



# **AFRICAN UNION-IBAR**

## **REQUEST FOR PROPOSALS (RFP)**

### **CONSULTANCY SERVICES - VETGOV POLICY FORMULATION (Lots 1 to 7)**

**September 2015**

<b>Procurement No: 13/AU-IBAR/15</b>
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## Section 1. Letter of Invitation

1. The African Union – Interafrican Bureau for Animal Resources (AU-IBAR) requests proposals from eligible consultancy firms or institutions (or consortiums) for the provision of **consultancy services for Policy Formulation** Refer to detailed TORs in S.6 of the bid document.

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2. Bidders are required to provide, but not limited to the following:

- **Firm's profile**
- **Consultants CVs,**
- **Submission of a technical and financial proposal in the format provided in the bid document. (Technical and financial offers must be in two separate sealed envelopes)**

3. A Consultant will be selected under **Fixed Selection Method** and procedures described in this RFP.

4. This is two envelope bidding. **TECHNICAL AND FINANCIAL PROPOSALS SHOULD BE SEALED IN SEPARATE ENVELOPES.**

5. The RFP includes the following documents:

Section 1 - Letter of Invitation  
Section 2 - Information to Consultants  
Section 3- Data sheet  
Section 4 - Technical Proposal - Standard Forms  
Section 5- Financial Proposal - Standard Forms  
Section 6 - Terms of Reference

6. For each interest lot (consultancy), the technical and financial proposals should be submitted in two separate envelopes; each clearly marked “**Technical proposal**” or “**Financial proposal**”. The two proposals should be enclosed in a single envelope clearly marked “**Lot Number and title of the Consultancy**”.

For consultants interested in more than one lot (consultancy) the technical and financial proposals envelopes could be enclosed in a single envelope clearly marked the lots and titles of the consultancies.

7. The deadline for submission of proposals is **06<sup>th</sup> October 2015 at 15h00.**

**Clarifications should be addressed to: e-mail: [sadou.abdoulwahidou@au-ibar.org](mailto:sadou.abdoulwahidou@au-ibar.org).**

The address for submission of bids is:

**African Union - Interafrican Bureau for Animal Resources  
Kenindia Business Park, Museum Hill, Westlands Road  
P.O. Box 30786 00100, Nairobi, Kenya**

**Yours sincerely,**

**Prof. Ahmed El-Sawalhy**

## **Section 2. Information to Consultants**

### **1. Introduction**

- 1.1 The Client named in the Data Sheet will select a firm from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a financial proposal, or a Technical Proposal only, as specified in the Data Sheet for consulting services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 1.3 The assignment shall be implemented in accordance with any phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of the consultant under each phase must be to the Client's satisfaction before work begins on the next phase.
- 1.4 The consultants must familiarise themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending any specified pre-proposal conference is optional. The consultants' representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on any pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5 The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.6 Note that: (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.7 African Union policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the

assignment in the best interests of the Client.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- (a) Conflict between consulting activities and procurement of goods, works or services: A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services resulting from or directly related to the firm's consulting services for such preparation or implementation (other than a continuation of the firms earlier consulting services for the same project).
- (b) Conflict among consulting assignments: Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.
- (c) Relationship with AUC staff: Consultants (including their personnel and sub-consultants) that have a business or family relationship with a member of AUC staff (or of the Client staff, or of a beneficiary of the assignment) who are directly or indirectly involved in any part of: (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract may not be awarded a contract.

1.7.2 As indicated in paragraph 1.7.1 (a) above, consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.

1.7.3 In the event of 1.7.2. and in order to ensure fairness and transparency in the selection process, it is required that consultants or their affiliates competing for a specific

assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, all information that would in that respect give a consultant a competitive advantage shall be made available to all the short-listed consultants together with the request for proposals.

1.8 The African Union requires that Officers of the AU, as well as Bidders/ Suppliers/ Contractors/ Consultants, observe the highest standard of ethics during the procurement and execution of such contracts.<sup>1</sup> In pursuance of this policy the AU:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice”<sup>2</sup> is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) “fraudulent practice”<sup>3</sup> is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) “collusive practice”<sup>4</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) “coercive practice”<sup>5</sup> is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false

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<sup>1</sup> In this context, any action taken by a bidder, supplier, contractor, sub-contractor or consultant to influence the procurement process or contract execution for undue advantage is improper.

<sup>2</sup> “another party” refers to an officer of the AU acting in relation to the procurement process or contract execution. In this context, “officer of the AU” includes staff and employees of other organisations taking or reviewing procurement decisions.

<sup>3</sup> a “party” refers to any officer of the AU; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>4</sup> “parties” refers to any participants in the procurement process (including officers of the AU) attempting to establish bid prices at artificial, non competitive levels.

