



**REQUEST FOR PROPOSALS FOR
Digital Climate Advisory Services (DCAS) Training to support
Climate Resilience for Smallholder Agriculture in Central Africa**

CLOSING DATE: 23rd February 2023
CLOSING TIME: NOT LATER THAN 16:00:00 o'clock p.m. CET (Central European Time)

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL BE REJECTED.

RFP Ref: GCA-PR-22-210

Issued on: 1st February 2023



**GLOBAL
CENTER ON
ADAPTATION**

TABLE OF CONTENTS

- 1. ABBREVIATIONS 3**
 - 2.1 Global Center on Adaptation 4
 - 2.2 Project/programme background information 4
- 3. DESCRIPTION OF SERVICES 6**
 - 3.1 Purpose of this Assignment..... 6
 - 3.2 Information about the Contract Package..... 6
- 4. INSTRUCTIONS TO BIDDERS 6**
 - 4.1 PREPARATION OF PROPOSALS..... 6
 - 4.1.1 RFP indicative schedule..... 6
 - 4.1.2 Description of services 7
 - 4.1.3 Communications, clarifications and admendment of RFP 7
 - 4.1.4 Language 7
 - 4.1.5 Cost of submitting proposals 7
 - 4.1.6 Alteration or withdrawal of proposals 7
 - 4.1.7 Signature of Proposals 8
 - 4.1.8 Validity of Proposals..... 8
 - 4.1.9 Currency 8
 - 4.1.10 Content of this RFP 8
 - 4.1.11 Joint proposals and subcontracting 8
 - 4.1.12 Supplier Code of Conduct 8
 - 4.2 SUBMISSION, OPENING AND EVALUATION OF PROPOSALS 8
 - 4.2.1 Exclusion Criteria 8
 - 4.2.2 Selection and award Criteria..... 9
 - 4.2.3 Submission of proposal and minimum content 9
 - 4.2.4 Opening of proposals..... 10
 - 4.2.5 Evaluation of proposals 10
 - 4.2.6 RFP Cancellation..... 10
 - 4.2.7 Ownership of proposals submitted 11
 - 4.2.8 Liabilities for errors..... 11
- Annex 1: Declaration of Honour 11
- Annex 2: Terms of Reference 11
- Annex 3: Financial Proposal form 11

1. ABBREVIATIONS

Acronym	Description
AAAP	Africa Adaptation Acceleration Program
AfDB	African Development Bank
CapEx	Capital Expenses
CET	Central European Time
CRA	Climate Risk Assessment
CV	Curriculum Vitae
EOI	Expression of Interest
EU	European Union
GCA	Global Center on Adaptation
LOA	Length Overall
MTPRs	Mandatory Technical Proposal Requirements
N/A	Not Applicable
NBS	Nature-based Solutions
NDP	National Development Plan
NPV	Net Present Value
NTP	National Transport Policy
PPT	Power Point Presentation
RFP	Request for Proposal
TEU	Twenty-foot Equivalent Unit
VAT	Value Added Tax



2. INTRODUCTION

2.1 Global Center on Adaptation

The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local levels, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to the impacts of climate change provides a “win-win” for livelihoods, food security, water supply, Infrastructure, health, security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.

GCA’s global strategy is implemented under three pillars of Knowledge, Programs, and Advocacy. Under programs, GCA works in five global programs, including Infrastructure and Nature-Based Solutions, Water and Urban, Climate Finance, Food Security, and Youth. Each program is managed by a Global Program Lead, based in Rotterdam under the overall supervision of the Director of Global Programs. Through its global, regional and country programs, GCA has developed unique advantages to push forward action on the adaptation agenda globally, focusing more on the Africa region where the need for adaptation is severe.

2.2 Project/programme background information

Context:

GCA plans to advance skills in DCAS as a means of supporting farmers to build their climate resilience. The training will bring together key change makers that can help to scale up DCAS. This will include partners of the GCA and AFDB in their joint African Adaptation Acceleration Program (AAP), but also strategically selected representatives of key organisations that can facilitate scaling of DCAS.

Background

Agriculture is the backbone of most African economies; the sector employs more than half of Africa’s population. The sector faces much challenges from climate change which is forecasted to negatively impact 56% of all crops in sub-Saharan Africa by 2050. It is also estimated that by 2080, the negative impact of climate change on Africa’s agricultural yields could be between 15% and 30%. About 80% of the farmland in sub-Saharan Africa is managed by smallholder farmers who provide up to 80% of Africa’s food supply. These smallholders currently face key constraints to adaptation as they have the least capacity to adapt because they often do not have resources to invest.

