**REQUEST FOR PROPOSALS**

Title of Consulting Services:

*Advisory on JICA’s Cooperation to the Middle East and Europe Region and TICAD*

Date: 18 December 2023

Japan International Cooperation Agency

*Middle East and Europe Department*

# Section 1. Letter of Invitation

**Subject: Request for Proposal**

Reference Number: JICA7R No.202312180005

Reference Title: Kessai Approval of Implementation and Procurement Plan for Advisory on JICA’s Cooperation to the Middle East and Europe Region and TICAD

Date: 18 December 2023

**Attention: Dear Sirs and Madams,**

The Japan International Cooperation Agency (JICA) *Middle East and Europe Department* now invites proposals to provide the following consulting services: *Advisory on JICA’s Cooperation to the Middle East and Europe Region and TICAD*. More details of the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents

Section 1 - Letter of Invitation (LOI)

Section 2 - Summary Sheet of the Instruction to Consultants

Section 3 - Instruction to Consultants (ITC)

Section 4 - Technical Proposal Forms

Section 5 - Terms of Reference (TOR)

Section 6 - Standard Form of Contract (SFC)

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hideki MATSUNAGA

Director General

Middle East and Europe Department, JICA

**Section 2. Summary Sheet of the Instructions to Consultants**

|  |  |
| --- | --- |
| 1. **Name of the assignment** | *Advisory on JICA’s Cooperation to the Middle East and Europe Region and TICAD* |
| 1. **Method of selection** | *QBS (Quality Based Selection)* |
| 1. **JICA’s officer in charge** | *Nozomu Kamiya*  JICA *HQ, Middle East and Europe Department*  Address: *Nibancho Center Building, 5-25 Niban-cho, Chiyoda-ku, Tokyo, 102-8012, JAPAN*  E-mail: *Kamiya.Nozomu@jica.go.jp* |
| 1. **Pre-proposal conference** | A pre-proposal conference will be held: Yes No x |
| 1. **Type of contract** | *Time-based* |
| 1. **Deadline of request for clarification** | *7* calendar days before the Proposals’ submission deadline |
| 1. **Deadline of request for clarification** | **Date:** *3 January 2024*  **Time:** 23:59 *EST* |
| 1. **Expected date for Response to the Clarification** | **Date:** *4 January 2024* |
| 1. **Proposal submission deadline** | **Date:** *11 January 2024*  **Time:** 23:59 *EST* |
| 1. **Proposal submission address** | same as the above **3. JICA’s officer in charge** |
| 1. **Expected date for the negotiations** | *Mid January, 2024* |
| 1. **Expected date for the commencement of the Services** | *Mid January, 2024* |

# Section 3. Instructions to Consultants

# General Provisions

|  |  |
| --- | --- |
| 1. **Introduction** | * 1. Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.   2.2 JICA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified below:  *Please visit JICA’s Website for information on JICA’s Activities in the Region.* |

# Preparation of Proposals

|  |  |
| --- | --- |
| 1. **General Considerations** | In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| 1. **Cost of Preparation of Proposal** | The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant. |
| 1. **Language** | The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in *English*. |
| 1. **Documents Comprising the Proposal** | The Proposal shall comprise the documents and forms listed below;  **Inner Envelope with the Technical Proposal:**   * + - * 1. TECH-1         2. TECH-2         3. TECH-3         4. TECH-4 |
| 1. **Only One Proposal** | The Consultant shall submit only one Proposal. |
| 1. **Proposal Validity** | Proposal must remain valid for *30* calendar days after the Proposal submission deadline. |
| 1. **Clarification and Amendment of RFP** | The Consultant may request a clarification of any part of the RFP no later than *23:59 EST, 3 January 2024*. Any request for clarification must be sent by standard electronic means only (email transmissions), to JICA’s address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond by standard electronic means (including an explanation of the query but without identifying its source) to all shortlisted Consultants on or before *23:59 EST, 4 January 2024.* Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;   1. At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. 2. If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. |
| 1. **Technical Proposal Format and Content** | 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.  9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**. |