<sup>5</sup> a “party” refers to any participant in the procurement process or contract execution.

statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;

- (b) will reject a recommendation for award of contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an African Union financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an African Union financed contract.

1.9 Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the AUC in accordance with the above sub-paragraph 1.8.

1.10 Consultants shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.

1.11 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

**2. Clarification  
and  
Amendment of  
RFP Documents**

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by facsimile, courier or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a

clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

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| <b>3. Preparation of Proposal</b> | 3.1 | Consultants are requested to submit a proposal (paragraph 1.2) written in the language(s) specified in the Data Sheet.   |
| <b>Technical Proposal</b>         | 3.2 | In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.  |
|                                   | 3.3 | While preparing the Technical Proposal, consultants must give particular attention to the following:   |
|                                   |     | (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment. The consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to consultants who are Nationals of African Union Member States. |
|                                   |     | (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.  |
|                                   |     | (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.   |
|                                   |     | (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the Country specified for Performance of the Services.  |
|                                   |     | (v) Alternative professional staff shall not be proposed, and  |



only one curriculum vitae (CV) may be submitted for each position.

- (vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the Standard Forms attached in Section 4:

- (i) A brief description of the firm's organisation and an outline of recent experience on assignments (Section 4B) of a similar nature. For each assignment, the outline should indicate, inter-alia, the profiles of the staff proposed, duration of the assignment, contract amount, and the firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 4C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 4D).
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 4E).
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 4F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member (Sections 4E and 4G).
- (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- (viii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

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| <b>Financial Proposal</b>                               | <p>3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow the Standard Forms in Section 5. These list all costs associated with the assignment, including (a) remuneration for staff, (foreign and local, in the field and at headquarters); and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilisation and demobilisation), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. Where appropriate, these costs should be broken down by activity, and, if appropriate, into foreign and local expenditures.</p> <p>3.7 The Financial Proposal shall include all the costs the consultant incurs to provide the services (including travel expenses, translation, printing and the taxes the consultant pays for its business requirements by the law of the domicile country of the consultant), but shall exclude all local taxes levied within African Union Member States on the invoice issued by the consultant (such as local sales tax, services tax or withholding tax).</p> <p>3.8 Consultants may express the price of their services in any freely convertible currency. The consultants may not use more than three foreign currencies. The Client may require consultants to state the portion of their price representing local costs in the Currency of the Country specified for performance of the Services if so indicated in the Data Sheet.</p> <p>3.9 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission form (Section 5A).</p> <p>3.10 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.</p> |
| <b>4. Submission, Receipt, and Opening of Proposals</b> | <p>4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see paragraph 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person signing the proposal.</p>   |

- 4.2 An authorised representative of the firm initials all pages of the proposal. The representative's authorisation is confirmed by a written power of attorney accompanying the proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original will govern.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "Do Not Open, Except in Presence of the Tender Opening Committee."
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the Bid Opening Committee. The Financial Proposal shall remain sealed and retained securely until all submitted proposals are opened publicly.
- 4.7 The Firm may withdraw its Proposal after the Proposal's submission, provided that the written notice of the withdrawal is received by the Client prior to the deadline prescribed for submission of Proposals. The Firms' withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the firm on the Proposal Submission Form.

## **5. Proposal Evaluation**

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| <b>General</b>   | <p>5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.</p> <p>5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.</p>   |
| <b>Evaluation of Technical Proposals</b>   | <p>5.3 The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>5.4 In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked firm, or the firm selected on a single-source basis, is invited to negotiate a contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in paragraph 1.2 and the Data Sheet.</p>  |
| <b>Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)</b> | <p>5.5 After the evaluation of technical quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying score or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying score, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, facsimile, or electronic mail.</p> <p>5.6 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded as the Financial Proposals are opened. The Client shall prepare minutes of the public opening.</p> |

5.7 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed that are subject to the African Union exemption on the payment of taxes and duties, and estimated as per paragraph 3.7.

5.8 In case of QCBS, the lowest priced Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weighting for the Technical Proposal; P = the weighting for the Financial Proposal as indicated in the Data Sheet. T + P = 1); The firm achieving the highest combined technical and financial score using the formula:

$$S = St \times T\% + Sf \times P\%$$

will be invited for negotiations.

5.9. In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the indicated budget price. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest evaluated cost proposal among those that passed the minimum technical score. The selected firm will be invited for negotiations.

