

**INSTRUCTION(S) TO TENDERERS
FOR THE SUBMISSION OF AN INDIVIDUAL EXPERT TENDER IN THE CONTEXT
OF THE DYNAMIC PURCHASING SYSTEM**

In the context of the dynamic purchasing system, which aims to establish contracts for individual expert missions in the field in the context of Channel 1 of the 5% Initiative of Expertise France to Fight AIDS, Tuberculosis and Malaria, published on 24/02/2018, pursuant to Ordinance n° 2015-899 of 23 July 2015 and Articles 81 to 83 of Decree 2016-360 of 25 March 2016, Expertise France is launching a procurement procedure for an individual expert service contract for the above-mentioned services.

The present instructions to tenders is sent to all the candidates referenced in the dynamic purchasing system and also published on the following appropriate media:

- Expertise France website
- 5% Initiative website

1. CONTEXT OF THE MISSION

The National Network of Positive Women Ethiopia (NNPWE) is a network of 29 PLHIV associations from all regions of Ethiopia. It is an indigenous, non-political, non-religious, non-profit humanitarian and development oriented organization working in Ethiopia for the improvement of the social, economic, and physical well-being of the PLHIV women in particular and the community in general. NNPWE was established in 2007.

NNPWE's vision is to see HIV/AIDS free society and empowered HIV positive women capable of leading and affirming their economic and social benefits. **NNPWE's mission** is to tackle the spread of HIV/AIDS in Ethiopia and meet its challenges through enhancing the greater and meaningful involvement of HIV positive women at all levels by building the capacity of their associations, and making constructive engagement with the government of Ethiopia and its development partners.

NNPWE secretariat has undergone a number of capacity assessments over the past few years, such as a USAID capacity assessment in 2015, and a capacity self assessment in 2018. However, despite those exercises, the 5% steering committee noticed that the technical assistance request formulated by NNPWE could gain in clarity formulating the TA needs and priorities.

Therefore, the Committee decided to support a participatory capacity assessment. Such an exercise has not been conducted before at NNPWE.

NNPWE Strategic Goal

- ✓ To enhance the competency of NNPWE so as to transform the organization to gender and accountability responsive culture

- ✓ To sustain human resource, partnership and financial resources developments
- ✓ To contribute to social and economic capacity improvement of targeted women and girls to make informed life decisions
- ✓ To enhance community's capacity to re – think their cultural norms and practices against women and girls right so as to condemn practices against women and girls empowerment.

NNPWE Core Values:

- ✓ **People Centered:** We value our targets and their concerns are our top priority.
- ✓ **Accountability and Transparency:** Our transparency and accountabilities to our target groups, funding partners and government stakeholder through application of clear employment, financial and project implementation procedures. Furthermore the leadership and management is accountable for all staffs in terms of ensuring participation and disclosing organizational matters including resources and major decisions which does not require confidential
- ✓ **Commitment:** No matter what challenges we face and discomforts we feel, we stand firm, be patient and exert our utmost and sustained efforts to achieve our goals.
- ✓ **Equity:** We believe in fair availability of resources and participation at all level for all sex. We believe in equality outcome but we treat equity as to provide fair treatments (greater support for women) considering their marginalization and discrimination for several years due to existing power imbalance.
- ✓ **Innovation:** We work dynamically, creatively and enhance community indigenous knowledge to create a better future through implementation of environmental friendly, cost effective and sustainable development.
- ✓ **Integrity:** We value honesty, professional politeness and respect to humanity.
- ✓ **Inclusion:** Ensure full participation of all segments of the society without discrimination on the basis of gender, color, race, social status, religion, disability etc. We believe that women are not homogenous group so we take maximum effort to ensure the concerns of all are addressed. As women focused organization we do our work primary with women and girls but we take maximum efforts to ensure male engagement as to support the empowerment of women.

Program coverage

The organization has been operating in all Regions of Ethiopia and two city administrations to benefit over 18,000 women living with HIV and their families directly and over half of the total population of Ethiopia through different intervention mechanisms paved by various projects which include among others: mass community mobilization and awareness creation sessions, prevention, care and support, treatment as well as livelihood support. In addition to the women and their families, NNPWE have been building the capacity of PLHIV associations through recruiting professional staffs, provision of capacity training, material and financial support.

Currently, as of year 2018 organization has employed 10 (F3) staff to run its organizational activities effectively at head office level and 5 regional offices in the Project Hope regional offices.

Our programs

NNPWE has been implementing various development projects that will enable poor and marginalized PLHIV women and their families to be relieved from vulnerable situation and ensure they hold assets so as to build sustainable livelihoods. Most projects focus on women economic and social

empowerment while a few projects focus on environmental and climate issues. Under these projects, NNPWE endeavors to address sustainable livelihood, capacity building and strengthening of its constituents and local structures, contribute to HIV Prevention, Care and Treatment interventions, Resource mobilization. NNPWE also implements Community HIV Care and Treatment project in all over Ethiopia with a financial support of Project Hope, PMTCT-focused Project in Jimma Zone 2 woredas and PLHIV Youth focused project at Addis Ababa with a support provided by AIDS HEALTHCARE FOUNDATION/AHF to enhance the community capacity to withstand the existing situations and contribute to the efforts in HIV prevention, care and treatment.

