**INVITATION FOR EXPRESSION OF INTEREST**

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# Implementation of R-WASH Programme

UNICEF hereby invites qualified independent applicants to submit Expression of Interest for the provision of water and sanitation engineering consultancy services in Somalia, Ethiopia, Uganda and Sudan. The German Financial Cooperation has earmarked funds for this programme, provided through KfW Development Bank.

# Background Information

## Background

The East and Horn of Africa and Great Lakes region currently hosts 4.6 million refugees and asylum seekers, the majority (over 4 million) from South Sudan, Somalia, Sudan, and Burundi. A further 8.1 million people are internally displaced in the region, as a result of conflict and natural disasters. This has led to increased pressure on WASH infrastructure in the hosting communities.

The engineering consultancy is necessary to identify the current level of service, identify and develop new feasible sources of water, and to design and construct the infrastructure that will be necessary to enable improvement interventions at these sites. On the same note, the sanitation facilities that are existing and the improvement/addition of the same need to be identified, designed and constructed, and this will include faecal sludge management system.

The R-WASH Programme aims to improve social cohesion in conflict-affected areas and communities through improved water supply, sanitation and hygiene services, by increasing efficiency, affordability and accessibility for equitable service delivery to refugees, IDPs and host communities.

## Brief Description of the Programme

The R-WASH programme is focused on two major components: - i) immediate COVID-19 interventions and ii) long-term interventions.

The immediate measures that will be put in place for COVID 19 interventions involve source identification and hydrological studies; drilling and equipping of boreholes and construction of storage tanks and associated ancillary works to serve in and out of camp population in all the four countries mentioned above. The intervention also includes health and hygiene promotion.

All the above works will be undertaken by UNHCR in Uganda, Ethiopia and Sudan, and by UNICEF in Somalia.

The long-term measures will include the following:

1. The source development which entails hydro-geophysical studies and drilling and development of boreholes in Somalia, Ethiopia, and Uganda and Sudan, including borehole equipping and all associated electro-mechanical works
2. The engineering designs, documentation and construction of infrastructure for water supply, storage and distribution, and sanitation improvement to include faecal sludge management in camp and out of camp
3. Health and hygiene promotion activities in the host, IDP and refugee communities; and the
4. Water utility development, capacity building and improvement.

In achieving the above, appropriate environmental and social safeguards will be developed, by preparing a programme level environmental and social management framework (ESMF) and related programme level instruments, including the development of site-specific safeguard instruments and quality assurance for implementation at country level. The environmental and social safeguards will be developed under a separate consultancy and are not included as part of this EOI.

# Scope of services for the consultant

The objective of this EOI is to identify engineering applicants that can provide engineering feasibility studies, hydro-geophysical surveys, detailed design and tender documentation, engineer’s estimate, and supervision of construction works including for water supply source development, transmission, storage and distribution, and sanitation infrastructure, including faecal sludge management.

This consultancy is split into the following 5 components: -

* Infrastructure assessment
* Source works development including hydro-geophysical studies and drilling supervision
* Engineering feasibility studies for water and sanitation infrastructure
* Energy efficiency analysis and improvement
* Detailed engineering designs and documentation; and
* Supervision of construction works.

UNICEF therefore invites eligible consulting applicants (“Applicants”) to express their interest in providing the above services. Interested applicants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The Language of the EOI will be in English. The consultant must have legal capacity to enter into a contract and must not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be subject of legal proceedings for any of the foregoing.

The shortlisting criteria will include:-

* Core business as a consulting firm with at least ten (10) years relevant experience in the field of Water and Sanitation systems covering feasibility studies and detailed designs and supervision works, hydrogeological studies and borehole drilling supervisions
* Demonstration of having been involved in successful execution of at least three (3) projects of similar nature, both in scope and complexity in similar operating environment in the last five (10) in the sub-Saharan Africa and at least one assignment in the last 5 years.
* Appropriate overall applicants institutional, managerial and technical competence

Demonstration of relevant experience and qualifications of the key personnel proposed for the assignment.

**Notes:**

1. The lead international consultant may associate with other applicants in the form of a joint venture or a sub-consultancy to enhance their qualifications.Each consortium will be considered as an “applicant” of JV and must also have a minimum of ten years of experience in their core discipline(s) under the consortium. International applicants must liaise with local consulting companies based in the countries for this assignment in order to make available international and regional know how, technical expertise, experience and technical backstopping.
2. Each applicant shall provide proof of a minimum of three projects completed over the past ten years in their core discipline(s).
3. In case of consortium/ joint venture, the applicant shall submit a written statement confirming that signed agreements from consortium/ joint venture members in the required area will be provided during the solicitation process
4. In case of consortium/ joint venture, each applicant of the consortium shall submit a written statement on affiliations is required for all members of a consortium / JV.