## **6. Negotiations**

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work-plan), staffing, and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then agree final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

- 6.3 Financial negotiations will reflect agreed technical modifications in the cost of the services, and will include a clarification of the firm's tax liability (if any) in the Country specified for performance of the Services, and the manner in which it will be reflected in the contract. The financial negotiations will not normally involve either the remuneration rates for staff (no breakdown of fees), or other proposed unit rates under QCBS, Fixed-Budget Selection, or the Least-Cost Selection methods. For other methods of selection, an Appendix will be provided for the firm to explain the required information on remuneration rates.
- 6.4 Having selected the firm on the basis including an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the proposed experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. On completion of negotiations, the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.
- 7. Award of Contract**
- 7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation (paragraph 5.3).
- 7.2 The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.
- 8. Confidentiality**
- 8.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

## Appendix:<sup>6</sup> Financial Negotiations; Breakdown of Staff Rates

### APPENDIX TO INFORMATION TO CONSULTANTS

#### **Financial Negotiations<sup>7</sup>** **Breakdown of Remuneration Rates**

##### **1. Review of Remuneration Rates**

- 1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing for financial negotiations, a sample form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.
- 1.2 The Client is charged with the custody of African Union funds and is expected to exercise prudence in the expenditure of these funds. The Client is therefore concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, expects to be able to review audited financial statements backing up the firm's remuneration rates. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that the proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

##### **(i) Salary**

This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

##### **(ii) Bonus**

Bonuses are normally paid out of profits. Because the Client does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

##### **(iii) Social Costs**

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<sup>6</sup> Delete this Appendix in the case of Quality- and Cost-Based Selection (QCBS), Fixed-Budget Selection, or Least-Cost Selection.

<sup>7</sup> Used under Quality-Based Selection, Selection Based on Qualifications, and Single-Source Selection.

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter-alia*, pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

**(iv) Cost of Leave**

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

Where  $w$  = weekends,  $ph$  = public holidays,  $v$  = vacation, and  $s$  = sick leave.

It is important to note that leave can be considered a social cost only if the Client is not directly charged for the leave taken.

**(v) Overheads**

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client will not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fees on the monthly payments charged for subcontracted staff.

**(vi) Fee or Profit**

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of equipment has to be procured. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

**(vii) Away from Headquarters Allowance or Premium**

Some consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net



allowance shown separately. This allowance, where paid, shall cover home education, etc. and similar items shall not be considered as reimbursable costs.

**(viii) Subsistence Allowances**

Subsistence allowances are not included in the fee rates, but are paid separately and in the Currency of the Country specified for performance of the Services where practical. No additional subsistence is payable for dependents - the subsistence rate shall be the same for married and single team members.

UN standard rates for the Country specified for the performance of the Services may be used as reference to determine subsistence allowances.

**2. Reimbursables**

- 2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilisation and demobilisation, insurance, and printing. These costs may be either fixed or reimbursable in foreign or local currency.

**3. Bank Guarantee**

- 3.1 Payments to the firm, including payment of any advance payment covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.



[Title of Consulting Services]  
[Procurement Number]  
**INFORMATION TO CONSULTANTS**  
**BREAKDOWN OF AGREED FIXED RATES<sup>8</sup> :**  
[Currency: \_\_\_\_\_<sup>9</sup>]

Consultants		1	2	3	4	5	6	7	8
Name	Position	Basic Rate <sup>10</sup>	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__% of 1)	Total Agreed Fixed Rate	Agreed Fixed Rate (__% of 1)
Project Staff in Country									
Staff in Home Office									

Signature of Consultant: \_\_\_\_\_

Date: \_\_\_\_\_

Authorised Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

<sup>8</sup> This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

<sup>9</sup> If different currencies, a different table for each currency should be used.

<sup>10</sup> Per month, day, or hour as appropriate.

## Section 3 - Data Sheet

### ITC Clause Reference

ITC Clause 1.1	The name of the Client is: <u>AU-IBAR</u>  The method of selection is: <u>Fixed Budget</u>
ITC Clause 1.2	Technical and Financial Proposals are requested  The name, and Procurement Number of the assignment are: <b>VETGOV POLICY FORMULATION</b>
ITC Clause 1.5	The Client will provide the following inputs: <u>TORS</u>
ITC Clause 1.11	The clauses on fraud and corruption in the Contract are: _____ _____
ITC Clause 2.1	Clarifications may be requested up to 3 days before the submission date.  The address for requesting clarifications is:  <b>e-mail:sadou.abdoulwahidou@au-ibar.org</b>
ITC Clause 3.1	Proposals should be submitted in the English language.
ITC Clause 3.3(ii)	The estimated number of professional staff-months required for the assignment is: <b>The firm to propose adequate consultants</b>
ITC Clause 3.3(iv)	The minimum required experience of proposed professional staff is: See TORS
ITC Clause 3.3(vi)	Reports that are required under the assignment shall be submitted in the English language.
ITC Clause 3.4(viii)	Additional information required in the Technical Proposal is: [ <i>See TORS</i> ]
ITC Clause 3.10	Proposals must remain valid for 60 <i>days</i> after the submission date.
ITC Clause 4.3	Consultants must submit <b>1 original and 2 copies</b> of each proposal.
ITC Clause 4.4	The address for submission of proposals is: <b>African Union - Interafrican Bureau for Animal Resources Kenindia Business Park, Museum Hill, Westlands Road P.O. Box 30786 00100, Nairobi, Kenya</b>