# Submission, Opening and Evaluation

|  |  |
| --- | --- |
| **10.Submission, Sealing, and Marking of Proposals** | 10.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.  10.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.  10.3 Submissions may be made by e-mail only.  **Submission of the Proposal by e-mail:**  10.4 The signed Proposal shall be sent to these addresses *(*[*us\_oso\_rep@jica.go.jp*](mailto:us_oso_rep@jica.go.jp), *Kamiya.Nozomu@jica.go.jp)* in following two steps:  Step 1. Submission of Technical Proposal, in separate files in PDF format protected with a different password for each document.  Step 2. The consultant shall send a password for the Technical Proposal in a separate e-mail.  10.5 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened. |
| 1. **Confidentiality** | From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information. |
| 1. **Proposals Evaluation** | The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical Proposals. |
| 1. **Evaluation of Technical Proposals** | 13.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;  I Consultant's general experience and competence in the field covered by the TOR: *(60)*  II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: *(40)*  Total Points for Two Criteria: 100  13.2 Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: *(70)* |

# Negotiations and Award

|  |  |
| --- | --- |
| 1. **Negotiations** | The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant’s representative(s).  **[Technical negotiations]**  14.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA’s inputs, the Conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.  **[Financial negotiations]**  14.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services. |
| 1. **Conclusion of Negotiations** | 15.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by JICA and the Consultant’s authorized representative.  15.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract. |
| 1. **Award of Contract** | 16.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed or returned.  20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Consultants**. |

# 

# Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

###### Checklist of Required Forms

|  |  |  |
| --- | --- | --- |
| **Form** | **Description** | **Page Limit** |
| TECH-1 | Technical Proposal Submission Form | *3* |
| TECH-2 | Consultant’s Experience  A. Consultant’s CV  B. Consultant’s Experience | *3* |
| TECH-3 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | *3* |
| TECH-4 | Work Schedule and Planning for Deliverables | *1* |

###### Form TECH-1

**Technical Proposal Submission Form**

{Location, Date}

To: Director General

Japan International Agency (JICA) *Middle East and Europe Department*

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for *Advisory on JICA’s Cooperation to the Middle East and Europe Region and TICAD* in accordance with your Request for Proposals dated 18 December 2023 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

Form TECH-2

**Consultant’s Experience**

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

**A - Consultant’s CV**

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.} (Attached in the next page)

**B - Consultant’s Experience**

{1. List only previous similar assignments successfully completed in the last *5* years.}

{2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

| **Duration** | **Assignment name & brief description of main deliverables/outputs** | **Name of Client & Country of Assignment** | **Approx. Contract value (in US$ equivalent) / Amount paid to your firm** | **Role on the Assignment** |
| --- | --- | --- | --- | --- |
| {e.g., Jan.2009– Apr.2010} | {e.g., “Improvement quality of...............”: designed master plan for rationalization of ........; } | {e.g., Ministry of ......, country} | {e.g., US$1 mill/US$0.5 mill} | {e.g., Lead partner in a JV A&B&C} |
| {e.g., Jan-May 2008} | {e.g., “Support to sub-national government.....” : drafted secondary level regulations on..............} | {e.g., municipality of........., country} | {e.g., US$0.2 mil/US$0.2 mil} | {e.g., sole Consultant} |

**CURRICULUM VITAE (CV)**

|  |  |
| --- | --- |
| **Position Title** | {e.g., Advisor} |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship / Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.**  **Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Expert’s contact information :** (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert Signature Date{day/month/year}

Name of authorized Signature Date{day/month/year}

Representative of the Consultant

(the same who signs the Proposal)

Form TECH-3

**Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

1. ***Technical Approach and Methodology***

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); and the degree of detail of such output. Please do not repeat/copy the TOR in here.}

1. ***Work Plan***

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

1. ***Comments (on the TOR and on counterpart staff and facilities)***

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-4**: Work Schedule and Planning for Deliverables**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Months** | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **.....** | **n** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

# Section 5. Terms of Reference (TOR)

***1. Background***

The Middle East is still beset by turmoil after the Arab Spring and is experiencing the rise of compounded crises such as (1) stagnant civil wars in Yemen, Syria, and Libya; (2) the protracted refugee situation in countries neighboring Syria; (3) delay in the economic and social recovery from the pandemic; (4) adverse effects of the Ukraine conflict on the economy and people’s lives; and (5) increased water scarcity due to climate change. The recent war in Gaza has also impacted the region and enormous support to the humanitarian as well as the reconstruction of the area is necessary.

In Europe, the Russian aggression against Ukraine is taking a heavy toll on Ukraine and neighboring countries. The powerful earthquakes that hit Turkey and Syria in February 2023 caused immense damage not only to local residents but also to many refugees in these two countries. In order to address such needs in the region, we must contiguously provide support through emergency response to rehabilitation and reconstruction. Therefore, timely and continuous planning and formulation of programs and projects must be conducted.

The same can be mentioned for Africa, as Japan has been supporting the development of the African countries through the Tokyo International Conference on Africa’s Development (TICAD) process and is in need to follow up the measures and policies presented and implemented until today. In addition, necessary preparations for TICAD 9 which will be held in 2025 is required based on this follow-up.

JICA will continue to address such needs and actively provide assistance in a timely manner based on appropriate measures and policies, closely collaborating with other donors and international organizations.

***2. Objective(s) of the Assignment***

The Consultant, who have deep knowledge of the regional situation, assistance to fragile states, and reconstruction and rehabilitation assistance, as well as networks with international organizations such as the World Bank, and knowledge of JICA's cooperation, will be able to provide technical assistance and advice that will appropriately reflect JICA's cooperation policy, including advisory services for the formation of cooperation projects with international organizations and the contents of cooperation to be carried out by JICA.

The Consultant will provide technical support and advice that can be appropriately reflected in JICA's cooperation policy, and who can lead JICA to strengthen its cooperation in the Middle East and Europe by deepening mutual understanding of JICA's cooperation policy with other donors and international organizations (mainly the World Bank) by utilizing their networks. In particular, JICA will continue to provide assistance to Ukraine, and it is necessary for the Consultant to understand and be engaged in the discussions that have taken place to date, based on the knowledge of the cooperation from Japan and JICA.

***3. Scope of Services, Tasks (Components) and Expected Deliverables***

The Assignment will be time-based, with working frequencies of approximately 5 days per month. This might increase based on the request from JICA.

3.1 Technical support and advice on JICA on its strategies and activities in the Middle East and Europe for

* + JICA’s strategies and activities towards emergency response for Ukraine and surrounding countries and recovery and reconstruction support to Ukraine
  + JICA’s strategies and activities towards support to fragile countries and regions in the Middle East and Europe

3.2 Promote JICA on internal and external communication and coordination to enhance collaboration with its partners, particularly with the World Bank for

* + JICA’s strategies and activities in the Middle East and Europe on collaboration with the World Bank
  + formulation of concrete joint projects/collaborative activities with the World Bank for the Middle East and Europe.

3.3 Any other business requested by Director General of JICA Middle East and Europe Department including activities related to the TICAD process, and by Chief Representative of JICA Ukraine Office.

Activities require meeting attendances, documentations, discussions and negotiations with other organizations, etc.

***4. Reporting Requirements and Time Schedule for Deliverables***

At a minimum, list the following:

(a) format, frequency, and contents of reports;

Monthly report on activities related to the Assignment

(b) number of copies, and requirements to electronic submission (or on CD ROM);

Electronic submission

(c) dates of submission;

End of every month

***5. JICA’s Input and Counterpart Personnel***

(a) Services, facilities and property to be made available to the Consultant by JICA:

Necessary information related to the Assignment

(b) Professional and support counterpart personnel to be assigned by JICA to the Consultant:

Staff members of the Middle East and Europe Department

***6. Others***

All activities will be conducted based on the agreement between JICA Middle East and Europe Department and the Consultant

End