# Evaluation Criteria

A short-list of prequalified applicants will be established not later than four weeks after the submission date. The evaluation procedure for the prequalification process will follow the latest version (August 2016) of the “Guidelines for Assignment of Applicants in Financial Co-operation Projects“(please refer to homepage of KfW Development Bank “www.kfw entwicklungsbank.de”). Only financially capable applicants, which have submitted the necessary statements satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

|  |  |  |
| --- | --- | --- |
| **Item** | **Technical Evaluation Criteria** | **Max. Points Obtainable** |
| 1 | **Mandatory Criteria** | **Fail/ Pass** |
|  | * The Certificate of Incorporation (or equivalent Certificate) for each consortium/joint venture member. * Appropriate documentary evidence demonstrating its compliance, which shall include: * Its trading license or equivalent; * Official document showing tax compliance in the country of jurisdiction where bidder is registered * Any relevant professional practice certificate * Financial Statements * Certified statements of financial capacity of the lead consultant and all partners in consortium showing the necessary yearly turnover of more than 1.000.000 EUR over last three years. (see Annex 1) |  |
| **2** | **Previous Experience** | **30** |
|  | The applicant shall provide the following information to document their experience.   * Name of project. * The value of the awarded contract * The start and completion dates of the project. * Name and contact details of client including physical Address, point of contact, telephone contact and e-mail address. * A description of the project works clearly explaining how the scope is comparable to key disciplines outlined scope of services. * Letters of Award/Completion Certificates/Recommendation from the client shall be provided |  |
| **3** | **Key Personnel** | **30** |
|  | Demonstration of availability of knowledge and appropriate skills among key consultant staff. The applicant should submit composition of the proposed staff team and identify the tasks/roles which would be assigned to each, and an explanation of the task of each member of the team. Key professional staff will include Team Leaders, Design engineers, Mechanical engineer, electrical Engineers, Hydrogeologists, Energy Experts, Country Level Engineers, Technicians and other staff as is deemed necessary for the project. This should include CVs of the proposed key professional staff. Key information should include key competence of the staff, number of years with the firm, and degree of responsibility held in various assignments during the last five (5) years. It is desirable that the majority of the key professional staff are permanent employees of the bidding firm or have an extended and stable working relationship with the bidder.  Detailed organigram of the firm(s) should be attached |  |
| **4** | **Proposed Methodology and Approach** | **40** |
|  | Description how the applicant will address each item outlined in the tasks above, including outlining the methodology, quality assurance framework and technical backstopping, risk mitigation measures, applicable tools, and standards outputs, such as intermediary and final reports. |  |
| **TOTAL TECHNICAL SCORES** | | **100** |
| **Minimum technical required: 70%** | | |

# 

# Notes on Submission of EOI

## Mode of Submission

* Any questions for clarification on this Expression of Interestshould be submitted by the **3rd February 2021 , 23.59 hours (East Africa time) to Timothy Wasilwa at** [**twasilwa@unicef.org**](mailto:twasilwa@unicef.org) **C.c. to Beyene Arega at** [**barega@unicef.org**](mailto:barega@unicef.org)**.** Proposers are required to keep all questions as clear and concise as possible.
* An applicant consultation will be held at 2pm Nairobi, Kenya time on the **8th of February 2021** on link [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTE4OGU1N2YtODRlMy00YTUzLWIzMTktOWVmNzhmYTEwMDNh%40thread.v2/0?context=%7b%22Tid%22%3a%2277410195-14e1-4fb8-904b-ab1892023667%22%2c%22Oid%22%3a%2200614b77-27a5-450f-a281-f8b1f29ca8f2%22%7d)
* The full submission of the EOI documentation should be sent on or before **19th February 2021, 22.55 hours (East Africa time) addressed to** [**kenprocurement@unicef.org**](mailto:kenprocurement@unicef.org)**. PLEASE NOTE THE EOI DOCUMENTATION SHOULD NOT BE ADDRESSED TO OR COPIED TO ANY OTHER EMALL ADDRESS OTHER THAN THE GIVEN ADDRESS.**
* After having completed the evaluation of the prequalification documents, a short-list of applicants scoring a minimum of 70% will be established. Short-listed applicants will be invited to submit a technical and financial proposal. Applicants not pre-qualified will be informed accordingly.
* UNICEF is not bound to select any consultant.
* The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.
* After opening the prequalification documents until preparation of the short-list of the qualified applicants, no communication of any type shall be entertained unless called for by the UNICEF

## Structure and Content

The prequalification document shall be in English language and shall have the following structure and content, and presented in the same sequence as shown below:

### General information:

* **Cover Letter**, comprising the applicants name, address, contact person, telephone, email address and all the associations for this project. In case a representative is signing the documents, a power of attorney to prove his / her authority to sign the related documents shall be added.
* **Presentations of applicants** (maximum 10 pages for each firm), showing ownership, structure, legal status, main fields of business and available certification systems of the firm. In case of a consortium / JV, additional **presentation of the consortium / JV** including clear statements of type and configuration of the consortium / JV, and distribution of key tasks among the members.