Technological innovations and increasing digitalization – such as with mobile technologies and internet access, satellites and weather stations, drones (UAVs), remote sensing technologies etc. – offer an opportunity to speed up the transformation of African agriculture and can help address the pressing challenges posed by climate change to agriculture and food security in Africa today by accelerating the mainstreaming and adoption of digital climate solutions at scale.

Digitalization for agriculture, according to a flagship report released by CTA in 2019, “is the use of digital technologies, data and business model innovations to transform practices across the agricultural value chain and address bottlenecks” along the value chain.



Digitalization in agriculture, particularly the mainstreaming of climate smart digital technologies and solutions, can help to address declining or inadequate productivity, unsustainable production practices, and the challenge of diminishing resilience to climate-induced shocks across Africa, especially in countries that are expected to experience more extreme weather events and climate-related disruptions to agriculture and food security in the near and medium term.

3. DESCRIPTION OF SERVICES

3.1 Purpose of this Assignment

Within this context, GCA is seeking qualified company to organize a 2 day training event.

The deadline for the submission of proposals is Thursday, February 23rd, 2023, 16:00:00 CET (=4:00:00 PM CET)

Bidders are cautioned that the timing of submission is based on when the proposal is received by the GCA, not when a proposal is submitted by a bidder. As transmission can be delayed to file transfer size, transmission speed or other technical factors, bidders should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Bidders submitting near the Submission Deadline do so at their own risk.

Proposals received after the closing date and time will be rejected.

3.2 Information about the Contract Package

GCA intends to enter into a contract that covers the Scope of Services and Deliverables described in Annex 2. The maximum financial envelope for this assignment is 100,000 euro exclusive of VAT. **Proposals that exceed this amount will not be considered.**

4. INSTRUCTIONS TO BIDDERS

4.1 PREPARATION OF PROPOSALS

4.1.1 RFP indicative schedule

Please note all dates are provisional dates and GCA reserves the right to modify this schedule. Should this arise, bidders shall be notified in writing accordingly.

Table 1 – RFP Indicative schedule

Description	DATE	TIME*
Publication of the Tender Notice	1st February 2023	
Deadline for request for any clarifications from GCA	16th February 2023	4:00:00 PM CET
Deadline for submission of proposals (receiving date, not sending date)	23rd February 2023	4:00:00 PM CET
Signature of the contract(s)	The beginning of March	
Notification of RFP outcome to all bidders	1 week from the time we award the Contract	

* All times are in the local time of The Netherlands (CET).

4.1.2 Description of services

Bidders shall respond to the strategic requirements of GCA with a strong emphasis on responsiveness to GCA technical requirements and performance, substantive progress reports, achievement of tasks and activities to match the Scope of Services/Terms of Reference and the production of the deliverables on time, to highest applicable standards. For further information See Annex 2 – Terms of Reference.

4.1.3 Communications, clarifications and amendment of RFP

If GCA, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the RFP dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address by email, up to **Thursday, 16th February 2023 at 16:00:00 CET** specifying the publication reference and must clearly mark in the email subject title: "Clarification – Request for Proposal GCA-PR-22-210".

The Bid Committee E-mail: procurement@gca.org

Clarifications will be treated anonymously.

All communications concerning this RFP, including requests for clarification, must be made in writing to this email address. GCA may, within the deadline for submission of proposals, decide to amend the RFP and shall issue the amendment in writing.

No approach of any kind in connection with this RFP should be made to any other person within, or associated with, GCA. Failure to adhere to this requirement may result in exclusion from the competition. Please note that GCA will not enter into a detailed discussion on the requested services at this stage.

4.1.4 Language

The proposals, all correspondence and documents related to the RFP exchanged by the bidder and GCA, must be written in English.

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English.

4.1.5 Cost of submitting proposals

GCA will not reimburse any costs incurred by interested Bidders with connection with preparation and submission of their responses to this RFP.

4.1.6 Alteration or withdrawal of proposals

Bidders may alter or withdraw their proposals by written notification to GCA prior to the deadline for submission of proposals referred to in section 3.1. No submission may be altered after this deadline. Withdrawals must be unconditional and will end all participation in this RFP procedure.

