

REQUEST FOR PROPOSALS

Title of Consulting Services:
ICT Advisor for JICA Egypt Office

Date: February 8, 2024

Japan International Cooperation Agency
Egypt Office

Section 1. Letter of Invitation

Subject: Request for Proposal

Reference Number: 第202402040001号

Reference Title: ICT Advisor for JICA Egypt Office

Date: February 8, 2024

Attention: The person who may have concern

The Japan International Cooperation Agency (JICA) Egypt Office now invites proposals to provide the following consulting services: ICT Advisor for JICA Egypt Office. 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 - Financial Proposal Forms
- Section 6 - Terms of Reference (TOR)
- Section 7 - Standard Form of Contract (SFC) (Lump-sum)

Sincerely,



KATO Ken
Chief Representative
JICA Egypt Office

Section 2. Summary Sheet of the Instructions to Consultants

1. Name of the assignment	ICT Advisor for JICA Egypt Office
2. Method of selection	QCBS (Quality and Cost Based Selection)
3. JICA's officer in charge	NOGUCHI Mari (Ms.) JICA Egypt Office Address: <u>6th floor, World Trade Center, 1191 Corniche El Nil St. Boulak, Cairo, Arab Republic of Egypt</u> Telephone: +20 2 2574 8240/41/42 E-mail: jicaeg-recruit@jica.go.jp
4. Pre-proposal conference	A pre-proposal conference will be held: Yes _____ No <input checked="" type="checkbox"/>
5. Type of contract	Lump-sum
6. Deadline of request for clarification	7 calendar days before the Proposals' submission deadline
7. Proposal submission deadline	Date: February 29, 2024 Time: 15:00 Egypt local time
8. Proposal submission address	same as the above 3. JICA's officer in charge
9. Expected date for the negotiations	March 11, 2024
10. Expected date for the commencement of the Services	April 1, 2024

Section 3. Instructions to Consultants

A. General Provisions

- 1. Introduction** 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.

B. Preparation of Proposals

- 2. 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.
- 3. 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.
- 4. 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.
- 5. Documents Comprising the Proposal** The Proposal shall comprise the documents and forms listed below;
1st Inner Envelope with the Technical Proposal:
(1) TECH-1
(2) TECH-2
(3) TECH-3
(4) TECH-4
2nd Inner Envelope with the Financial Proposal:
(1) FIN-1
(2) FIN-2
- 6. Only One Proposal** The Consultant shall submit only one Proposal.
- 7. Proposal Validity** Proposal must remain valid for 30 calendar days after the Proposal submission deadline.

8. Clarification and Amendment of RFP

The Consultant may request a clarification of any part of the RFP no later than 7 calendar days before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA's address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants by February 25, 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.

9. 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**.

10. Financial Proposal

- 10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.
- 10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.
- 10.3 The Consultant shall express the price for its Services in Egyptian Pounds.

C. Submission, Opening and Evaluation

11. Submission, Sealing, and Marking of Proposals

- 11.1 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.

- 11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- 11.3 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is as stated below;
- (1) **Technical Proposal:** one (1) original.
- (2) **Financial Proposal:** one (1) original.
- All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, name of the Assignment, name and address of the Consultant, and with a warning “**DO NOT OPEN UNTIL FEBRUARY 29, 2024.**”
- 11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, name and address of the Consultant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”
- 11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE FEBRUARY 29, 2024.**”
- 11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 11.8 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.

12. 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 and/or Financial 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.

13. Proposals Evaluation

- 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- 13.2 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 and Financial Proposals.
- 14. Evaluation of Technical Proposals**
- 14.1 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: *40*
 - II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: *60*
- Total Points for Three Criteria: 100
- 14.2 Each responsive Proposal will be given a technical score (St). 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: *60*
- 15. Correction of Errors**
- Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- b. Lump-Sum Contracts**
- 15.1 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made.
- 16. Taxes**
- The JICA's evaluation of the Consultant's Financial Proposal shall include taxes and duties in Egypt.
- 17. Combined Quality and Cost Evaluation**
- (In case of Quality- and Cost-Based Selection (QCBS))
- 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.
- [Financial Score]**
The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.
The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
 $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.
- [Combined Score]**
The weights given to the Technical (T) and Financial (F) Proposals are:
W1 (T) = 70 %, and
W2 (F) = 30 %

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as following:
 $S = St \times T\% + Sf \times F\%$

- 17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

18. Negotiations

The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant's representative(s).