- ITC Clause 4.5    Proposals must be submitted no later than **06<sup>th</sup> October 2015**
- ITC Clause 5.1    The address for communications to the Client is:  
Sadou Abdoulwahidou, Procurement Officer, AU-IBAR  
Email: sadou.abdoulwahidou@au-ibar.org
- ITC Clause 5.3    The criteria and respective scores for evaluating the technical offer will be:  
**SEE EVALUATION CRITERIA IN SECTION 6**
- ITC Clause 5.7    The single currency for price conversions is: **USD**  
  
The source of official selling rates is: **UN Exchange rate**  
  
The date of exchange rates is: **closing date of the RFP**
- ITC Clause 5.8    The formula for determining the financial scores is:  $Sf = 100 \times Fm/F$   
Where Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. **NA**  
  
**SEE EVALUATION CRITERIA IN SECTION 6**
- ITC Clause 6.1    Negotiations will be held at : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ITC Clause 7.2    The assignment is expected to commence on [date] at [location]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Section 4. Technical Proposal - Standard Forms**

- 4A. Technical Proposal submission form.
- 4B. Firm's references.
- 4C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 4D. Description of the methodology and work plan for performing the assignment.
- 4E. Team composition and task assignments.
- 4F. Format of curriculum vitae (CV) for proposed professional staff.
- 4G. Time schedule for professional personnel.
- 4H. Activity (work) schedule.

#### 4A. TECHNICAL PROPOSAL SUBMISSION FORM

{*Location, Date*}

To: {*Name and address of Client*}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {*Title of consulting services and Procurement Number*} in accordance with your Request for Proposals dated {*Date*} and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial<sup>11</sup> Proposal sealed under a separate envelope.

We declare that we have no conflict of interest as defined by Section 1.7 of the Information to Consultants in relationship to performance of this assignment.

If negotiations are held during the period of validity of the Proposal, i.e., before {*Date*} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

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<sup>11</sup> In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete “and a Financial Proposal sealed under a separate envelope.”

## 4B. FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_



**4C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF  
REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY  
THE CLIENT**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

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#### 4E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

#### **4F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

##### **Key Qualifications:**

*{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}*

\_\_\_\_\_

##### **Education:**

*{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}*

\_\_\_\_\_

##### **Languages:**

*{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}*

\_\_\_\_\_

**Employment Record:**

*{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}*

---

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
*{Signature of staff member and authorized representative of the firm}*

Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorised representative: \_\_\_\_\_

#### 4G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months
			1	2	3	4	5	6	7	8	9	10	11	12	
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: {key}

Part-time: {key}

Reports Due: {key}

Activities Duration: {key}

Signature: \_\_\_\_\_

{ Authorised representative }

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

## 4H. ACTIVITY (WORK) SCHEDULE

### A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

### B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Report (a) First Status Report (b) Second Status Report	
3. Draft Final Report	
4. Final Report	

## **Section 5. Financial Proposal - Standard Forms**

- 5A. Financial Proposal submission form.
- 5B. Summary of costs.
- 5C. Breakdown of price per activity.
- 5D. Breakdown of remuneration per activity.
- 5E. Reimbursables per activity.
- 5F. Miscellaneous expenses.



## 5A. FINANCIAL PROPOSAL SUBMISSION FORM

{Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

5B. SUMMARY OF COSTS

Cost Elements	Currency(ies) <sup>12</sup>	Amount(s)
Total Amount of Financial Proposal		

<sup>12</sup> Maximum of three currencies in addition to the Currency of the Country specified for performance of the Services.

**5C. BREAKDOWN OF PRICE PER ACTIVITY**

Activity No.: \_\_\_\_\_

Description: \_\_\_\_\_

Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

**5D. BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

Names	Position	Input <sup>13</sup>	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

---

<sup>13</sup> Staff months, days, or hours as appropriate.