4.1.7 Signature of Proposals

The signature of the authorized representative of the bidder in Annex 1 will be considered as the signature of the RFP, binding the bidder to the terms included in the RFP.

4.1.8 Validity of Proposals

The proposals submitted in response to this RFP must be valid for the period of 60 days as of the deadline for submission indicated in Section 3.1. The bidder shall provide a statement confirming the period of validity of its proposal when submitting the required documents for this RFP.

GCA shall do her best to make sure that the RFP process is concluded within the validity period of the RFP. If, however, there are any circumstances that require GCA to request for validity extension from bidders, GCA shall do so in writing.

Bidders have the right to accept or reject the request. In the latter case, the bidder's proposal shall not be evaluated.

4.1.9 Currency

Proposals must be presented in EUR.

4.1.10 Content of this RFP

The package of this RFP comprises the following :

- a) Instructions to bidders (this RFP document);
- b) Annex 1: Declaration of Honour;
- c) Annex 2: Terms of Reference;
- d) Annex 3: Financial Proposal form;
- e) Annex 4: Contract for services - fixed fee template

4.1.11 Joint proposals and subcontracting

An interested Bidder may submit a proposal as a single entity or collaborate with other service providers to present a proposal either by submitting a joint proposal or through subcontracting. Proposals may also combine both approaches. The legal status and role of each legal entity shall be clearly described in the proposal, as well as the responsibilities of each entity in providing the services required by this RFP.

4.1.12 Supplier Code of Conduct

GCA subscribes to the [UN Supplier Code of Conduct | UN Procurement Division](#). By participating in this RFP, bidders agree to comply with this code.

4.2 SUBMISSION, OPENING AND EVALUATION OF PROPOSALS

4.2.1 Exclusion Criteria



Interested Bidders shall provide a Declaration of Honour see Annex 1, duly signed and dated, including a statement that they are not in any of the situations listed in EU Directive 2014/24. In case of a joint proposal, such declaration shall be submitted for each partner. The declaration shall also be submitted for the subcontractors, when relevant.

In addition to the submission of the signed declaration, the interested firm undertakes to inform GCA, without delay, of any changes to its situation in this regard.

Interested firms may be excluded from participation in the present procurement procedure if they are found to be in one of the situations for exclusion or fail to submit the abovementioned declaration.

4.2.2 Selection and award Criteria

Bidders shall be selected and contract awarded on the basis of the Selection and award criteria, respectively, as stipulated in Annex 2.

4.2.3 Submission of proposal and minimum content

Bidders interested in participating in the Digital Climate Advisory Services (DCAS) Training to support Climate Resilience for Smallholder Agriculture in Central Africa are requested to submit their proposals, including all supporting documents, to procurement@gca.org no later than **Thursday, February 23rd, 2023, 16:00:00 CET**.

Please adhere to the following instructions, unless otherwise provided in the relevant Bid Documents:

1. The Submission must be drafted in English and contain
 - A signed **Declaration of Honour** (Annex 1)
 - A **Technical Proposal**: Shall contain the “Technical Proposal” and supporting documentation, with clear and concise description of your proposed actions to execute the Scope of Services and Deliverables (Annex 2). The Technical Proposal should **not exceed 10 pages** (excluding the CVs and company profile).
 - A **Financial Proposal**: Shall contain the “Financial Proposal Form” (Annex 3).
2. Bids must be send in two separate e-mails. One containing the Financial Proposal and one containing the Technical Proposal.
3. Technical proposal must have the Reference **RFP-GCA-PR-22-210-TECHNICAL Proposal** in the "Subject" line of the e-mail. No other characters or spacing should be included in the Subject line.
4. The financial proposal must have the Reference **RFP-GCA-PR-22-210-FINANCIAL Proposal** in the "Subject" line of the e-mail. No other characters or spacing should be included in the Subject line.
5. Any and all financial information must **ONLY** be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.
6. Proposals submitted by e-mail, which do not comply with these requirements, e.g. combining the financial and technical proposals in one submission or submitted in any way, other than outlined above, will be rejected.



Late submissions will be excluded. Non-compliance with the above requirements regarding the presentation of the RFP may lead to the exclusion from the RFP process for this contract.

4.2.4 Opening of proposals

The opening of proposals is for the purpose of checking and registering the content of each bid and to determine whether the proposal is complete and meet the minimum content requirements.

