



BIDDING DOCUMENT FOR INTERNATIONAL/NATIONAL PROCUREMENT COMPETITION			
RFP	REQUEST FOR PROPOSAL		
PROVISION OF THE PROCUREMENT OF AN INDIVIDUAL CONSULTANT			
Developing FNC's Gender Manual for Institutional Capacity Development, For FORESTS NATIONAL CORPORATION and ACACIA ARABIC Gum VALUE CHAIN in Sudan Support FNC & AAGVCSS Targeted Field			
RFP Reference	RFP/KRT/PMU/PROC/IC/022/004		
Project Name	ACACIA Arabic Gum Value Chain in Sudan Support Project (AAGVCSS PROJECT) FNC/AFD-EU		
BD No-objection	AFD/NAI/2022/673	Date	17 Aug. 2022
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Section 1. Letter of Invitation

Dear Valued Consultant

The ACACIA Arabic Gum Value Chain in Sudan Support Project hereby is interesting through an international tendering procedures to invite you to submit your **Technical and Financial Proposals** for the above mentioned task, as you are going to conduct, please acknowledge receipt of this Request For Proposal (RFP) by sending an email to the AAGVCSS National Project Coordinator faizasgas@gmail.com, with Cc to the Procurement and Administration Manager siraj.shareef@gmail.com indicating whether you intend to submit your Proposals or Otherwise.

You may also utilize the "Accept Invitation" function in, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

SGAVC looks forward to receiving your **Technical and Financial Proposals**, and thank you in advance for your interest in ACACIA Arabic Gum Value Chain in Sudan Support Project (AAGVCSS) Procurement Opportunities.

Regards

Faiza Siddig

Name: Dr. Faiza Siddig
Title: National Project Coordinator
AAGVCSS Project-FNC/AFD-EU
Date : October 10, 2022



Section 2. Instruction to Consultants

A: GENERAL PROVISIONS	
Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by AFD/AAGVCSS. This RFP is conducted in accordance with the AFD's Procurement Guidelines, Policies and Procedures (PGPP) for AFD-Financed Contracts to the Procurements which can be accessed.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by AFD/AAGVCSS. AFD/AAGVCSS is under no obligation to award a contract to any Bidder because of this RFP.</p>
Fraud & Corruption, Gifts and Hospitality	<p>The act of promising, offering or giving to a Public Officer, directly or indirectly, an undue advantage of any kind for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity; or</p> <p>The act by which a Public Officer solicits or accepts, directly or indirectly, an undue advantage of any kind for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity</p> <p>Means any dishonest conduct (act or omission), whether or not it constitutes a criminal offence, deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate consent, to circumvent legal or regulatory requirements and/or to violate internal rules in order to obtain illegitimate profit</p> <p>1.3 AFD/AAGASS strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of AFD/AAGVCSS vendors and requires all bidders/vendors/consultants observe the highest standard of ethics during the procurement, bidding process and contract implementation. AFD's Anti-Fraud Policy.</p> <p>1.4 Bidders/vendors/consultants shall not offer gifts or hospitality of any kind to AAGVCSS staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>1.5 In pursuance of this policy, AFD/AAGVCSS:</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a AFD's financed contract.</p>



	1.6 All Bidders must adhere to the AFD/AAGVCSS Bidders Code of Conduct.
Eligibility	<p>1.7 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any AFD's Project or any. Vendors are therefore required to disclose to AFD/AAGVCSS whether they are subject to any sanction or temporary suspension imposed by these organizations UN, EU, AFD, WB, or any IOs, NGOs...etc.</p> <p>1.8 It is the Bidder's responsibility to ensure that its employees, group consultancy, joint venture members, sub-contractors, service providers, vendors and/or their employees meet the eligibility requirements as established by AFD/AAGVCSS</p>
Conflict of Interests	<p>1.9 Bidders/Vendors/Consultants must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by AFD/AAGVCSS to provide services for the preparation of the design, RFP, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process. b) Were involved in the preparation and/or design of the program/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of AFD/AAGVCSS Project. <p>1.10 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to AFD/AAGVCSS, and seek AFD's confirmation on whether or not such a conflict exists</p> <p>1.11 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of AAGVCSS staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>1.12 The eligibility of Bidders that are wholly shall be subject to AFD/AAGVCSS further evaluation and review of various factors such as being registered, operated and managed as an independent entity. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>



