, energy, transport and postal services sectors
Procurement	<ol style="list-style-type: none"> 1. Establishment of a shortlist of candidates based on the TAF Manager's consultant database. 2. Approval of shortlist by the GGF Technical Assistance Committee (TAC) in the project proposal. 3. Submission of Requests for Proposals (RFP) to shortlisted candidates.

¹ The term ,Consultant' refers to both individual consultants and consulting companies.



	<p>Exception: Fast-track procedure - The GGF TAF Manager may contact fewer or - for projects below EUR 50,000 - only one candidate for the reasons mentioned further below under "Fast Track Procedure".</p>
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Single sourcing	
Short description	The GGF TAF Manager contracts activities directly to the service providers. The criteria match the given project requirements in terms of professional expertise, specific technical abilities, regional experience and languages among others.
Budget limits	< EUR 50,000
Procurement	<p>Two possibilities:</p> <p>a. Direct award: the GGF TAC endorses a candidate of the GGF TAF Manager's choice in the project proposal.</p> <p>b. With shortlist:</p> <ol style="list-style-type: none"> 1. Establishment of a shortlist of candidates based on TAF Manager's consultant database 2. Approval of shortlist by the GGF TAF in the project proposal 3. Submission of RfP to shortlisted candidates.

Exceptions:

Fast-Track Procedure	
Short description	<p>Applicable in exceptional cases and upon prior approval of the GGF TAC, when:</p> <ul style="list-style-type: none"> • There are few specialists in the particular field of expertise that is required • There is a fully adjusted degree of urgency • Confidentiality concerns are paramount • Previous tender failed to yield results • A consultant has been or is involved in the early project stages, continuity is necessary, and no advantage would be gained via competitive bidding

3. TENDER PROCEDURE

3.1. Presentation of Tender

Bidders must submit tenders in electronic form (PDF file) via e-mail, with the **technical and financial proposals** to be sent in **two separate e-mails** respectively labeled “**Technical Proposal**” and “**Financial Proposal**” in the subject line. The financial proposal has to be **password-protected**. No information related to the financial proposal shall be contained in the technical proposal. The GGF TAF Manager will only request the password for the financial proposal if the respective technical proposal obtains the required minimum of evaluation points (see the chapter ‘TENDER EVALUATION’).

Please note: if **single sourcing** procurement procedure is applied, both the technical and the financial proposal must be submitted in a single e-mail with the financial proposal **not** password-protected.

The deadline for the receipt of proposals is defined in the Letter of Invitation. All proposals received after that deadline will be automatically rejected without evaluation.

3.2. Language of Tender

The technical and the financial proposal, as well as all communication related to the present tender shall be prepared in the English language, unless defined differently in the Terms of Reference.

3.3. Submission of Tender

The GGF TAF Manager will handle the tender process. Bidders should address the e-mails containing the tender documents as well as any communication regarding the tender process to the GGF TAF Project Manager at the email address defined in the invitation.

3.4. Contracting Authority

The contracting authority is the GGF TA Facility, represented by Finance in Motion. A specific consulting services agreement will be concluded between the GGF TAF and the consulting company, in some cases also a tripartite contract with the beneficiary.

3.5. Validity Period of Tenders

The period of validity of tenders is 120 days from the deadline for receipt of tenders indicated in the invitation letter.

3.6. Request for Additional Information

Any question, communication or request for additional information concerning the call for tenders is only permitted in writing (via e-mail) to the GGF TAF Manager. Such requests should be sent no later than 5 (five) working days before the deadline provided in the Letter of Invitation. If any clarification of the call for tenders is necessary, the answers will be communicated simultaneously in writing (via e-mail or, if applicable, on the GGF website).

3.7. Confidentiality

All documents shared with the shortlisted bidders in the framework of the tender process are to be treated as strictly confidential and may not be shared with third parties without prior approval of the GGF TAF.