[Technical negotiations]

- 18.1 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]

- 18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.
- 18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations.

19. Conclusion of Negotiations

- 19.1 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.
- 19.2 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.

20. Award of Contract

- 20.1 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	N/A
TECH-2	Consultant's Organization and Experience A. Consultant's Organization B. Consultant's Experience	5
TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	5
TECH-4	Curriculum Vitae (CV) for the Expert	5

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Chief Representative
Japan International Agency (JICA) Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for ICT Advisor for JICA Egypt Office in accordance with your Request for Proposals dated February 8, 2024 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 ORGANIZATION AND 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. 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 Organization

{Provide here a brief description of the background and organization of your company, including organizational chart, a list of Board of Directors, and beneficial ownership.}

B - Consultant’s Experience

{1. List only previous similar assignments successfully completed in the last [.....] years.}
 {2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. 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}

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}

a) **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); the degree of detail of such output. Please do not repeat/copy the TOR in here.}

b) **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. A list of the final documents (including reports) to be delivered as final output(s) should be included here.

c) **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

CURRICULUM VITAE (CV) FOR EXPERT

Position Title	{e.g., TEAM LEADER}
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. Hbbbb, 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
Representative of the Consultant
(the same who signs the Proposal)

Signature

Date {day/month/year}

Section 5. Financial Proposal Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

FIN-1 Financial Proposal Submission Form

FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Chief Representative
JICA Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for ICT Advisor for JICA Egypt Office in accordance with your Request for Proposal dated February 8, 2024 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

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.

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 FIN-2

BREAKDOWN OF REMUNERATION, REIMBURSABLE EXPENSES AND INDIRECT LOCAL TAX ESTIMATES

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

TOTAL COSTS OF (1), (2) AND (3) : *{insert: total estimate cost}*

Remuneration					
No.	Name	Position	Person-month Remuneration Rate	Time input in person/month	Cost
	1) Experts				
1					
Total of (1)					

Reimbursable Items					
	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Cost
1					
Total of (2)					

Total Costs of (1)+(2)					
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Indirect Local Tax Estimates					
1					
Total Estimate for Indirect Local Tax (3)					

Section 6. Terms of Reference (TOR)

1. Background

Japan International Cooperation Agency (JICA) Egypt Office (the Client) was founded in 1977. JICA is the implementation Agency of Japanese Official Development Assistance (ODA) to provide financial, non-financial, technical and voluntary assistances to Egyptian Government. The Client consists of total 48 staff members including 17 Japanese and 31 Egyptian staff members as of January 1, 2024. Among these 48 staff members, 39 staff members usually work at their desk using ICT equipment. The Client possesses various ICT Equipment to conduct their works at the office. Main items are stipulated in the Table 1. The following information can be changed due to several reasons. Though the number of staff and items would change, the contract amount shall not be changed.

Table 1 Main ICT Equipment of the Client

Sort of Items	Name of Items	Number of Items
Office Laptop PCs	HP ProBook 450 G5	33
	HP EliteBook 840 G3	4
	HP ProBook 440 G7	3
	DELL Latitude 5420	4
Laptop PCs for Business Trip	HP EliteBook 840 G3	2
	HP EliteBook 840 G6	8
External Screens	DELL + Fujitsu	46
Desktop PCs	DELL OptiPlex 7050 (JICA Office PC)	1
	HP EliteDesk 800 G4 TWR (Public PC Guest)	1
	HP ProDesk 400 G6 MT (Sophos Standalone)	1
LAN Network	JICA Official Network	2
	JICA Public Network (WE Tedate + Orange)	2
Printers	TOSHIBA Photocopier Standalone Alumni	1
	Canon Photocopier JICA-WAN	1
	HP 5200ntd2 JICA-WAN	1
	HP Laser Jet P3015d Stand-alone CR	1
	HP Laser Jet P3015d Stand-alone Medical room	1
	HP Laser Jet P3015d Stand-alone Guest	1
	HP Laser Jet Pro 400 Stand-alone Alumni	1
	Canon Fax MF237 w	1
	RICHO Photocopier JICA-WAN	1
TV Conference System	Polycom Cam + TV+ Projector	1 Set
	Screen Projector , Sound system	
Smart Phone for JICA staff	Samsung galaxy A51	31
	Samsung galaxy A52	7
	Samsung galaxy A32	7
Smart Phone For rental	Nokia 6.1+ Nokia 4.2	15
Landlines Telephone	Line Internal and 8 Line External	60
Satellite Phone	Satsleeve+, Thuraya	12
Pocket Wi-Fi	Wi-Fi Orange	25
	Wi-Fi TP-Link	5