There will be no public opening session for the proposals received. Offers will be opened privately by GCA after the closing time specified for the receipt of proposals. No public announcement of the contents of any offer will be made at any time.

The evaluation Committee shall open and evaluate the technical proposals first and shall open the Financial proposals of only those bidders whose technical proposals meet the minimum technical score.

4.2.5 Evaluation of proposals

The evaluation of proposals shall be carried out by an Evaluation Committee made up of representatives of GCA.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation, due diligence checks, etc., to obtain information on how the procedure is progressing or to influence GCA in its decision concerning the award of the contract, will result in the immediate rejection of his proposal.

In the interests of transparency and equal treatment and without being able to modify their proposals, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

The evaluation of proposals will be done in accordance with the following steps:

- 1) Verification that the Bidder is eligible and not in one of the situations covered by the exclusion criteria (refer to Annex 1)
- 2) Verification that the eligible bidders have the appropriate capacities to perform the contract on the basis of the Selection Criteria (refer to Annex 2);
- 3) Evaluation of the proposals on the basis of the Award Criteria in order to select, among those bidders that have the appropriate capacity to perform the contract, the bidder that submitted the most economically advantageous proposal based on the best price-quality ratio – only for those Bidder that have met the Selection criteria (refer to Annex 2)

The evaluation Committee shall evaluate the technical proposals first and shall thereafter open and evaluate the Financial proposals of only those bidders whose technical proposals meet the minimum technical score.

4.2.6 RFP Cancellation



GCA reserves the right to cancel this RFP process at any point. GCA shall not be liable for any compensation with respect to interested Bidders whose submissions have not been accepted, nor shall it be so liable if it decides not to award the contract.

Cancellation may occur where:

- 1) The RFP procedure has been unsuccessful. For example, where no qualitatively or financially worthwhile proposal has been received or there has been no response at all;
- 2) The economic or technical parameters of the project have been fundamentally altered;
- 3) Exceptional circumstances or force majeure render normal performance of the project impossible;
- 4) All technically compliant proposals significantly exceed the financial resources available;
- 5) There have been irregularities in the procedure, in particular where these have prevented fair competition.

In the event of a RFP procedure's cancellation, bidders will be notified by GCA.

4.2.7 Ownership of proposals submitted

Any document submitted in reply to this RFP will become the property of GCA and will be regarded as confidential.

4.2.8 Liabilities for errors

GCA and its employees and agents shall not be held liable or accountable for any error or omission in any part of this RFP or response to Supplier questions. While the GCA, and/or its employees and agents have made conscious efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by GCA, and/or its employees or agents, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Suppliers from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this RFP. Suppliers will be solely responsible to ensure their proposal meets all requirements of the RFP, to advise GCA immediately of any apparent discrepancies or errors in the RFP, and to request clarification if in doubt concerning the meaning or intent of anything in the RFP.

ANNEXES:

Annex 1: Declaration of Honour

Annex 2: Terms of Reference

Annex 3: Financial Proposal form

Annex 4: Contract for services - fixed fee template



ANNEX 1: DECLARATION ON HONOUR REGARDING EXCLUSION CRITERIA

Declaration on honour

The undersigned [*insert name of the signatory of this form*], representing:

Full official name:

Official legal form:

Statutory registration number:

Full official address:

VAT registration number:

(‘the **Organisation**’)

I – SITUATION OF EXCLUSION

	YES	NO
1. declares that the above-mentioned Organisation is in one of the following situations;		
a. it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure;		
b. it has been established by a final judgement or a final administrative decision that the Organisation is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;		
c. it has been established by a final judgement or a final administrative decision that the Organisation is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Organisation belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;		
(ii) entering into agreement with other parties with the aim of distorting competition;		
(iii) violating intellectual property rights;		
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;		
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;		
d. it has been established by a final judgement that the Organisation is guilty of any of the following:		
(i) fraud, as defined in applicable laws and regulations;		
(ii) corruption, as defined in applicable laws and regulations;		
(iii) conduct related to a criminal organisation;		
(iv) money laundering or terrorist financing, as defined in applicable laws and regulations;		
(v) terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences;		
(vi) child labour or other offences concerning trafficking in human beings as defined in applicable laws and regulations;		
e. it has been established by a final judgment or final administrative decision that the Organisation has created an entity under a different		

jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.		
---	--	--

II – SITUATION OF EXCLUSION CONCERNING NATURAL OF LEGAL PERSON WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL ORGANIZATION AND BENEFICIAL OWNERS

2. declares that a natural or legal person who is a member of the administrative, management or supervisory body of the Organisation, or who has powers of representation, decision or control with regard to the above-mentioned Organisation (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct);			
Situation (d) above (fraud, corruption or other criminal offence);			
Situation (e) above (creation of an entity with the intent to circumvent legal obligations).			

