

**Reference number:** 83470841  
**Processing no.:** 2019.2189.9-003  
**Project name:** Climate Resilience and Natural Resource  
Management  
**Project title:** **Development and support of implementation  
of revised SADC TFCA M&E framework  
(2023–2033)**  
**Country:** Botswana

Your reference  
Our reference

Date 01.08.2024

Dear Sir/Madam,

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

The German Federal Ministry for Economic Cooperation and Development (BMZ) and the European Union (EU) are jointly supporting the Food, Agriculture and Natural Resources (FANR) Directorate of the Southern African Development Community (SADC) Secretariat in the implementation of SADC protocols as well as development and implementation of strategies and climate-sensitive programmes for biodiversity and natural resource management through SADC/GIZ Joint Action NaturAfrica / Climate Resilience and Natural Resource Management in the SADC Region (C-NRM) Programme.

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A revised SADC TFCA Programme (2023-2033) was approved on 22<sup>nd</sup> June 2023. To achieve the vision of the SADC TFCA Programme, the following five goals were identified and articulated in the revised programme:

1. Integrated and effective management of transboundary landscapes and seascapes
2. Improved well-being and livelihoods of people through agriculture, wildlife, fisheries, forestry, tourism, and other sectors.
3. Strengthened governance, multi-sector partnerships and regional integration.
4. Long-term sustainable finance for TFCAs secured.
5. Enhanced skills and capacity development and improved knowledge

The overall objective of the consultancy is to develop and support the revision and implementation of a “SADC TFCA M&E Framework for the revised TFCA programme (2023 – 2033)” that will enable the standardised collection and evaluation of, and reporting on data which provides an accurate and up to date picture of the collective contributions of SADC TFCAs to meeting the five goals of the revised SADC TFCA programme.

The C-NRM Programme is therefore inviting interested competent and regional qualified individual consultants with experience in developing M&E frameworks, developing and conducting of M&E trainings, knowledge of TFCAs and experienced in working in complex environments to apply for this regional assignment. **The consultant must be based in the SADC region.**

The selected service provider will enter a contract with GIZ (Gesellschaft für Internationale Zusammenarbeit GmbH).

For more detailed information please refer to the attached Terms of Reference (ToR, Annex 1).

### **Submission deadline**

Should you be interested in implementing the tasks according to the Terms of Reference (Annex 1), please submit your bids no later **than 28<sup>th</sup> August 2024, 2300hrs / 11pm** to [BW\\_Quotation@giz.de](mailto:BW_Quotation@giz.de). Please note that tender bids received after the stipulated time and date **will not** be accepted.

### **Important Information**

Kindly note that bids that have a volume more than 30MB cannot be sent via email. Should your bid reach this volume, we request you to share it using Filetransfer through the **link <https://filetransfer.giz.de/>**. For security reasons, only bids sent via filetransfer will be accepted. Bids sent via other Data sharing tools will be rejected. **Remember** to take note of the **password** generated by Filetransfer on your transferred files and **send it together** with the offers to give access of the files to GIZ. (NB: GIZ is not liable for not forwarding the password with tender documents as they will be disqualified).

GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the candidate

### **Technical offer (based on the criteria of the assessment grid (Annex 2))**

The following items must be submitted with the technical proposal drawn up in English language:

- 1) Technical proposal stating why you consider your service suitable for the assignment and a brief methodology on the approach as well as a detailed work plan
- 2) A copy of your CV highlighting your qualifications and experience
- 3) The technical offer should not exceed ten (10) pages (excluding CV), including interpretation of the assignment, work plan and proposed methodology/strategy.
- 4) The technical offer will be assessed based on the technical proposal and the provided profile and examples of similar work undertaken previously

### **Price offer**

The price offer must be submitted in accordance with the attached format for the price offer (Annex 3) and General Terms and Conditions of contract (Annex 4). Personnel costs should be shown per expert assigned for the

measure. Travel costs and all other costs must be shown separately. All communication related costs, stationery and printing costs for reports must be included in the calculation. Please submit your offer in EUR currency. Upon contract drafting the financial offer will be converted to **your local currency** using the exchange rate of the day from the converter Infor Euro: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm):

#### **Alternative offers**

No alternative offers are permitted.

The following items must be submitted **with** the **financial proposal**.

- (a). The financial offer form (Annex 3) to be completed for the price offer.
- (b) Individual bank letter within 6 months (confirmation of your bank details)
- (c) Tax clearance Certificate (if applicable in your country of residence)

#### **Labelling of offer**

Your bid, comprising the **technical offer** and the **price offer**, must be clearly marked as such with the contract number, tender name and submitted as separate attachments in an email. **NB** (combined technical and financial offers as one offer document will be disqualified).

#### **Price offer (labelled):**

Development of M&E Tool for the SADC TFCA Programme (2023-2033)

**Reference number: 83470841**

**– to be opened by GIZ Bids opening team**

#### **Technical offer (labelled):**

Development of M&E Tool for the SADC TFCA Programme (2023-2033)

**Reference number 83470841**

**– to be opened by GIZ Bids opening team**

#### **Procedural questions**

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest five working days before the closing of the tender. Questions must be raised in writing, by email to: **BW\_Quotation@giz.de**

Non-compliance may result in your bid not being considered.

### **Evaluation of Offer**

After the final technical evaluation, only the price offers of bids with 500 points and above will be opened and evaluated. Technical offers below 500 points will be considered as technically not acceptable.

The weightings are as below for Technical (T) and Financial (F);

T: 70%, the price offer and F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

The contract will be awarded to the bidder with the highest score (Technical plus Financial weighing), and in case of achieving the same score, a priority is given to the bidder who submitted their bid earlier. Contractual negotiations are generally commenced with the bidder achieving the highest score. Should these negotiations not be successful, the second highest scorer on the list shall be invited to commence negotiations.

### **Date of decision to award contract**

For procedural reasons, no information on the status of the evaluation will be given pending the decision on contract award. We would therefore ask you to refrain from making enquiries about this. Only the winning bidder will be informed.

### **Acceptance period and Commencement of work**

Please note that you are bound by your bid for 90 days.

GIZ reserves the right to accept, reject and/or cancel any or part of the bid.

GIZ also reserves the right to cancel the bid entirely.

Yours truly,

### **Annexes**

1. Terms of Reference
2. Technical Assessment Grid
3. Budget allocation form (for financial proposal)
4. GIZ General Terms and Conditions of contract