USB Memory	USB Memory	17
External Hard Disk	08 HDD 1 T WD	1
	09 SSD 1 T Crucial	1
	Portable Hard Desk PR	6
SLIM Speaker	Speaker + Mic	1
Sound system	2 Speakers + 1 Camera	1 Set
DVD Writer	2 Transcend , 5 Samsung	7
Projector	Epson 01 EMP-81,	1
	Epson 02 H476B	1
	Epson 03 conference room H722B	1
System Management Control	Access Card System	1
	Fingerprint	1
	CCTV System (NVR + 16 Cam)	1
Digital Camera	29 Digital Camera Canon EOS 70D	1
	30 Digital Camera NIKON N150	1
	31 Digital Camera Panasonic SDR-H60	1
	34 Digital Camera (Canon) SX420 IS	1
	36 Digital Camera (SONY) DSC-H55	1
	Sony Cyber-shot (DSC-W810)①	1
	Sony Cyber-shot (DSC-W810)②	1
	Sony Cyber-shot (DSC-W810)③	1
	Sony Cyber-shot (DSC-W830)④	1
Mobile Printer	Canon TR150	2
TV Screen	CR meeting room	7
	Driver room1	
	Driver room2	
	Server room NVR	
	Server room Old	
	Security room	
	Orchid room	

2. Number of Consultant

One Consultant.

3. Scope of Services and Expected Deliverables

3.1 Scope of Service

(1) Technical Support for ICT Equipment of the Client

The Client has ICT equipment as written in Table 1. The Consultant provides technical support when the Client requires. The technical supports contain explanation of usage, setting up and trouble-shooting of abovementioned ICT equipment. Furthermore, the Consultant provides necessary technical supports when the Client requests, such as updating OS for their office PCs and installing anti-virus soft or so on.

(2) Maintenance of ICT Equipment

The Consultant maintains good condition of ICT Equipment. The Consultant needs to monitor condition of the ICT Equipment daily-basis. When the said equipment is

malfunctioned, the Consultant have to support its recovery with the Client. Furthermore, the Consultant provides technical supports to maintain good ICT network environment of the Client, such as managing necessary software licenses, high-speed LAN network of the Client and updating anti-virus software.

(3) Advisory Service for ICT Equipment

The Consultant provides following technical advice when the Client requires;

1) Procurement of ICT Equipment

- ✓ The Consultant checks specification ICT equipment to be procured by the Client in accordance with the JICA's standard specification document provided by the Client
- ✓ The Consultant introduces possible suppliers to a staff member.
- ✓ The Consultant supports obtaining quotations from the possible suppliers.
- ✓ The Consultant drafts comparison matrix based upon the quotations.
- ✓ The Consultant inspects delivered equipment on behalf of the Client.

2) Sell/Dispose of ICT equipment

- ✓ The Consultant proposes effective methods when the Client needs to sell or dispose ICT equipment.
- ✓ The Consultant introduces the possible dealers to a staff member.
- ✓ The Consultant supports obtaining quotations from the possible dealers.
- ✓ The Consultant drafts comparison matrix based upon the quotations.

(4) Advisory Service and Development of Tools for Client's Business Improvement

The Consultant provides following technical advices when the Client requires;

- ✓ The Consultant proposes effective methods to facilitate working circumstance of the Client in perspective of ICT including utilizing Cloud System, ICT, equipment, software, and applications.
- ✓ The Consultant provides lectures and technical supports to the Client regarding existing Cloud System of office 365, including Power Platform such as PowerAutomate, Power BI, and PowerApps and other Microsoft Cloud Services to enhance effective and efficient Client's business circumstance.
- ✓ The Consultants analyzes the Client's business circumstance and propose Business Process Reengineering. Then, upon request by the Client or the Consultant himself/herself proposes to develop tools using Power Platform such as PowerAutomate, Power BI, and PowerApps and other Microsoft cloud services to improve the Client's business circumstance. The Consultant also proposes the schedule and manages the necessary steps until developed tools finalized and operated.