International Good Practices	1.13 Means the principles of open, fair, transparent and efficient (best quality/price ratio and compliance with deadlines) competition in procurement, as well as the verification that adequate capacity to perform the contract is evidenced by the Applicants, Bidders, or Consultants.
International Procurement Competition	1.14 Means a competitive selection procedure for awarding a contract as the AFD's Procurement Guidelines, with the purpose of attracting foreign Bidders or Consultants to the procurement process.
B: PROVISION OF PROPOSALS	
Purpose of Contract	1.15 The contract aimed that the consultants should submit high quality of deliverables over undertaking highly qualified team, accurate database methods, and realistic data sources. See section 4 terms of reference
General Consideration	1.16 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. 1.17 The Bidder will not be permitted to take an advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the AFD/AAGVCSS Project.
Cost of Preparation of Proposal	1.18 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. AAGVCSS shall NOT be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
Language	1.19 The Proposal, as well as any and all related correspondence exchanged by the Bidder and AFD/AAGVCSS, shall be written in the language (s) specified in BDS.
Documents Comprising the Proposal	1.20 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; d) Any attachments and/or appendices to the Proposal as RFP said.
Documents Establishing the Eligibility and Qualifications of the Bidder	1.21 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor/consultant, using the Forms provided under and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to AAGVCSS's satisfaction.
Technical Proposal Format and Content	1.22 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in the RFP. 1.23 The Technical Proposal shall NOT include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 1.24 Samples of items, when required, shall be provided within the time specified and unless otherwise specified by AFD/AAGVCSS, and at no expense to AFD/AAGVCSS.



	<p>1.25 When applicable and required, the Bidder shall describe the necessary program available for the operation of the services and/or equipment offered as well as the cost to the AFD/AAGVCSS, such as well as logistical resources, database collection tools, trainings, materials, reports shall be provided in the language of the Bid as specified.</p>
Financial Proposals	<p>1.26 The Financial Proposal shall be prepared Separately using the Standard Form provided in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>1.27 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>1.28 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
Proposal Security	<p>1.29 A Proposal Security, if bidder require, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>1.30 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>1.31 If the Proposal Security amount or its validity period is found to be less than what is required by AFD/AAGVCSS, AFD/AAGVCSS shall reject the Proposal.</p> <p>1.32 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>1.33 The Proposal Security may be forfeited by AFD/AAGVCSS, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ol style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ol style="list-style-type: none"> i. to sign the Contract after has issued an award; or <p>1.34 To furnish the Performance Security, insurances, or other documents that SGAVC may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
Currencies	<p>1.35 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ol style="list-style-type: none"> a) AFD/AAGVCSS will convert the currency quoted in the Proposal into the AFD/AAGVCSS preferred currency, in accordance with the prevailing operational rate of exchange on the last day of submission of Proposals; and b) In the event that selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, AFD/AAGVCSS shall reserve the right to award the contract in the currency of AFD/AAGVCSS's preference, using the conversion method specified above.
Joint Venture, Consortium or	<p>1.36 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm</p>



<p>Association</p>	<p>in their Proposal that:</p> <p>(i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and</p> <p>(ii) if they are awarded the contract, the contract shall be entered into, by and between AAGVCSS and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>1.37 After the Deadline for Submission of Proposal, the Consultant identified to represent the team shall not be altered without the prior consent of AAGVCSS.</p> <p>1.38 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>1.39 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by AAGVCSS.</p> <p>1.40 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>1.41 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>1.42 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>Only One Proposal</p>	<p>1.43 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>1.44 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) They have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>c) They have the same legal representative for purposes of this RFP; or</p> <p>d) They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</p> <p>e) They are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</p> <p>f) Some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating</p>