### Statements and Declarations:

The following declarations and statements shall form part of this EOI:-

* Declaration of submitting a proposal in case of being short-listed
* Statement on **affiliations** of any kind with other applicants, which may present a conflict of interest in providing the envisaged services, or a statement having no affiliations of any kind. In case any firm forms part of a group of applicants or holding, such firm shall disclose the relations between the group and holding members in the statement of affiliations. The statement shall clearly describe all affiliated companies of a group or holding (holding companies, sister companies and daughter companies) or alternatively clearly exclude that any affiliated company will be active in the same assignment. In case of an association - a statement on affiliations is required for all members of a consortium / JV.
* In case of a consortium / JV – the intended contractual arrangement with international and local applicants, nominating the lead consultant and including letters of intent of participating applicants including planned scope of works for each participating firm.
* **Declaration of Undertaking** to observe the highest standard of ethics during the bidding process and the execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the bidding process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed as shown in annex 5. In case of a consortium / JV - a declaration of undertaking is required for all members of the consortium / JV.

### Information showing financial capacity of the firm / association:

* Certified statements of financial capacity of the lead consultant and all **partners** of a jointly and severally liable consortium showing the necessary yearly turnover of more than 1.000.000 EUR.Balance sheets and profit and loss accounts of the last three years **must** be included.

**In case of** a consortium / JV, the cumulative annual turnover of the jointly liable partners will be taken into consideration, which shall reach the minimum yearly turnover of 1.000.000 EUR. Sub-applicants must not present financial statements.

Interested bidders are advised to show a summary of financial information as shown in annex 1.

### Information showing the professional capacity of the firm / association:

* **List of project** **references** carried out as annex 2 covering the period between 2010 and 2020 and strictly related to the envisaged services (maximum 10 references and at least 2 references of each liable consortium / JV member). If more than 10 references are submitted, the 10 references with the least relevance for the project execution will be evaluated. The 10 references may include up to 2 project references of sub-applicants in the list of project references, but it shall be clearly visible, that the majority of project references relate to jointly liable association members.
* **List of available personnel structure** for the envisaged services (of all partners) with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts (see annex 3, maximum 10 persons). This list shall allow a profound judgement on the applicants’ general ability to provide the required personnel having the specific experience for the project in case of an offer )section 3 above). Personnel who are full time employees of the firm or who have a long association with the firm gets more points. Full CVs of key staff are not required at this stage.
* **Brief CVs** (1 page) of personnel proposed for backstopping and home office support. The submitted CVs shall only show selected, relevant experiences and shall allow a profound judgement of the applicants home office staff in the field of backstopping and professional support (criterion 2.3).
* Brief **overview on the staff resources** for each consortium / JV member (see annex 4) for the evaluation of criterion 2.2.

### Submission of expression of interest

Interested applicants 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 missing or surplus of information not specific to the material requested will be penalised (**see also additional information annex 6**)

The prequalification proposal shall be submitted on or before **19th February 2021, 22.55 hours (East Africa time) addressed to** [**kenprocurement@unicef.org**](mailto:kenprocurement@unicef.org)**. PLEASE NOTE THE EOI DOCUMENTATION SHOULD NOT BE ADDRESSED TO OR COPIED TO ANY OTHER EMALL ADDRESS OTHER THAN THE GIVEN ADDRESS.**

All documents received after the set deadline may be rejected without being evaluated.

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

At any time, UNICEF, either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation (clarification may be requested 2 weeks before submission date latest). Such information shall be sent in writing by email to all parties, which have informed UNICEF about their participation.

# List of Annexes:

Annex 1: Presentation of economic and financial capacity

Annex 2: Sample of “List of project references”

Annex 3: Sample of “List of available personnel structure”

Annex 4: Sample of “Overview list overview of staff resources”

Annex 5: Declaration of Undertaking

Annex 6: Additional information about the evaluation procedure

## Annex 1: Presentation of economic and financial capacity

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with \*\*. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any clarification or explanation which is judged necessary may be provided. If the Candidate is a public body, please provide equivalent information.

|  |  |
| --- | --- |
| **Financial data** | **Average [[1]](#footnote-1) EUR** |
|
| Average Annual turnover[[2]](#footnote-2) excluding this contract over 2017-2020 |  |
| Current Assets[[3]](#footnote-3) |  |
| Current Liabilities[[4]](#footnote-4) |  |

## Annex 2: Sample of ”List of project references”

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref. No. | Project title | |  | | | | | |
| Name of candidate | Country or region | Overall project value (consulting fee in EUR) | Proportion carried out by candidate (%) | No. of staff provided | Name of Client | Origin of funding | Dates (start/end) | Name of partners if any |
|  |  |  |  |  |  |  |  |  |
| Detailed description project | | | | | | Type of services provided | | |
|  | | | | | |  | | |

## Annex 3: Sample of ”List of available personnel structure”

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person | Age or Year of birth | Professional experience (years) | Employment with company (years) | Professional education/qualification and year of graduation | Position/function within company (years) | Project related experience/ experience in similar posts | Regional /Country experience | Languages |
| Key staff 1 (e.g. Water Engineer) | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Key staff 2 (e.g. Wastewater Engineer) | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Key staff 3 (e.g. Hydrologist and hydrogeologist) | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Key staff 4 (e.g. Project management) | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note:** Only the Applicants key staff and permanent professional staff as well as long-term associates shall be included in the list.

The Consultant is not bound to the above format and may use his standard staff lists. However, the information provided should at least include the items specified above.

## Annex 4: Sample of “Overview list overview of staff resources”

Only mention professional experts (engineers, Hydrogeologist, Sociology etc.). Administrative or other support staff of the firm must not be included (if not acting as expert for the project)! The overview shall be presented for each firm of a consortium separately, however not for sub-applicants. In case any firm forms part of a group of applicants or holding: do only provide information on your own legal entity, no summarizing information of the other entities in your holding will be accepted.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff resources** | **Year before last** | | **Last year** | | **This year** | |
| **Applicants name** | **Overall** | **Staff relevant to this project** | **Overall** | **Staff relevant to this project** | **Overall** | **Staff relevant to this project** |
| Permanent staff |  |  |  |  |  |  |
| Other staff[[5]](#footnote-5) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % |

## Annex 5: Declaration of Undertaking

We underscore the importance of a free, fair and competitive contracting procedure 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 tendering 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 Guidelines[[6]](#footnote-6).

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 of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of Somalia, Ethiopia, Uganda and Sudan, and any other country we may be operating in.

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 UNICEF and KfW if this situation occurs 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 UNICEF and/or KfW, UNICEF shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.............................. ................... .......................................................

(Place) (Date) (Name of company)

.......................................................

(Signature(s))

## Annex 6: Additional information about the evaluation procedure

After opening, the pre-qualification documents will be checked for responsiveness to the set requirements. Non-conforming or partly submitted statements and declarations may lead to the exclusion of further evaluation:

* Missing or insufficient statements of financial capacity of all associated, jointly liable partners may be considered as exclusionary. A statement of financial capacity of sub-applicants is not required.
* In case of an association, a missing letter of intent of each of the participating applicants may be considered as exclusionary.
* Missing statements on affiliation of any kind of the associating members including sub-applicants may be considered as exclusionary.

In exceptional cases, particularly when otherwise no suitable competition could be established, UNICEF, in coordination with KfW, may agree that applicants can be requested to submit the required information subsequently.

The following missing, non-conforming or partly submitted statements and declarations will lead to a decrease of evaluation criteria (Section 3) (Form of the application documents):

* Declaration of submitting a proposal in case of being shortlisted
* Declaration or partly missing declarations to observe the highest standard of ethics (Declaration of Undertaking).
* Cover letter
* Presentation of applicants, including the required documentation of certification systems
* List of project references
* Brief CVs,
* List of available personnel structure

It is not the task of the evaluation team to track information. For instance, it is recommended to summarise information about turn over and net profit/loss from the balance sheets in a covering sheet. Information should be concise. Documents should be well arranged for easy reference of information. Unspecific and unorganised presentation of documents leads to devaluation of criteria (section 3) and possibly other evaluation criteria, when the required information cannot be tracked.

Additional information for the evaluation of references of associations

It is required to state the relations to independent branches or other consulting companies owned by a holding in the statement of affiliations. International consulting companies that cooperate with a local branch, which is a legally independent entity, must establish an association with this company, even if this branch is entirely owned by the holding company. Companies of a holding company will be considered as independent company for the evaluation of references. For instance, it is not possible for a local branch to use references of the holding company, when no association is established and vice versa. Though, in case of an association, a holding may submit joint references with its local branch.

1. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts [↑](#footnote-ref-1)
2. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-2)
3. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#footnote-ref-3)
4. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#footnote-ref-4)
5. Other staff such as freelance staff members or other contractually associated staff [↑](#footnote-ref-5)
6. See “Guidelines for the Assignment of Applicants in Financial Cooperation with Partner Countries“ and “Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries” [↑](#footnote-ref-6)