III – REMEDIAL MEASURES

If the Organisation declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

IV – EVIDENCE UPON REQUEST

Upon request the Organisation must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners. It must also upon request provide production of recent certificates issued by the competent authorities and/or a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the Organisation showing that those requirements are satisfied.

V – SELECTION CRITERIA

3. declares that the above-mentioned Organisation complies with the following selection criteria:	YES	NO	N/A
a. It has the legal and regulatory capacity to pursue the professional activity needed for performing the Services;			
b. It fulfils the applicable technical and professional criteria necessary for providing the Services.			

VI – FINAL

The signatory declares that the above-mentioned Organisation has truthfully provided the information herein.



The above-mentioned Organisation shall immediately inform the contracting authority of any changes in the situations as declared.

The above-mentioned Organisation may be subject to rejection from the contracting or selection procedure and to legal claims if any of the declarations or information provided as a condition for contracting with GCA prove to be false.

Full name:

Date:

Signature:

ANNEX 2: TERMS OF REFERENCE

Digital Climate Advisory Services (DCAS) Training to support Climate Resilience for Smallholder Agriculture in Central Africa Terms of Reference

The training event

Consequently, as part of its role of setting climate adaptation agenda and as a leading knowledge broker for climate adaptation in Africa through its African Adaptation Acceleration Program (AAP), GCA will be convening stakeholders from ministries of agriculture, related government agencies, public research institutions, farmers organizations and non-profit organizations working on climate adaptation for food security in a 2 day training event.

It will be organized in a "Training of the Trainers" to improve the confidence and capacity of trainees to design and implement DCAS projects to reach the last mile and farmers. The key focus of the training will be to strengthen the capacity of selected stakeholders in using, formulating, designing, and supporting the effective implementation of digitalization in agriculture frameworks and digital climate advisory services (DCAS) tools and programs that can improve climate resilience and farmers' productivity, within their respective domains or areas of work, at national and sub-national levels.

Objective of the training

The objectives of the training are:

- Capacity enhancement for agricultural stakeholders across Central Africa on digital climate advisory services (DCAS).
- Supporting trainees to improve their confidence and capacity to design and implement DCAS projects to reach the last mile and farmers for improved food security and climate resilience.
- Facilitating knowledge/experience sharing of participants on contextual issues and approaches to scaleup of DCAS.

Target

Officials from agricultural ministries and relevant government agencies from countries that partner with, or are beneficiaries of, GCA and AfDB projects; experts from national research institutions; experts from universities; farmers organizations leaders, women and youth involved agriculture value chains; civil society organisations; business platforms.

Description of the training activity

The training on DCAS will take place over two or three days, before the end of the second quarter of 2023.

Organized for c. 50 participants from the region, with efforts made to ensure diverse representation, e.g. women, youth and young professionals.

Participants should be strategically selected, i.e. to include those that will contribute to significant scaling initiatives.

Outputs

- Circa 50 participants trained in digital agriculture and digital climate adaptation solutions
- A new cohort or platform of African public officials, researchers, non-profits and farmers representatives with improved expertise in DCAS (for subsequent experience capitalization follow up and training)

Outcomes

- Knowledge of appropriate stakeholders improved through information sharing and lesson learning challenges, opportunities and new approaches to the use of DCAS and data-enabled agriculture
- Enhanced capacity of selected agricultural stakeholders in public institutions to use digital agriculture advisory solutions and implement digital climate smart advisory solutions.
- Improved visibility of GCA as a capability building leader on DCAS.