	to the personnel, does not apply to subcontractors being included in more than one Proposal.
Proposal Validity Period	<p>1.45 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by AFD/AAGVCSS and rendered non-responsive.</p> <p>1.46 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
Extension of Proposal Validity Period	<p>1.47 In exceptional circumstances, prior to the expiration of the proposal validity period, AFD/AAGVCSS may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>1.48 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>1.49 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
Clarification of Proposal	<p>1.50 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a SGAVC staff member, AAGVCSS shall have no obligation to respond or confirm that the query was officially received.</p> <p>1.51 AFD/AAGVCSS will provide the responses to clarifications through the method specified in the BDS.</p> <p>1.52 AFD/AAGVCSS shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of AFD/AAGVCSS to extend the submission date of the Proposals, unless AFD/AAGVCSS deems that such an extension is justified and necessary.</p>
Amendment of Proposals	<p>1.53 At any time prior to the deadline of Proposal submission, AAGVCSS may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>1.54 If the amendment is substantial, AAGVCSS may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
Alternative Proposals	<p>1.55 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. AAGVCSS shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, AAGVCSS reserves the right to award a contract based on an alternative proposal.</p> <p>1.56 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
Pre-Bid Conference	<p>1.57 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder.</p>



1.58 No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.

C: SUBMISSION OF PROPOSALS

Submission

- 1.59 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
- 1.60 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
- 1.61 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the AAGVCCS General Contract Terms and Conditions.



<p>Hard Copy (Manual) Submission, Email Submission</p>	<p>a) Hard Copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>b) The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>c) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>d) i. Bear the name and address of the bidder;</p> <p>e) ii. Be addressed to AFD/AAGVCSS as specified in the BDS</p> <p>f) Bear a warning that states, “Not to be opened before the time and date for proposal opening” as specified in the BDS.</p> <p>g)</p> <p>h) If the envelopes and packages with the Proposal are not sealed and marked as required, AFD/AAGVCSS shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>i) Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>Electronic files that form part of the proposal must be in accordance with the format and requirements as indicated.</p> <p>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY IN SEPARATE.</p> <p>The password for opening the Financial Proposal should be provided only upon request of AFD/AAGVCSS. AFD/AAGVCSS will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p>
<p>Deadline for Submission of Proposals and Late Proposals</p>	<p>1.62 Complete Proposals must be received by AAGVCSS in the manner, and no later than the date and time, specified in the BDS. AAGVCSS shall only recognize the date and time that the bid was received by AFD/AAGVCSS.</p> <p>1.63 AFD/AAGVCSS shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>Withdrawal, Substitution, and Modification of Proposals</p>	<p>1.64 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>1.65 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to AAGVCSS, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney).</p>



1.66 The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"

D: OPENING & EVALUATION OF PROPOSALS

Proposal Opening

26.1 There is no public bid opening for RFPs. AFD/AAGVCSS shall open the Proposals in the presence of an ad-hoc committee formed by AFD/AAGVCSS, consisting of at least two (2) members.

Confidentiality

1.67 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall NOT be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

1.68 Any effort by a Bidder or anyone on behalf of the Bidder to influence AAGVCSS in the examination, evaluation and comparison of the Proposals or contract award decisions may, at AAGVCSS's decision, result in the rejection of its Proposal and may be subject to the application of prevailing AAGVCSS's vendor sanctions procedures.

Evaluation of Proposals

1.69 **The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under this RFP. AFD/AAGVCSS will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.**

1.70 **Evaluation of proposals is made of the following steps:**

- a. Preliminary Examination
- b. Minimum Eligibility and Qualification (if pre-qualification is not done)
- c. Evaluation of Technical Proposals
- d. Evaluation of Financial Proposals

Preliminary Examination

1.71 AAGVCSS shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage.

1.72 AAGVCSS reserves the right to reject any Proposal at this stage.

Evaluation of Eligibility and Qualification

1.73 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).

1.74 **In general terms, vendors that meet the following criteria may be considered qualified:**

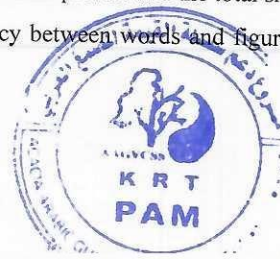
- a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, another an ineligible vendors list;
- b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
- c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;
- d) They are able to comply fully with AAGVCSS General Terms and Conditions



<p>Evaluation of Technical and Financial Proposals</p>	<p>of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p> <p>1.75 The procurement manager and nominated evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the RFP contents, applying the evaluation criteria, sub-criteria, and point system specified in the (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, AAGVCCS may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>1.76 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, AAGVCCS will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>1.77 The evaluation method that applies for this RFP shall be as indicated in the BDS, which as follows: (a) the evaluated technical proposal of the substantially responsive Bidder (QCBS Method) 80% and the financial of 20 % (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>1.78 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 80%) + (FP Rating) x (Weight of FP, e.g., 20%)</p> </div>
<p>Due Diligence</p>	<p>AFD/AAGVCCS reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>1.79 Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p>



	<p>1.80 Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>1.81 Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</p> <p>1.82 Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>1.83 Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>1.84 Other means that AAGVCSS may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
Clarification of Proposals	<p>1.85 To assist in the examination, evaluation and comparison of Proposals, AAGVCSS may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>1.86 AFD/AAGVCSS's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by AAGVCSS in the evaluation of the Proposals, in accordance with RFP.</p> <p>1.87 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by AAGVCSS, shall not be considered during the review and evaluation of the Proposals.</p>
Responsiveness of Proposal	<p>1.88 AFD/AAGVCSS's determination of a proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>1.89 If a Proposal is not substantially responsive, it shall be rejected by SGAVC and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
Nonconformities, Reparable Errors and Omissions	<p>1.90 If a Proposal is substantially responsive, AFD/AAGVCSS may waive any non-conformities or omissions in the Proposal that, in the opinion of AFD/AAGVCSS, do not constitute a material deviation.</p> <p>1.91 AFD/AAGVCSS may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>1.92 For Financial Proposal that has been opened, AFD/AAGVCSS shall check and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of AAGVCSS there is an obvious misplacement of the decimal point in the unit price; in which case the line-item total as quoted shall govern and the unit price shall be corrected; b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) If there is a discrepancy between words and figures, the amount in words



shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

1.93 **If the Bidder does not accept the correction of errors made by AAGVCSS, its Proposal shall be rejected.**

E: AWARD OF CONTRACT

Right to Accept, Reject, Any or All Proposals	1.94 AAGVCSS reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for AAGVCSS's action. AAGVCSS shall NOT be obliged to award the contract to the lowest priced offer.
Award Criteria	1.95 Prior to expiration of the proposal validity, AAGVCSS shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
Debriefing	1.96 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from AAGVCSS. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for AAGVCSS procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
Right to Vary Requirements at the Time of Award	1.97 At the time of award of Contract, AAGVCSS reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Contract Signature	1.98 Within five (5) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to AAGVCSS. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, AAGVCSS may award the Contract to the Second Ranked Bidder or call for new Proposals.
Contract Type and General Terms and Conditions	1.99 The types of Contracts to be signed and the applicable AAGVCSS Contract General Terms and Conditions, Special Terms of Contract.
Bank Guarantee for Advanced Payment	1.100 Except when the interests of AAGVCSS so require, it is AAGVCSS's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
Liquidated Damages	1.101 If specified in BDS, AAGVCSS shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
Payment Provisions	1.102 Payment will be made only upon AFD/AAGVCSS 's acceptance of the service provided. The terms of payment shall be scheduled against expected deliverables with direct supervision of the Contractor. 1.103 Payment will be affected by bank transfer in the currency of contract.
Other Provisions	1.104 AFD/AAGVCSS is entitled to receive the same pricing offered by the same Contractor in contracts with the AFD and/or its projects. The AFD Procurement



Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Data	Specific Instructions / Requirements
1.	Method of Solicitation	I/National Procurement Competition
2.	Advertising Website	website http://afd.dgmarket.com / www.sudanbid.net /
3.	Language of the Proposal	English
4.	Deadline for Submission Proposals	(6) six weeks start from the publishing date of the RFP
5.	Submitting Proposals for Parts or Sub-parts of the RFP (Partial Bids)	Not Allowed
6.	Pre-proposal Conference	May be Conducted Time: Date: Click here to enter date and time. Meeting Via Zoom <u>Please organize with us to join the meeting</u> Please confirm your participation in the Pre-bid meeting by sending email to: faizagas@gmail.com CC to: siraj.shareef@gmail.com AFD may be present.
7.	Proposal Validity Period	One Month upon proposals submission
8.	Advanced Payment upon Signing of the Contract	Allowed up to a maximum of 10 % of contract value or whichever is less but against the bank guarantee issued in favor of AAVCSS in equivalent amount or more.
9.	Currency of Proposal	<input checked="" type="checkbox"/> EURO (EUR)



	Guidelines, Procedures, General Terms and Conditions shall have precedence.
Alternative bids	1.105 The instructions to Bidders may allow Bidders to submit alternative bids, particularly for works contracts, in order to minimize costs or allow technically attractive solutions. The Bidding Documents shall, in such case, indicate the evaluation method of such alternative bids. The price of the different alternative bids proposed in such case must be read aloud during the public Bid opening.
Personnel replacement	1.106 The proposed replacement personnel shall possess an equivalent or higher level of qualification and experience and shall receive the same remuneration as the original personnel.
Negotiations	1.107 The procurement of consulting services negotiations will be held prior to signing the contract. The purpose of such negotiations is predominantly to adjust the final contractual content of the services to be provided on the basis of the terms of reference, any comments made by the selected Consultant in its Proposal and the proposed work methodology.
Statement of Integrity, Eligibility and Environmental and Social Responsibility	1.108 Statement of Integrity shall be applied to all bidders be subject, or not subject to Public Procurement Regulations whether they have public or private status according to pre-established practices, guided by the need for economy and efficiency. AFD will ensure that the procurement methods of the consultant not subject to Public Procurement Regulations are fair and transparent and that they guarantee that the most economically advantageous Bid or Proposal is selected.



10.	Deadline for Submitting Requests for Clarifications/ Questions	One week after the issuance of the RFP
11.	Contact Details for Submitting Clarifications/Questions	<p>Contact Person in AAGVCSS: faizasgas@gmail.com National Project Coordinator - AAGVCSS -FNC/AFD-EU</p> <p>and copying to Sirage M. Sharif, Procurement & Admin. Manager, AAGVCSS -FNC/AFD-EU. E-mail address: siraj.shareef@gmail.com</p> <p>Any delay in AAGVCSS's response shall be not used as a reason for extending the deadline for submission, unless AAGVCSS determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
12.	Manner of Disseminating Supplemental Information to the RFP and responses or clarifications to Bidders queries	Once uploaded, prospective bidder (i.e., bidder that have accepted the Bid Invitation) will be notified via email that changes have occurred. It is the responsibility of the bidder to view the respective changes and clarifications.
13.	Deadline for Submission Proposals	<p>Please Submit up to Six Weeks from the date of issuance.</p> <p>PLEASE NOTE:</p> <p>1. Try to submit your bid a day prior or well before the closing time. 2. Do not wait until last minute. If you face any issue submitting your bid at the last minute, AAGVCSS may not be able to assist you.</p>
14.	Allowable Manner of Submitting Proposals	Hard copies separated envelopes/soft copies standard format passworded financial proposal.
15.	Electronic Submission Requirements	<ul style="list-style-type: none"> ▪ Format: PDF files (Preferred) ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ Financial Proposal must be protected. ▪ All files must be free of viruses and not corrupted. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. Please note that <u>your technical and financial proposals must be uploaded in two separate PDF files and financial proposal should be password protected. Do not provide the financial</u>



		<p><u>proposal encryption password unless AAGVCSS asks you to do by an email from above emails.</u></p> <p><u>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</u></p>
16.	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 80% - 20% distribution for technical and financial proposals respectively.</p> <p>The minimum technical score required to pass is 58%.</p>
17.	Expected date for Commencement of Contract	Negotiation base
18.	Maximum expected duration of contract	Two weeks from the date of contract commencement
19.	SGAVC will award the contract to:	One Proposer Only
20.	Type of Contract	Contract for an individual consultant
21.	Bidder Declaration	Bidder should officially declare for their all submissions that fully comply with the RFP requirements.
22.	Performance Security	Bidder should officially submit for all document those are will secure their implementation include Bank Guarantee.
23.	Financial Audit (if)	Bidder should officially submit for all document those are will state their previous projects implementation.
24.	Pre-Award Contract Meeting	The bidder shall conduct the project for Pre-Award Contract Meeting for developing a road map for contract design and award.
25.	Request for Qualification	The consultant should submit their CVs states their qualifications, experiences and other competencies and their expression of interest that reflecting briefly how they are going to conduct the study.
26.	Submission forms	Forms for the submission of the technical and financial proposals (Submission letter, schedules of prices) must be provided.
27.	Conditions of Contract	This usually comprises the general conditions, specific conditions and the contract agreement which shall later be



		supplemented by various sections of the selected Proposal in order to constitute the final contract.
28.	Quality and Cost-based Selection (QCBS)	The best extent possible, the most commonly used and AFD-recommended method which is a selection based on quality and cost, with a weighted scoring of the technical and financial proposals.
29.	Unsuccessful selection	If the unsuccessful nature of the RFP stems from the fact that none of the Proposals comply with the requirements of the RFP, for such non-compliance the AFD/AAGVCSS consequently reserves the right to adjust the RFP. In such case, and may request new Proposals from all of the initial Consultants.



Section 4. Terms of Reference for FNC's Gender Manual for Institutional Capacity Development

ACACIA Arabic Gum Value Chain in Sudan Support Project (AAGVCSS)

Locations: FNC - States (18) -Sudan,

The Forests National Corporation has 18 offices in 18 states, (the AAGVCSS area is targeting 8 states in the gum belts.)

I. Project Overview

This project takes part of a larger one aimed at Support the Economic Opportunities for Youth and Women in Sudan. It contributes to poverty reduction and environment conservation by strengthening the gum Arabic value chain in the Sudanese States of Blue Nile, Sinnar, Gadaref and North Kordofan, with a focus on smallholders, particularly the young ones, and women. Sudan represents the world's largest producer and exporter of gum Arabic, which is one of Sudan's main export commodities and contributes to public resources (with gold, livestock, and sesame). It is a labor-intense sector, which contributes to the livelihoods of 20% of the population.

However, there is a huge unexploited potential that this Action aims at unleash. Building on the lessons learnt from the existing AFD-funded pilot, the Action will be managed and supervised by AFD and implemented by the Forests National Corporation (FNC). It focuses on improving the gum Arabic value chain to provide better economic opportunities for youth and women in Sudan. To achieve this objective, the project will adopt a market-based approach with an emphasis on how supply and demand can better match to increase trade performance (quantity and quality aspects). At the core of the Action is the improvement of the management of the value chain through an enhanced dialogue between farmers, private sector and other actors along the value chain. Stakeholders will be mobilized through common interest activities (quality and upgrading, access to finance, inclusion and empowerment of women, modernization through the inclusion of new (young) collectors and producers' organizations' managers, and sustainability of the resource).

Finally, providing improved economic opportunities in the Gum belt also helps to preserve forests and environmental and social sustainability in the belt States. Fostering the gum Arabic sector contributes to mitigate carbon emissions as the economic value of acacia trees compared to charcoal increases. It also helps to adapt to climate change as the renewal of plantations contribute to the non-desertification of arid and semi-arid lands. The project will also contribute to adaptation through a better cooperation and enhanced dialogue between pastoralists, farmers, and gum Arabic producers' organization; in an effort to enhanced complementarities between these activities.

AFD has financed a first project on Gum Arabic in Soudan ("Support in Structuring the Gum Arabic Sector in Sudan" (SSGASS), 1.4 million), that contributed to address the challenges listed above. The project focused on the establishment of a contract farming schemes and on the improvement of the quality of the gum, through an enhanced dialogue among stakeholders. The rationale of this EU funded Action is to build on the results, scale-up, go further into improving the Gum Arabic sector and its impacts, notably on poor rural population and push forwards Sudan exportations and revenues. A new component will focus on the environment and social sustainability.

Gender Analysis in the four project states Blue Nile State (BNS), North Kordofan, Gadarif, Sinnar is a baseline study for the gender mainstreaming within the project. The project targets Gum Arabic Producers Associations (GAPAs), the private and national marketing companies. Women (GAPAs) tend to be more effective and sustainable than those of men. The so-called mixed GAPAs tend to be dominated by men who take decisions and who benefit most. Women often have their own gum gardens and they have a tight social organization but may not move as freely as men to distant markets. They may have access to market information but less easily to contract farming. The gender



discrimination and male domination (Patriarchal) ideology is highly rooted within the community in some of the project states although it is varied from state to other. There is a need to deeply analyze the gender gaps within the communities to help promoting gender equality.

II. Objectives of the Consultancy:

To prepare a gender manual for the FNC and capacity building plan for the institution,

The gender manual is aiming:

- To provide background information on the Sudanese context on gender equality and mainstreaming and gender national policy;
- To identify gender gaps focusing on women and youth needs and challenges at the FNC level and its partners with recommended empowerment activities.
- To assess women participation in the forestry activities compared to men either as FNC employers or as their clients such as partners and rural communities
- To analyze and identify factors, hinder FNC women involvement in the leadership posts at the management level i.e. FNC GM, head of Directorates etc.
- To analyze and identify factors, hinder women involvement in the different forest activities at the FNC actors and partners level and rural communities. This includes discussion on cultural barriers and limitations that lead to gender imbalance in performing these activities and provide recommendations
- To provide key steps and policies for gender mainstreaming at the FNC level, including gender disaggregated information analysis, gender influence in the development, actions to promote gender equality, organizational capacity building towards change
- To provide practical tools and guidance on the gender mainstreaming steps, at the FNC level
- To highlight FNC experience on gender issues with respect to the FNC employees and GAPAs activities
- To assess percent of female staff at the FNC departments (field offices), due to cultural limitation females could not stay at the field offices
- To document some successful stories and good ideas with respect to the previous gender involvement within the Gum Arabic activities at the institutional level and community level, which (in turn) could be adopted and scaled by the ACACIA project
- To prepare gender profile for all project states (North Kordofan, Blue Nile, Sinnar, Gedarif, North Darfur, East Darfur, South Darfur & White Nile States)

Gender capacity building task is aiming to provide and implement gender capacity building plan to the FNC and its partners at the institutional and project level, including activities to develop staff and stakeholders understanding and skills in gender mainstreaming that should be developed on the basis of a clear understanding of existing levels of knowledge. Regarding the implementation of the capacity building plan, the consultant will be in charge of implementing TOT for FNC staff.

III. Scope of Service:

The study will be conducted in the FNC's all states (18) include the above-mentioned project states for both the desk study and field study, for the draft report, the validation workshop and modifications, and for the final submission of the approved manual and capacity building plan,

The consultant should conduct study implementation in Sudan targeting the FNC/AAGVCSS at the field over sites i.e., FNC sub-national offices, the consultancy firm will be supported with a national working team will be formed from the FNC, since they know the context and the field visited areas etc..

The proposals should clearly state the detailed approach, methodology and implementation plan.

One month for the desk study and field study, two weeks for the draft report, three days for the validation workshop and modifications, and two weeks for the submission of the manual and capacity building plan, of total of 55 days. Implementation of the plan would be scheduled during the third quarter of the year. A detailed work plan with timelines should be presented at the inception meeting by the Consultant.



IV. Methodology:

This assignment will perform tasks including both field study and desk study as listed below:

1. Hold an inception meeting with FNC and AFD staff working on management level and extension level and on the organization of smallholder gum producers, together with the project MU team, to discuss FNC experience with gender issues and obtain names of resource persons;
2. Review and consult the previous projects impact studies that highlight gender issues and women's involvement in the different project activities as well as the benefits that women obtained. Either FNC women employees or community women
3. Interview at least 10-12 professionals (of which at least 5-6 women) involved in relevant rural development and poverty alleviation projects (including other donor projects) to assess to what extent women (and youth) have benefited from these projects and if any specific measures were taken to ensure that women (and youth?) derived equal benefits to men;
4. To hold a field survey to FNC offices at the different states (project states as sample) to provide information needed.
5. Draft a short report (25 pages max), with Annexes to cover details on capacity development assessment,
6. Present the conclusions of the report to a validation workshop with FNC and AFD resource persons and revise the report as needed

V. Expected Deliverables:

1. Inception report, outlining the consultant's understanding of the assignment, the approach to be employed, and a detailed work plan. The inception report will be discussed prior to the commencement of the assignment in an inception meeting.
2. First Draft Gender Analytical Report on gender mainstreaming in the FNC including gender needs assessment and capacity development which will be subjected to a validation process in the form of a panel reviewers.
3. Final Zero draft Gender Analytical report which will also include the template of the FNC's gender manual.
4. A gender manual for the FNC, including Participatory Gender Analysis framework and recommendations and indicators that will be fully integrated into the FNC guidelines and used to inform the process of using a gender-responsive results reporting and monitoring and evaluation system, gender responsive strategies or approach for equal benefits of women and men, youth and elders and disables and options for women, youth and disables empowerment as well as plan for gender active participation within the FNC plans and activities
5. A plan of FNC building capacity in gender mainstreaming and implementation of the plan
6. A training with FNC on how to use the gender manual once it is final.

VI. The consultant:

Required Skills and Experiences, Competencies

Education:

- PHD or Master's degree in **gender studies, gender and development**, and on environment, forestry, sustainable development or closely related area.

Qualifications of the Successful candidate:

The selection of consultants will be aimed at maximizing the overall qualities in the following areas:

- Demonstrated understanding of issues related to gender and sustainable development; at least 7 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development.



- Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis.

- Proven experience in analysis of gender related issues.

- Demonstrated understanding of the links between sustainable development, social and gender issues.

Past experiences in similar assignments of carrying out gender manual and gender capacity building plan.

- Excellent analytical, writing, advocacy, presentation, and communications skills are required.

Language:

- English



Section 5. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's Qualification, Capacity and Experience		Points Obtainable
1.1	Reputation of Organization and/or Staff Credibility / Reliability	80
	General Organizational Capability which is likely to affect implementation	70
	<ul style="list-style-type: none"> • Financial stability • Age/size of the firm 	
1.2	<ul style="list-style-type: none"> • Strength of project management support • Project management controls • Reputation of the organization and staff (competency) 	
1.3	Track record of conducting similar training activities to farmers or their organizations, ideally in Sudan in the field of pre-finance management, book keeping and savings and principles of marketing.	40
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks, which may affect project implementation, but properly done it offers a chance to access specialized skills.)	10
	Relevance of:	100
	<ul style="list-style-type: none"> • Specialized knowledge in designing and implementing of trainings, efficiency of service delivery and capacity building. (50 points). 	
1.5	<ul style="list-style-type: none"> • Experience in adapting an innovative training method that maintain conducive training environment for the key participants (50 Points). 	
Total Section 1		300



Section 2. Proposed Methodology, Approach and Implementation Plan		Points Obtainable
2.1	To what degree does the Proposer understand the task? [Ability to understand the whole context of the RFP]	100
2.2	Have the important aspects of the task been addressed in sufficient details? [Proposal's alignment with specific purpose of the TOR for the training institution to be able to delivery required milestones]	100
2.3	Is the scope of task well defined and does it correspond to the TOR? [How the proposed training program properly reflecting the scope of task and deliverables]	50
2.4	Is the presented proposal clear, proposed training sessions are logical, realistic and promise added value to the project?	50
Total Section 2		300
Section 3. Management Structure and Key Personnel		Points Obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Qualifications of Key Personnel Proposed	
3.2 a	Lead Facilitator	100
	Education Qualification	20
	General Experience (at least 5 years professional expereince in the area of specialization)	25
	Demonstrated knowledge in the area of TOT capacity building programs.	20
	Team Leading and Training Management Experience	25
	Language qualification and reporting	10
3.2 b	Qualifications of Team Members (2 Members)	250
	Education Qualification	40
	General experience (at least 3 years' experience in the area of specializations)	60
	Professional experience in the area of conducting TOT training programs and well experience in providing training workshop plans.	100
	Excellency on training facilitation skills through adoption of an innovative method	30
	Language qualification and reporting	20
Total Section 3		400

