

German Financial Cooperation with the AUC

INVITATION FOR EXPRESSION OF INTEREST
FOR CONSULTING SERVICES
FOR

**SUPPORT TO SKILLS INITIATIVE FOR AFRICA
“FINANCING FACILITY FOR SKILLS
DEVELOPMENT”**

BMZ ID 2015 69 052

New Partnership for Africa's Development (NEPAD)
November 2016

INVITATION FOR EXPRESSION OF INTEREST

1. The "New Partnership for Africa's Development" (NEPAD) under the African Union Commission (AUC) is acting as Project-Executing Agency and hereby invites qualified independent consultants to submit a prequalification document for consulting services required (see §2). Funds have been earmarked for this project by the German Financial Cooperation with the AUC, provided through KfW development bank. The Financing Agreement is currently still in preparation and the award of this assignment is subject to the conclusion of a Financing Agreement between NEPAD and KfW.
2. The required consulting services encompass the implementation of a Financing Facility for the support of sustainable skills development in up to five African pilot countries, implementation of agreements with pilot countries, selection of projects, support to investment projects for skills development infrastructure and equipment. Cameroon, Kenya, Nigeria, South Africa and Tunisia have been nominated as pilot countries for the Initiative. Institutions based in these countries shall be eligible for submitting individual project proposals.
3. The Skills Initiative for Africa reflects the concern of the African Union Commission (AUC) and the German Ministry of Economic Cooperation (BMZ) about the lack of economic perspectives and skills development opportunities for young people in Africa. In this light, Germany is supporting the efforts of AUC through Financial Cooperation (FC) with the implementation of a Financial Facility for Skills Development.

KfW supports the NEPAD Agency as the technical arm of AUC in the establishment of a Financing Facility, which shall function as the centerpiece of the Skills Initiative. Following a competitive application process, innovative practical skills development programs in pilot countries can receive funding. A guiding principle for the selection of projects is their relevance in addressing common challenges of African Union member states in skills development. Furthermore, special consideration shall be given to the support of women and youth from low-income families. The initiative shall also initiate a close cooperation with employers and the private sector aiming at labour-market orientation of the training contents, integrating the employers in the delivery of practical training on the job to improve employability. These factors are the fundamental criteria in the assessment and selection of applications for funding. Public and private institutions as well as NGOs and companies are eligible to submit requests in regards to their skills development programs, among others,

- for the construction and rehabilitation of infrastructure,
- the procurement of technical and didactical equipment and
- the sponsoring of scholarships.

Moreover, the Financing Facility will also offer financial resources for innovative, small scale pilot projects. Three specific funding windows shall be established for the Financing Facility to provide funding for (i) larger investment projects (3.0-4.0 Mio. EUR per project), (ii) for innovative small scale pilot project (0.2-1.0 Mio. EUR per project) and for (iii) projects by international entities in cooperation with African partners (1.0-1.5 Mio. EUR per project).

The Skills Initiative shall contribute effectively to creating better employment opportunities for young people in Africa through increased skills development opportunities. Four results are to be achieved:

- a) Selected institutions have been capacitated to provide employment oriented skills development;
- b) Access to employment oriented skills development for young people is improved, in particular for female students, students from low income groups, refugees and migrants
- c) Private sector contributes to improve skills development by participating in the design and delivery of employment oriented skills development programmes.
- d) Lessons Learned and Best Practices for Dissemination at national, regional and continental level.

4. The Consulting Services to assist NEPAD (based in Midrand, South Africa) and participating skills development partner structures in the relevant pilot countries will mainly comprise:

- Detailed elaboration of implementation modalities and operational procedures based on agreed framework implementation guidelines.
- Preparation and implementation of comprehensive information campaigns in specified pilot countries; support NEPAD in the marketing of the Skills Initiative;
- Preparation of application materials and launch of calls for proposals in pilot countries;
- Application support for preselected partner institutions;
- Preparation and implementation of the preselection and selection procedures of skills development partner structures and projects according to pre-defined, transparent selection criteria; preparation of evaluation reports in preparation of final decision by investment committee;
- Elaboration of agreements for the planning and implementation of the selected skills development initiatives (implementation agreements);
- Terms of Reference for expert services, procurement and assignment of experts for:
 - Civil Works for the construction of workshops, teaching facilities and related buildings and installations. Detailed architectural and structural design, elaboration and approval of tender documents for services, works and equipment, contract award and supervision of implementation;
 - Supply of training equipment and tools, teaching aids and didactic materials as well as supply of consumables/material for practical training;
- Disposition fund and financial management according to predefined disbursement procedures;
- Elaboration of operation and maintenance concepts for infrastructure and equipment of skills initiatives, including M&E of ICT systems;
- Elaboration of lessons learnt and best practices reports of supported projects.

The implementation of the Skills Initiative for Africa is planned to have an overall period of approximately 54 months (including defects liability period).

The estimated total cost of the Programme is approximately 38 million EUR, with a FC component of 35 million EUR. In addition, a 3 million EUR component for

Technical Cooperation (TC) has been pledged, for the institutional strengthening and capacity development support to NEPAD and AUC as well as the creation of a continental dialogue platform for skills development to be implemented through GIZ. The estimated total costs of Consulting Services for the FC component are approx. 6 million EUR.

5. The services specified in § 4 are to be provided by a team of intercontinental and African long- and short-term experts with a strong profile in the areas of financing facilities, financial management and skills development. In particular, and primarily with regard to planning and implementation of employment oriented skills development structures with significant private sector participation. Additional specific experience is required regarding selection and specification of training equipment, tools, teaching aids and didactic material for the trades selected, planning and implementation of civil works, as well as information campaigns and communication, website development and ICT.

The team of experts shall be headed by a team leader with international experience having the expertise to manage a transnationally operating Financial Facility of this kind and size and to monitor and direct skills development related planning and conceptual work as well as the architectural and engineering tasks. Regarding especially the team leader, the pilot countries involved require fluency in both written and spoken English, French and German. The team leader together with the financial & procurement manager and the skills development expert are considered as key personnel.

Additional personnel experienced in the tasks mentioned in §4 shall include: Architect; Civil Engineer; Expert for IT based information and communication, website development, M&E of ICT systems; Expert for M&E of infrastructure and equipment for skills initiatives; Expert for information campaigns and marketing.

Efficient management and backstopping staff should be made available to supervise the team at home and abroad.

For staff expected to carry out services French-speaking pilot countries, fluency in both written and spoken English and French is required.

6. For the present prequalification for consulting services the PEA is represented by its tender agent:

Hermann Mahler
c/o Dr. Bianca Clausen
KfW Development Bank/LAb2
Palmengartenstraße 5-9
D-60325 Frankfurt am Mai
e-Mail: hermann.mahler@gmail.com

All correspondence related to the present pre-qualification shall be exclusively done in writing via the above indicated tender agent.

7. Interested consultants should inform the tender agent about the receipt of the invitation of expression of interest and whether or not they will submit a Prequalification Document.

8. The Prequalification Document shall be submitted to the address of the tender agent as stated in §6 in one original, three hardcopies and one softcopy.
9. Any documents or any amendment to the application delivered after the time stipulated shall not be accepted. For any further inquiries or clarification regarding the above invitation, prospective applicants should contact the Tender Agent by email.
10. All costs related to the preparation and submission of the Prequalification Document as well as the costs related to the preparation and submission of the subsequent proposal shall be borne by the consultants.
11. The prequalification document in English language shall have the following structure and content and shall be presented in the same sequence as shown below:
 - I. **Covering Letter**, comprising the firm's name, address, contact person, telephone, fax and email if applicable mention the association for this project.
 - II. **Presentations of firms** (maximum 10 pages), inclusive clear statements of type, property and key task of the association, if applicable.
 - III. **Statements and Declarations:**
 - a) Declaration of submitting a proposal in case of being short-listed;
 - b) Statement on **affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services.
 - c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms (in case of local partners a fax copy of such letter of intent is sufficient).
 - d) Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following form:

Declaration of Undertaking

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines¹.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour **Standards** of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Republic of South Africa and the laws of the other pilot countries mentioned in §2, where consulting services will be provided.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the client and/or KfW, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place), this day of

Name of company

Signature(s)

¹ See "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries" and "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"

e) **Certified statement of financial capacity** (balance sheets and profit and loss accounts of the last three years) and a table resuming the annual turnover and income statement of the last three years of the lead consultant and all associated partners.

IV List of project references covering the last 10 years and strictly related to the envisaged services (maximum 15 references). A sample is given in Annex 1.

V Brief CVs on personnel proposed for backstopping and home office support.

VI List of available personnel structure for the envisaged services as detailed in §5 with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts. This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personal belongs to the firm or have a long cooperation gets more points.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized.

12. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.

13. At any time, PEA either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by e-mail to all parties, which have informed PEA about their participation.

14. It is planned to establish a short-list of not more than five prequalified consultants not later than four weeks after the submission date and to invite technical and financial proposals from these consultants.

15. The evaluation procedure for the prequalification process will follow the latest version of the „Guidelines for Assignment of Consultants in Financial Co-operation Projects in Partner Countries” (refer to homepage of KfW development bank:

www.kfw-entwicklungsbank.de).

16. If the consultant's financial strength does not correspond to the significance of the project, the application can be rejected without any further evaluation of the

submitted pre-qualification documents. The minimum annual turn-over of the lead consultant must not be less than 7 million EUR.

17. Specific evaluation criteria and their individual weight are presented in the following table:

Criteria	Maximum Score
1. Evidence of relevant experience gained by consultants during the past ten years (<i>experience of the firm</i>)	45
1.1 Experience in Financing Facilities.	20
1.2 Experience in handling similar projects in the employment oriented skills development sector.	10
1.3 Experience with working-conditions in the five pilot countries preferably in the same sectors.	15
2. Suitability for this specific project (<i>experience of the available experts</i>)	55
2.1 Assessment of available technical expertise specific to this project (refer to the qualifications of key personnel stipulated under § 5)	30
2.2 Assessment of the personnel structure in regard to the tasks and services specified in §4 (additional personnel)	15
2.3 Assessment of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office.	5
2.4 Form of the application documents: Are they complete, concise, related to the project and fulfil the defined formal requirements?	5

18. After having completed the evaluation of the pre-qualification documents, a short-list of consultants, which achieve 70 points or more, will be established. The list will be limited to the five best placed consultants. Short-listed firms will be invited to submit a technical and financial proposal. Consultants who will not be prequalified will be informed accordingly. The PEA is not bound to select any consultant.

19. Consultants are free to associate themselves with other firms to ensure that all required know-how and experience is available to them. The pre-qualification documents need to clearly state the envisaged contractual arrangements and the envisaged task distribution.

20. Consultants are encouraged to associate with a local partner. Although this is not a prerequisite for pre-qualification the integration of such a local partner in the consulting team is highly recommended and will be taken into account for the evaluation if the documents provided by the local partner are in line with §11.
21. Consultants shall treat this request for qualification and its contents as confidential. Although details presented in this request have been compiled with care, it is the consultants' responsibility to satisfy himself that the information is adequate and that there are no conflicts between the various statements.
22. The preparation and the submission of the pre-qualification document is the responsibility of the consultant and no relief or consideration can be given for errors and omissions.
23. After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by PEA.

Tender agent, on behalf of the PEA

Duisburg, November 2016

Annex 1

EXPERIENCE

Please complete a table using the format below to summarize the **major relevant projects related to this project** carried out in the course of the past **10** years by the legal entity or entities making this application. The number of references to be provided must not exceed **15** for the entire application.

Ref (maximum 15)	Project Title							
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No. of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
Description of project						Type of services provided		