Terms of reference for service provider

1. Prepare a budget and logistic guide, that includes the proposed number of trainees, the location, the proposed trainers, and a draft agenda. Submit to GCA for discussion and approval at least seven weeks prior to training event.
2. Prepare a list of trainees. Submit to GCA for discussion and approval at least six weeks prior to training event (to ensure plenty of time for visa processing).
3. Prepare a concept note for sharing with potential participants in the invitation process, that includes the agenda.
4. Contact and contract the trainers (at least one staff member from GCA will participate, through their own travel funds).
5. Secure the venue and any services required for the training event.
6. Contact trainees and facilitate attendance through travel, visa and accommodation.
7. Conduct the training event.
8. Prepare a short summary report of the training event.

Award Criteria

Applications will be rated on both technical and financial submissions, using the best value for money approach. The selection method will choose the highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals. The overall combined score will be 100 points, where weight distribution shall be 80% for the technical score and 20% for the financial score. It is important to note that the **minimum cumulative score (threshold) for the Technical Proposal is 60%**.

The contract shall be awarded to the bidder who has submitted the most economically advantageous tender based on the best price quality ratio in accordance with the following criteria:

Award criterion	Maximum score	Minimum score/Threshold

Technical award criteria (Quality of the proposal):	80	48
Numbers of trainees, their proposed distribution amongst Central African countries and the strategic selection process	20	12
Qualification of firm/organisation	20	12
Quality of proposed trainers	20	12
Draft agenda	20	12
Financial award criteria (price)	20	

Bids scoring less than the minimum score for any technical award criterion will be considered of insufficient quality and rejected.

For the purposes of the evaluation of bids, the score for the price of the bids will be calculated according to the following methodology:

The bidder offering the lowest daily price/firm fixed price shall receive **20** points, the score of all other proposals will be scored proportionally using the following formula:

$$\text{Score} = (\text{Lowest bid} / \text{Current bid}) \times \text{Maximum points to be awarded}$$

5. CONTENT OF THE PROPOSAL

5.1 Proposal Information

The estimated duration of services should not go beyond quarter 2 of 2023 and the estimated start date will be at the start of March 2023.

5.2 Technical Proposal

The assessment of the technical quality will be based on the ability of the bidder to meet the purpose of the contract. To this end, the technical proposal shall clearly contain the following:

a. Trainees (max 1 page)

Prepare a table showing numbers of trainees and their proposed distribution amongst Central African countries. Include a statement as to how trainees will be selected to maximise the possibility of further development and scaling of DCAS.

b. Qualification of firm/organisation (max 2 pages)

This should indicate that the firm/organisation is a registered legal entity with at least 5 years of relevant experience working with stakeholders in Central African countries and with at least 5 years of work with digital agriculture. Past projects of the firm/organisation should be described, including training events that are similar to what is proposed here. The firm/organisation should be comprised of a team of skilled professionals and support staff.

c. Quality of proposed trainers (max 1 page)

Describe the proposed trainers, their qualifications and past experience.

d. Draft agenda (max 2 pages)



Provide a proposed agenda for the training event, with sufficient detail to show the nature and focus of the different components of the event.

Milestone Description		Delivery date: months from contracting	Payment Schedule
1	Signature of contract	0	15% of contract value
2	Acceptance of all deliverables (From 1 to 5)	1	75% of contract value
3	Acceptance of the summary report	3	10% of contract value

ANNEX 3: FINANCIAL PROPOSAL FORM

Bidders are required to complete Annex 3: Financial Proposal Form
No other forms are accepted by the GCA
Failure to submit the Financial Proposal using Annex 3 form is deemed to be Non-Compliant and the Bidder's Financial Proposal will not be considered for further evaluation.

Bidder's Name		
Deliverable	Unit of Measure	Total Lump Sum Fee
Digital Climate Advisory Services (DCAS) Training	Lump Sum	
Total Price (Euro)		

Please submit a separate itemized cost breakdown of the firm fixed price including, the details of key personnel hourly rates and associated tasks, travel costs and all associated overheads and related cost items.

Failure to submit a financial proposal or submission of an incomplete or ambiguous financial proposal may lead to rejection of the proposal without further evaluation.

I confirm that the submitted Total Firm Fixed Price is:

- Fixed and not subject to revision
- In Euros
- Independent of exchange rates
- Inclusive of all costs, management fees, administrative costs, travel costs, insurance, profit and taxes directly or indirectly related to the performance of the contract, which may be borne by the Vendor (e.g., cost of administration, taxes, contract management costs, etc.)
- Exclusive of VAT

Authorized Organization Representative:

Position:

Date:

Signature: