

## SERVICE CONTRACT NOTICE

### Cash for Work External Monitoring Mechanism and Capacity Building of Local Authorities – NR. GARA 75 100 90

**Location** – Middle East – Kurdistan Region of Iraq and Jordan

**1. Publication reference**

2019/S 153-378768

**2. Procedure**

Restricted

**3. Programme title**

Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)

**4. Financing**

TF-MADAD/2017/T04.40

**5. Contracting Authority**

Italian Agency for the Development Cooperation – AICS, Italy.

Clarifications may be sought from the contracting authority at the following email address [infojor@rscp-madad.org](mailto:infojor@rscp-madad.org) at the latest 21 days before the deadline for submission of applications stated at the point 23 below.

Clarifications will be published on the websites of AICS (<https://www.aics.gov.it/>) and the RSCP (<http://rscp-madad.org/en/Home>) at the latest 5 days before the deadline.

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Global price

**7. Contract description**

Within the framework of the Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan) funded by the European Trust Fund MADAD, the Italian Agency for the Development Cooperation – AICS is looking for experienced organizations to provide two types of services:

1. *Cash for Work External Monitoring Mechanism*: the contracted organization will implement a monitoring mechanism for our CfW - Cash for Work and/or EIIP – Employment Intensive Infrastructure Projects components. Where possible, the ILO Standard Operating Procedures - Cash-for-Work and Employment-Based Projects will be applied. The service will have to provide the following deliverables: a) support the Local Authorities and/or contractors in the selection of CfW/EIIP beneficiaries; b) establish a complaint a feedback mechanism; c) supervise the working conditions and the respect of international labour standards and domestic labour law (and any other relevant law); d) Monitor the payments procedures and support Local Authorities and/or contractors in tracking them; e) Establish a “Post Employment Service” to assist beneficiaries in order to make educational, training and occupational choices and manage their careers.
2. *Capacity Building*: this service aims at strengthening central and local institutional capacities, in order to foster responsive and efficient local government interventions. Details on contents of the training(s) will be provided to shortlisted applicants along with the tender dossier.

## **8. Number and titles of lots**

Four (4) lots

Lots Titles:

- |    |  |
|----|--|
| 01 | Cash for Work External Monitoring Mechanism – KRI / CIG 800 107 257C   |
| 02 | Capacity Building – KRI / CIG 800 108 610B                             |
| 03 | Cash for Work External Monitoring Mechanism – Jordan / CIG 800 984 CDB |
| 04 | Capacity Building – Jordan / CIG 800 105 1428                          |

## **9. Maximum budget**

- |    |             |
|----|-------------|
| 01 | EUR 223.000 |
| 02 | EUR 35.000  |
| 03 | EUR 300.000 |
| 04 | EUR 35.000  |

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# **CONDITIONS OF PARTICIPATION**

## **11. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 29 below). Participation is also open to international organisations.

## **12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons

(consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

### **13. Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

### **14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the contracting authority has been obtained (see practical guide – PRAG – 2.6.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

### **15. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

### **16. Sub-contracting**

Subcontracting is allowed.

### **17. Number of candidates to be short-listed**

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender.

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## PROVISIONAL TIMETABLE

### 18. Provisional date of invitation to tender

November, 10, 2019

### 19. Provisional commencement date of the contract

February, 23, 2019

### 20. Initial period of implementation of tasks

February, 23, 2019

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## SELECTION AND AWARD CRITERIA

### 21. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

Criteria 1 – The average annual turnover of the candidate must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and

Criteria 2 – Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member

- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last two years from submission deadline.

Criteria 1 – Proven successful record of services/project implemented in the field of Cash for Work External Monitoring Mechanism; and/or

Criteria 2 – Proven successful record of services/project implemented in the field of Capacity Building to Local Authorities

Criteria 3 – At least 2 (two) staff currently work for the candidate in fields related to this contract for each lot

Criteria 3 – Official, legally registered presence in Jordan and/or KRI since 3 years from submission deadline.

- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The

reference period which will be taken into account will be the last three years from submission deadline.

Criteria 3.1 – The candidate has provided similar services at least under 2 (two) contracts in the last three years of activity. On-going contracts are considered valid to this purpose.

Criteria 3.2 – The candidate has provided similar services at least under 2 (two) contracts in the last three years of activity with a budget virtually equivalent to the one of the lot(s) they are applying for.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality – and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

If more than 8 eligible candidates meet the above selection criteria, their relative strengths and weaknesses must be re-examined in order to rank their applications and identify the 8 best candidates in accordance with point 17 of this contract notice. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order that they appear below, are:

- 1) the highest number of projects that meet criteria 3.1
- 2) the highest cumulated value of all the project that meet criteria 3.1

**N.B.**: additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria. If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates.

## **22. Award criteria**

Best price-quality ratio.

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# **APPLICATION**

## **23. Deadline for submission of applications**

The candidate attention is drawn to the fact that there are two different systems for sending

applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

**October, 22, 2019 – CoB (16:00)**

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

**24. Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form (B3) is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration on honour on exclusion and selection criteria using the template (A14) available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

**25. How applications may be submitted**

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :

Italian Agency for Development Cooperation-AICS Amman  
Islamic College Street, 77  
11180 Jabal Amman, Amman

- OR hand delivered by the candidate in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Martino Costa  
Italian Agency for Development Cooperation-AICS Amman  
Islamic College Street, 77  
11180 Jabal Amman, Amman  
Tel. 06 4658668 - Fax. 06 4658667

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

Opening hours: from 09:00 am. till 16:00

The contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

**26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**27. Operational language**

All written communications for this tender procedure and contract must be in English.

**28. Date of publication of prior information notice**

Friday 09<sup>th</sup> of August, 2019

**29. Legal basis<sup>2</sup>**

[Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Reg EU 232/2014 of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument, OJ L 77, 15.3.2014, p.27 - See Annex A2 of the practical guide.

**30. Additional information**

None

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<sup>2</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).