3.8. Cancellation

The GGF TAF reserves the right to cancel the tender process at any time if it deems so appropriate. Bidders participate in the tendering process with the understanding that they will not be entitled to any form of compensation should the GGF TAF decide to interrupt the tender process before the contract is signed.

3.9. Exclusion

Bidders who fail to adhere to the requirements described in this chapter or to the deadline for submission of proposals will be excluded from the tender.

4. CONTENT OF TENDER

4.1. Technical proposal

The technical proposal should address the requirements of the project specific Terms of Reference (TOR) and comprise the following:

- I. A relevant company/consortium profile
 - a. An overview of the company's relevant experience (by topic, sector and/or region) aligned with the objectives of the project
 - b. References of **relevant** projects carried out by the Consultant in the last 10 years disclosing: location, duration of project, donor, volume of the project, and duly reflecting technical expertise and achieved results. They shall be submitted as an annex to the proposal and shall be limited to one page each.
 - c. Declaration by the company/consortium indicating the total annual turnover in Euro for the last 3 (three) years – as annex

- II. Critical analysis of the TOR

The bidder is invited to critically analyze the following sections of the TOR: 'Tasks to be realized' and 'Deliverables', pointing out any possible short-comings and/or suggesting his/her solutions and ideas, which can enhance the quality of the assignment and its output.

- III. Proposed concept

- a. Methodological approach and implementation concept²
- b. Work plan including time and staffing schedule³
- c. A short overview of project organization. It shall include **project lead, key topics, roles and responsibilities** of the proposed team. This can be illustrated, for example, as a descriptive organization chart and should not exceed one page.

- IV. Qualification and composition of the team

- a. Description of the team: the proposed team members should comply with the requirements of the TOR. The response should demonstrate **why** their expertise and previous experience is relevant for the project and **how** it will be used for the benefit of the project.

² Bidders should not simply quote the ToR but should demonstrate how their approach will address the requirements of the ToR.

³ Including a quantitative appreciation of the workload required (in expert-days) for each of the specified sub-tasks for each of the team members and/or per each type of Impact Assessment, if this service is required in the ToR.

- b. Description of the tasks to be performed by each team member.
- c. CVs of the proposed staff – in the format provided [here](#).

The technical proposal (excluding annexes) shall be concise and not exceed 10 (ten) pages in total. CVs should not exceed 4 (four) pages each.

4.2 Financial proposal

The financial proposal shall be structured using the budget template, which can be downloaded [here](#). The bidder shall prepare the offer under the assumption that no taxes apply.

However, the bidder will verify the applicability of taxes on its own account and in the event taxes are applicable, the bidder should list them separately. Please note the GGF tax number: LU 23693416.

All expenses shall be expressed in Euro (EUR).

4.3. Counterparty Information Sheet

The bidder is requested to provide in writing all the necessary information for its identification according to the Counterparty Information Sheet, which can be downloaded on the GGF TAF website under [tender documents](#).

The GGF TAF Manager will inform the bidder when to submit the Counterparty Information Sheet. When requested by the GGF TAF Manager, please make sure to submit the Counterparty Information Sheet as an excel file to the GGF TAF Manager at ta.kyc@finance-in-motion.com. Finance in Motion processes the data obtained from its counterparties following the Data Privacy Notice to be found on the following [website](#).

5. TENDER EVALUATION

The evaluation of the tenders received will follow a four-step approach:

Step 1: Evaluation of the technical proposal

Only the technical proposal will be opened on the submission date. The quality of each technical proposal will be evaluated according to the award criteria listed in the chapter 'AWARD CRITERIA' of this document.

If **single sourcing** procurement procedure is applied, both the technical and the financial proposals are evaluated at the same time. Thus, step 1 and 3 will be merged.

Step 2: If applicable, interviews with the consultant

After the evaluation of the technical proposals, the TAF Manager may conduct telephone interviews with the lead consultant and/or some key consultants. The results of the interview will be included in the tender evaluation.

Step 3: Evaluation of the financial proposal

For bidders obtaining a minimum of 55 points (of maximum 80 points) on their technical proposal and proposed staff (including interviews), the financial proposals will be opened.

The financial proposal with the lowest budget will receive the maximum score (20). The points of higher proposed budgets will be calculated by dividing the lowest proposed budget by the budget under consideration and multiplying the result by the maximum number of points.



Step 4: Selection of the winning bidder and contract negotiations

The bidder whose offer achieves the highest score (technical proposal + financial proposal) will be considered the winning bidder. The GGF TAF Manager will invite the winning bidder to contract negotiations. In case of open or restricted tendering, the TAF Manager will submit the proposed consultant's offer for endorsement prior to the start of contract negotiations. In case no agreement can be

reached with the 1st place consultant, GGF TAF will proceed to negotiate the contract with the 2nd place consultant or cancel the tender results and launch a new tender.

Prior to signing the contract, the GGF TAF Manager will perform an integrity check using the Counterparty Information Sheet, as well as other relevant documentation.

Step 5: Notification of other bidders once the contract has been signed

The TAF Manager notifies the remaining bidders by email.

6. AWARD CRITERIA

The GGF TAF will select the most economically advantageous tender, applying the approach to evaluation as set out in the previous chapter 'TENDER EVALUATION', using the award criteria and weightings in the 'Tender Evaluation Grid' provided below.

Tender Evaluation Grid

	Criterion	Max points
A	Quality of the technical proposal	35
A-1	Analysis of the Terms of Reference As set out in section 4.2.II	10
A-2	Proposed approach As set out in section 4.2.III	25
B	Qualification and composition of the team	45
B-1	Specific professional skills / expertise of proposed experts and company's relevant experience As set out in sections 4.2.I and 4.2.IV	25
B-2	Appropriate team composition enhancing the delivery of consultancy services (e.g. illustrated as an organizational chart)	10
B-3	Regional expertise ensuring in-depth knowledge of the local environment As set out in section 4.2.IV	10
C	Financial proposal	20
C-1	Financial proposal As set out in section 5 (Step 3)	20
TOTAL		100

7. MONITORING

During project implementation, the Consultant shall closely cooperate with the TAF Manager, keeping him/her up to date regarding all significant (incl. anticipated/expected/required) deviations from the TORs and providing project outputs as defined in the TORs.

8. EVALUATION

The GGF TAF is required to prepare an internal evaluation report on the Consultant's performance. Information tracking the performance will be maintained at the GGF TAF. At completion of the project the TAF Manager, along with beneficiaries, will evaluate the performance as well as the effectiveness of the project.

9. REMUNERATION

Subject to contractual agreement, the Consultant shall be paid at the rates set out in its original financial offer. Payments shall be subject to prior acceptance of the deliverables. Any specific problems with the acceptance of deliverables will have to be resolved by the Consultant before invoices are approved and payments are made, as defined in the TOR. Depending on the type of project and in line with the contract, the Consultant shall submit invoices in accordance with the following provisions:

Option 1

Pre-financing: The Consultant will be entitled to a pre-financing payment of at least 15 % of the total value of the TA assignment.

Interim Payment(s): [an] interim payment[s] shall be paid after completion of certain project stages, against presentation of an invoice. Payments shall be subject to prior acceptance of the deliverables and the Consultant's reports by the TAF Manager and (in case of a tripartite contract) by the beneficiary.

Final Payment: The final payment is subject to approval of all deliverables and the Final Report by the TAF Manager and (in case of a tripartite contract) by the beneficiary.

Option 2 – As a rule, applies for impact assessment services projects

Quarterly Payments: The Consultant shall submit an invoice at the beginning of each quarter, which shall cover the services provided during the preceding quarter. The Consultant will be paid only for the services conducted and support given, which can be lower than estimated.