**5E. REIMBURSABLES PER ACTIVITY**

Activity No: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	International flights	Trip				
2.	Miscellaneous travel expenses	Trip				
3.	Subsistence allowance	Day				
4.	Local transportation costs <sup>14</sup>					
5.	Office rent/accommodation/ clerical assistance					
	Grand Total					_____

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<sup>14</sup> Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

**5F. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	Communication costs between _____ and _____					
2.	Drafting, reproduction of reports					
3.	Equipment: vehicles, computers, photocopiers, etc.					
4.	Software					
5.	Other (specify)					
	Grand Total					_____

## **Section 6. Terms of Reference**

### **TERMS OF REFERENCE (TORS) FOR POLICY FORMULATION**

#### **Preamble**

The prevailing institutional environment in most African countries is not conducive to the provision of affordable, accessible and sustainable quality veterinary services. Among the challenges for livestock development in Africa is inadequate capacity to generate, collate and manage information for evidence based advocacy and policy formulation, the low level of engagement in policy processes, and inadequate implementation capacities. An analysis of these problems provides the basis for the approach in the VET-GOV programme that aims to improve aspects of Governance and Institutional reforms required to improve the provision of veterinary services in Africa. The strategic goal of the Programme is to bring about institutional strengthening of veterinary services towards (i) the establishment of adequate veterinary services at the national level (ii) strengthen regional institutions to play their roles of coordination, harmonization, integration and support to countries to stimulate a more conducive environment for public and private investments in the livestock sector. The programme focuses on three main areas:

- Creating a conducive and participatory change environment through evidence-based advocacy and knowledge creation;
- Build institutional and individual capacity in policy analysis, formulation and implementation to undertake institutional strengthening of veterinary services;
- Encouraging change through supporting initiatives with high leverage effects.

#### **Rationale**

Following the baseline assessment of livestock and related policies, strategies and legislation, the establishment of National Livestock Policy Hubs (LPH), livestock policy formulation and implementation gaps were identified and validated at the national level by all stakeholders. This approach has set the scene for a paradigm shift from a linear approach to policy development to an inclusive one based on the principles of participation and evidence. This change in approach led to extensive consultation at the national levels, the outcomes of which are national action plans clearly outlining the needed policy support.

This request for proposals (RFP) therefore seeks to identify and engage consultancy firms to undertake activities outlined below.

#### **Scope of Work**

Under the direct supervision of the Permanent Secretary responsible for livestock development and the overall supervision of the Director AU-IBAR, the incumbent will perform the following tasks:

1. Liaise with the VET-GOV Regional Coordinator, the relevant national authorities, the Livestock Policy Hub (LPH), the CAADP national team, the policy analysis units and other relevant stakeholders to establish a complete inventory of policy/strategies and legislative documents
2. Critically review the inclusion of livestock in the CAADP compact, National Agricultural Investment Plan (NAIP)
3. Critically review and synthesize the identified policies and strategies and build consensus on areas that need update
4. Evaluate and propose adjustments in line with 2 and 3 above.
5. Prepare and submit an updated draft document to a panel of experts.
6. Prepare and make a Presentation on the Draft Report to the LPH and CAADP national team
7. Prepare and submit a final report

The scope of work will be undertaken in seven different lots representing a group of counties. The consultants may apply for one or more lots. The task will include but not limited to the following:

**Lot 1: Maximum budget USD 105,000 (All inclusive)**

- Livestock policy development in the following countries: Comoros, DRC, Madagascar, Malawi and Seychelles
- Development of a Strategic plan, Bio-security Bill, and Animal Health Strategies for Seychelles
- Value chain studies in Madagascar
- LITS and livestock contribution GDP in Malawi

**Lot 2: Maximum budget USD 85,000 (All inclusive)**

- Livestock policy development in the following countries: Burundi, Kenya, Tanzania and Uganda
- Animal Resources Policy Development in Rwanda
- Profiling and demonstration of livestock contribution to the economy for increase investment in Uganda

**Lot 3: Maximum budget USD 45,000 (All inclusive)**

- Livestock policy development in the following countries: Congo, Equatorial Guinea and Gabon (compensation policy)

**Lot 4: Maximum budget USD 120,000 (All inclusive)**

- Livestock policy development in the following countries: Benin, Cape Verde, Guinea Bissau, Liberia, Sierra Leone, Nigeria and Togo
- Review of land tenure and land use policy related to livestock & National livestock policy on vets and para-vets in Gambia

**Lot 5: Maximum budget USD 55,000 (All inclusive)**



- Livestock livestock policy development in the following countries: Eritrea and South and Central Somalia
- Policy development of other sector policies (e.g. Breeding, dairy, pastoralism, livestock genetic resource conservation and disease control in South Sudan)
- Review and or develop marketing and pricing policies of livestock, livestock products, and inputs in Eritrea

**Lot 6: Maximum budget USD 60,000 (All inclusive)**

- Livestock policy development in the following countries: Angola, Lesotho, Namibia and Swaziland

**Lot 7: Maximum budget USD 30,000 (All inclusive)**

- Livestock policy development in the following countries: Algeria, Libya

**Deliverables**

1. Updated / or developed national livestock policies as per the requirements of the countries.
2. A report of the status and recommendation for enhanced inclusion of livestock into the country CAADP compacts and the National Agricultural Investment Plans (NAIP)
3. A draft report for deliberation by stakeholders
4. Final Report

**Constancy Period**

The consultancy period should not exceed 60 days over a period of three months effective from 1<sup>st</sup> November 2015. Interested firms are required to provide Technical and Financial Proposals and taking into consideration the maximum available budget for the desired consultancy lot stated above.

**TECHNICAL PROPOSAL**

For each consultancy, the applicants should submit a Technical Proposal that should include:

- Outlining methodologies, for conducting the consultancy as per the tasks and indicate the number of days to accomplish this task.
- A profile and CVs of the consultant(s) undertaking the work indicating relevant academic qualifications and professional experience
- Information showing past experience in related field, demonstrating an inventory of past and current assignments of similar nature.
- Contact addresses (Postal, email and telephone) of at least three referees or any other information that may show the consultant's ability to carry out the assignment to satisfaction.

## FINANCIAL PROPOSAL

The financial proposal should provide a detailed breakdown inclusive of consultancy fees, travel costs and DSA for field visits where applicable and incidental expenses.

## SUBMISSION OF PROPOSALS

For each interest lot (consultancy), the technical and financial proposals should be submitted in two separate envelopes; each clearly marked “Technical proposal” or “Financial proposal”. The two proposals should be enclosed in a single envelope clearly marked “Lot Number and title of the Consultancy”.

For consultants interested in more than one lot (consultancy) the technical and financial proposals envelopes could be enclosed in a single envelope clearly marked the lots and titles of the consultancies.

The deadline for application is 06 Octobre 2015 at 15:00 Nairobi, Local Time.

## EVALUATION CRITERIA

The evaluation and award will be done by lot (i.e. per consultancy). The evaluation criteria will be applied as follows:

### A- Mandatory requirements

No	Requirements	Y/N
1	Legal Status: Registration/Business Certificate or Authorization to exercise for academic institutions	
2	Must be a firm or an institution operating in livestock sector	

### B- Technical Scoring

Criteria	Maximum score
<b>1. Experience</b>	<b>40</b>
1.1 Firm General experience in Livestock sector <ul style="list-style-type: none"> <li>0 point for less than 3 years</li> <li>5 points between 5 years and 10 years</li> <li>10 points for more than 10 years</li> </ul>	10
1.2 Specific experience (similar consultancies) 2 points for each similar consultancy up to a max. of 30 points (for each consultancy, provide name of the client and amount of the consultancy)	30
<b>2. Staffing/Relevant qualifications</b>	<b>20</b>
CVs of the proposed consultants	20
<b>3. Methodology approach/timeframe</b>	<b>30</b>
Methodology, Approach and proposed period.	30
<b>4. Other abilities (publications, languages, IT, etc.)</b>	<b>10</b>
Other abilities (publications, languages, IT, etc.)	10

The Consultancy firm or institution must fulfil the mandatory requirements and score at least 70/100 in order to be considered for further evaluation.

**Financial evaluation**

The consultancy with the highest technical score whose financial proposal is within the maximum allocated budget will be selected.

A firm could be awarded one or more lots.

## Section 6. Termes de Références

*(En français pour les francophones)*

### **TERMES DE REFERENCE (TDR) RELATIVES A L'APPEL A PROPOSITIONS POUR UNE EXPERTISE EN MATIERE DE FORMULATION DE POLITIQUES**

#### **Préambule**

L'environnement prévalant dans la plus part des pays africains n'est pas favorable à une prestation de services vétérinaires durables, de qualité, accessibles et abordables. Parmi les défis pour le développement de l'Elevage en Afrique il y a la capacité inadéquate à générer, examiner et gérer les informations en vue de veiller à ce que le plaidoyer et les politiques formulées soient fondées sur les résultats, mais aussi pour aborder le faible niveau d'implication dans les processus d'élaboration des politiques et les capacités inadéquates de mise en œuvre. Une analyse de ces problèmes sert de base pour l'approche du programme VET-GOV qui ambitionne d'améliorer les aspects relatifs aux réformes gouvernementales et institutionnelles requises pour améliorer la prestation des services vétérinaires en Afrique. Le but stratégique du Programme est de renforcer, sur le plan institutionnel, les services vétérinaires à travers (i) la mise en place de services vétérinaires adéquats au niveau national, (ii) le renforcement des institutions régionales pour qu'elles jouent leur rôle de coordination, d'harmonisation et d'intégration afin de soutenir les pays pour qu'ils stimulent davantage un environnement plus favorable aux investissements tant public que privé dans le secteur de l'Elevage. Le programme se focalise sur trois axes principaux :

- Etablir un contexte porteur de changement participatif et favorable à travers un plaidoyer axé sur les résultats et sur la génération de connaissances;
- Développer les capacités individuelles et institutionnelles en matière non seulement d'analyse, de formulation et de mise en œuvre des politiques, mais aussi de prise en charge du renforcement institutionnel des services vétérinaires;
- Encourager le changement par le biais d'initiatives d'appui ayant un effet significatif de levier.

#### **Justification**

Suite à l'évaluation de base de l'Elevage, des stratégies, de la législation et des politiques qui y sont relatives, la mise en place de plateformes (*hubs*) nationales des politiques relatives à l'élevage (CNPE) et l'identification des lacunes dans la formulation et la mise en œuvre des politiques sur l'élevage ont été identifiés et validés au niveau national par toutes les parties prenantes. Cette approche a donné le ton pour un changement de paradigme passant d'une approche linéaire d'élaboration des politiques à une autre approche plus inclusive et fondée

sur les principes de participation et de résultats. Ce changement dans l'approche a abouti à une consultation élargie au niveau national dont les résultats sont les Plans nationaux qui définissent clairement le soutien désiré.

Par conséquent, cet appel à propositions (AAP) vise à identifier et à engager des cabinets d'experts-conseil pour entreprendre les activités indiquées ci-dessous.

### **Portée**

Sous la supervision directe du Secrétaire général responsable du Développement de l'Elevage, et sous l'égide du Directeur de l'UA-BIRA, le préposé sera en charge des tâches suivantes:

8. Prendre attache avec le coordinateur Régional de VET-GOV, les autorités nationales compétentes, le Centre national en charge des politiques relatives à l'élevage, l'équipe pays du PDDAA, les unités d'analyse des politiques et toutes autres parties prenantes pertinentes, en vue d'établir un inventaire exhaustif des politiques, stratégies et des documents législatifs
9. Examiner de manière critique l'inclusion de l'Elevage dans le compact du PDDAA, et dans le Plan national pour les investissements agricoles (PNIA)
10. Procéder à l'examen critique et synthétiser les politiques et stratégies identifiées et développer un consensus sur les domaines qui nécessitent une mise à jour
11. Evaluer et proposer des ajustements en fonction des points 2 et 3 ci-haut mentionnés
12. Elaborer et soumettre un projet de document actualisé à un panel d'experts
13. Elaborer et faire un exposé sur le Projet de Rapport au CNPE et à l'équipe pays du PDDAA
14. Elaborer et soumettre un rapport définitif

L'étendue du travail se fera en sept lots différents regroupant chacun un certain nombre de pays. Les consultants peuvent postuler pour un ou plusieurs lots. Parmi les tâches imparties figurent les suivantes:

#### **Lot 1: Budget maximum 105,000 \$ EU (Tout compris)**

- Élaboration de politiques d'élevage dans les pays suivants : RDC, Madagascar, Malawi, Comores et Seychelles
- Elaboration d'un plan stratégique, d'un projet de loi sur la biosécurité et des stratégies de santé animale pour les Seychelles
- Etudes sur les chaînes de valeur à Madagascar
- Système d'identification et de traçabilité du bétail et Contribution de l'élevage au PIB du Malawi

#### **Lot 2: Budget maximum 85,000 \$ EU (Tout compris)**

- Elaboration des politiques d'élevage dans les pays suivants : Burundi, Kenya, Tanzanie et Ouganda
- Elaboration de politiques relatives aux ressources animales au Rwanda

- Analyser et démontrer la contribution de l'Elevage dans l'économie en vue d'accroître les investissements en Ouganda

**Lot 3: Budget maximum 45,000 \$ EU (Tout compris)**

- Elaboration des politiques d'élevage dans les pays suivants : Congo, Guinée Equatoriale et Gabon (politique sur les indemnisations)

**Lot 4: Budget maximum 120,000 \$ EU (Tout compris)**

- Elaboration de politiques d'élevage dans les pays suivants: Bénin, Cap-Vert, Guinée-Bissau, Libéria, Sierra Leone, Nigéria et Togo
- Examen des politiques relatives à l'aménagement du territoire et à l'occupation des sols en relation avec l'élevage et la politique Nationale sur l'élevage et son incidence sur les vétérinaires et les para-vétérinaires en Gambie

**Lot 5: Budget maximum 55,000 \$ EU (Tout compris)**

- Elaboration de politiques d'Elevage dans les pays suivants: Erythrée et Somalie du Sud et du Centre
- Elaboration des politiques et autres politiques sectorielles (p. ex. reproduction, produits laitiers, pastoralisme, conservation des ressources génétiques du bétail et contrôle de maladies au Sud-Soudan)
- Réviser et ou élaborer les politiques relatives à la commercialisation et la tarification non seulement de l'élevage, mais aussi des produits et intrants qui y sont liés en Érythrée

**Lot 6: Budget maximum 60,000 \$ EU (Tout compris)**

- Elaboration des politiques en matière d'élevage dans les pays suivants : Angola, Lesotho, Namibie et Swaziland

**Lot 7: Budget maximum 30,000 \$ EU (Tout compris)**

- Elaboration des politiques en matière d'élevage dans les pays suivants: Algérie, Lybie

**Résultats escomptés**

5. Politiques d'élevage actualisées/élaborées en fonction des besoins des pays,
6. Un rapport sur l'état des lieux et les recommandations pour une inclusion améliorée de l'Elevage dans les compacts pays du PDDAA et dans les Plans Nationaux d'Investissement Agricole (PNIA)
7. Un projet de rapport soumis aux parties prenantes pour examen
8. Un rapport final

**Période d'exécution**

Les cabinets intéressés sont tenus de fournir des propositions financières et techniques tout en tenant compte du budget maximal disponible pour les lots décrits ci-dessus.

## PROPOSITION TECHNIQUE

**Pour toute consultance, les candidats doivent soumettre une Proposition technique qui comporte les éléments suivants :**

- Une description des méthodologies qui seront mises en œuvre pour mener à bien chaque tâche et indiquer le nombre de jours requis ;
- Un profil ainsi que les Curriculum Vitae du/des expert/s proposé, indiquant les qualifications académiques et expérience professionnelle ;
- Des informations prouvant l'expérience acquise dans le domaine de l'élevage et qui font l'inventaire des œuvres antérieurs et actuels de même nature ;
- Adresse et coordonnées (boite Postale, courriel et téléphone) d'au moins trois références ou toutes autres informations pouvant attester de la capacité du cabinet à mener à bien le travail.

## PROPOSITION FINANCIERE

La proposition financière devrait être détaillée, mettant en évidence les honoraires des experts, les frais de voyage et les perdiems pour les visites sur le terrain lorsqu'il y a lieu et tout autre frais relatif à la consultation.

### SOUMISSION DES PROPOSITIONS

*Pour chaque lot (consultance), les propositions techniques et financières doivent être soumises dans deux enveloppes distinctes; avec les mentions « Proposition technique » et « Proposition financière ».*

*Les deux propositions doivent être contenues dans une unique enveloppe où il sera mentionné le Numéro du lot et le Titre de la Consultance.*

Pour les consultants intéressés par plus d'un lot (consultance) les enveloppes de propositions techniques et financières pourraient être mises dans une enveloppe unique portant lisiblement les lots et les intitulés/libellés des soumissions.

La date limite pour les soumissions est fixée au 06 Octobre 2015 à 15H:00; heure locale de Nairobi

## CRITERES D'EVALUATION

L'évaluation et l'attribution se feront par lot (c'est-à-dire par soumission). Les critères d'évaluation s'appliqueront comme suit :

### C- Exigences obligatoires

No	Exigences	Oui/Non
1	Statut légal: enregistrement du cabinet/ Certificats et autorisation d'exercer pour des institutions académiques	
2	Doit être un cabinet ou une institution dont l'élevage est son secteur d'activité	

#### D- Notation technique

Critère	Note maximale
<b>5. Expérience</b>	<b>40</b>
1.1 Expérience générale du cabinet dans le secteur de l'élevage <ul style="list-style-type: none"> <li>• 0 point pour moins de 3ans</li> <li>• 5 points entre 5 et dix ans</li> <li>• 10 points pour plus de 10 ans</li> </ul>	10
1.2 Expérience spécifique (Expertises similaires) 2 points pour chaque expertise similaire jusqu'à un maximum de 30 points (pour chaque expertise, fournir le nom du client et le montant du contrat)	30
<b>6. Personnel/Qualifications pertinentes</b>	<b>20</b>
CV des consultants proposés	20
<b>7. Approche méthodologique/ délai</b>	<b>30</b>
Méthodologie, Approche et période proposée	30
<b>8. Autres compétences (publications, langues, TIC, etc.)</b>	<b>10</b>
Autres compétences (publications, langues, TIC, etc.)	10

Le cabinet ou l'établissement doit remplir les critères obligatoires et obtenir au moins 70/100 pour être qualifié à une évaluation plus poussée.

#### Evaluation financière

Le cabinet avec le meilleur score technique dont la proposition financière s'inscrit dans le cadre du budget maximum alloué sera sélectionné.

Un cabinet peut se voir octroyer les contrats pour un ou plusieurs lots.