2. PURPOSE AND MAIN CHARACTERISTICS OF THE DRAFT CONTRACT

Expertise France wishes to enter into a service contract regarding a participatory organisational capacity assessment of the National Network of Positive Women Ethiopia (NNPWE), using the HIV Network Capacity Analysis toolkit methodology.

Main characteristics (*)	
Allotments	<p>The consultation is divided into the following allotments:</p> <ul style="list-style-type: none"> • Consultant 1: International Strategic planning consultant • Consultant 2 : National planning and organisational development consultant <p>Each allotment may be attributed separately and is subject to a contract. For the purposes of contractual optimization, if several allotments are attributed to the same successful tenderer, Expertise France may decide to merge the relevant allotments into a single contract.</p>
Financial offer / price	The financial offer / price will be submitted by the co-contractor
Modalities for the logistical management and reimbursement of subsistence costs, nights and other additional expenses related to the mission	All expenses are included in the flat-rate price of the contract
Provisional date for the start of the expert mission	05/11/2018
Place of performance of the mission	Addis Ababa, Ethiopia

(*) Details of the services, deliverables and modalities for the performance of the contract are specified in the consultation document and in particular in the specifications for the mission.

3. CONSULTATION DOCUMENT

The consultation document for the present draft contract comprises the following documents:

- This letter;
- The consultation document comprising the following documents:
 - Draft Act of Commitment and Specific Administrative Clauses;
 - The appendix to the General Conditions (general administrative clauses);
 - The Terms of References, version of 27/08/2018;
 - The CV template;

- Declaration of Honour relating to exclusion criteria, the absence of conflict of interest and the availability of the expert.

4. DEADLINE FOR THE SUBMISSION OF TENDERS

Expertise France invites the candidate to submit their tender electronically by 17/09/2018 at 18:59 (Paris time).

5. PRESENTATION OF TENDERS

For each allotment, tenders shall comprise:

- The CV of the expert for each expert profile (**signed by the expert**) in accordance with the CV template set out in the consultation document;
- A 1-page cover letter describing how the candidate's experience and skills matches the requirements.
- The draft contract (Act of Commitment/SSAC) duly completed and signed. The draft contract shall in particular include in the boxes provided for this purpose the following information:
 - The identity of the co-contractor (legal person or legal personality of the natural person);
 - The identity of the designated expert (natural person) proposed for the expert profile in question;
 - The financial offer/price of the contract covering the expert mission;
 - The signature of a person authorised to commit the tenderer (and, where applicable, the delegation of power designating the signatory of the draft contract);
 - Bank details (RIB in France) and the third-party identity form if the latter has changed since the candidate was referenced in the dynamic purchasing system;
- The Declaration of Honour relating to exclusion criteria, the absence of conflict of interest and the availability of the expert, completed and signed.
- A breakdown of the financial offer submitted, dated and signed.

Tenderers who have not yet been referenced in the dynamic purchasing system shall attach to their tender the documents requested in the application document, which are available at the address <https://www.marches-publics.gouv.fr/?page=entreprise.EntrepriseAdvancedSearch&AllCons&refConsultation=365443&orgAcronyme=s2d>

The documents requested above are mandatory. If they are not submitted, the tender may be considered non-compliant and may consequently be rejected.

6. ORAL INTERVIEW

Candidates may be called for an interview to assess their skills/level of expertise/understanding of the objectives and issues in relation to the mission.

7. SELECTION PROCEDURE

For **non-referenced** candidates, for each allotment, Expertise France will initially proceed with a verification of the eligibility of tenderers. This verification will firstly concern compliance with the eligibility criteria of the dynamic purchasing system and, secondly, compliance with the requirements set out in the Terms of Reference.

For all the referenced candidates, Expertise France will rank applications on the basis of the following selection criteria:

International strategic planning consultant

- Qualifications and skills (11 points)
- General professional experience (16 points)
- Specific professional experience (15 points)

National planning and organisational development consultant

- Qualifications and skills (10 points)
- General professional experience (10 points)
- Specific professional experience (14 points)

NEGOTIATIONS

Expertise France may negotiate with all or some of the tenderers or decide freely to finalise the selection on the basis of the initial tenders.

8. AWARD

Expertise France will establish a contract with the tenderer (individual expert or umbrella company, as the case may be) which has obtained the best score following the assessment of its bid.

If there is no reply by Expertise France after 28/09/2018, the candidate's tender shall be deemed to be unsuccessful.

Should a candidate wish to obtain the detailed reasons for the rejection of their tender, they may make the request *via* PLACE website.

9. ADDITIONAL INFORMATION

Should a candidate wish to have additional information concerning the technical or administrative points of the document, they may send their questions *via* PLACE website.

10. REMEDIES AND PERIODS ALLOWED FOR APPEALS

The authority responsible for appeal procedures is the Paris Administrative Court: Tribunal Administratif de Paris, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.

Candidates may obtain information concerning the introduction of an appeal from the Registry of the Paris Administrative Court: Greffe du Tribunal Administratif de Paris, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.