3.2 Expected Deliverables

The Consultant shall submit one copy of a monthly report written in English on the last day of each month. The size of the report is A4 both in electronic file. The Client inspects it within 14 days and pays monthly payment after completion of the inspection. The monthly report shall contain the Consultants' outputs or achievement of his or her activities in designated period.

4. WORKING PLACE

The Consultant basically works at the Client office which is located on the 6th floor, World Trade Center, 1191 Corniche El Nile St. Boulak, Cairo, Arab Republic of Egypt. However, the Consultant can work at outside of the office, such as hotels, ministries or entities of Egyptian Government when the Client directs. Furthermore, the Consultant can go to a business trip when the Client requires based on its TOR. The Client pays necessary per-diem, accommodation and transportation (fee) for the business trip. In case the Client requests the consultant to work at his or her residence due to special reasons, the Consultant shall work at his or her residence.

5. SERVICE PROVIDING HOUR

The working hour of the Client is from 8:30 to 16:30, from Sunday to Thursday. The Consultant is required to provide abovementioned service to the Client within the working hours of the Client. In the case a critical event occurs that may have a significant impact on the Client's business operation, the Consultant is required to provide abovementioned service to the Client even outside the abovementioned working hour upon the Client's request. Other things shall be discussed separately among the parties.

6. OFFICE EQUIPMENT

The Client provides basic office equipment which the Consultant need to use for their service, such as JICA Office personal computer with necessary OS, software, a screen, a keyboard and a mouse, a card key to enter office space, stationaries, and name cards. Furthermore, the Client rents an office mobile phone to the Client for security reasons.

End

Section 7. Standard Form of Contract (SFC) (Lump-sum)

CONTRACT FOR CONSULTANT'S SERVICES (Lump-Sum)

Project Name: ICT Advisor for JICA Egypt Office

between

**Japan International Cooperation Agency Egypt Office
and
[insert: name of the consultant]**

This CONTRACT (hereinafter called the "Contract") is made the first day of the month of April, between, on the one hand, Japan International Cooperation Agency (JICA) Egypt office (hereinafter called the "Client") and, on the other hand, [insert: name of the Consultant] (hereinafter called the "Consultant").

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Conditions of Contract;
 - (b) Appendices:
 - Appendix A: Terms of Reference
 - Appendix B: Breakdown of Contract Price
 - Appendix C: List of Experts
 - Appendix D: Technical Proposals

For the purpose of interpretation, the priority of the listed documents shall be in accordance with the above listed order.
2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Japan International Cooperation Agency (JICA) Egypt Office

KATO Ken
Chief Representative
Japan International Cooperation Agency (JICA) Egypt Office

For and on behalf of [insert: name of the Consultant]

[insert: Authorized Representative of the Consultant – name and signature]

Conditions of Contract

A. General Provisions

1. **Law Governing Contract** The law that applies to the Contract is the law of Arab Republic of Egypt.
2. **Language** This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
3. **Communications** Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in **Clause 2** above. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified as follows;
A Party may change its address for notice hereunder by giving the other Party any communication of such change.

For the Client

Address: 6th floor, World Trade Center, 1191 Corniche El Nil St., Boulak
Cairo, Arab Republic of Egypt
Attention: NOGUCHI Mari
Telephone: +20 2 2574 8240/41/42
E-mail: Noguchi.Mari2@jica.go.jp

For the Consultant

Address: _____

Attention: _____
Telephone: _____
Facsimile: _____
E-mail: _____

4. **Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified as follows;
For the Client: Senior Representative of JICA Egypt office
For the Consultant: [insert: name, title]

B. Modification and Termination of Contract

5. **Entire Agreement** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
6. **Modifications or Variations** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

- 7. Force Majeure**
- 7.1 For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.
- 7.2 The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure.
- 7.3 A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 7.4 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- 7.5 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 7.6 During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:
- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
 - (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.
- 8. Suspension**
- The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services.
- 9. Termination**
- This Contract may be terminated by either Party as per provisions set up below:
- 9.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days’ written notice of termination to the Consultant:
- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder;
 - (b) If the Consultant becomes insolvent or bankrupt;
 - (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
 - (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
 - (e) If the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract.

- 9.2 The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (b) of this Clause.
 - (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
 - (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- 9.3 Upon termination of this Contract, the Client shall make the following payments to the Consultant:
 - (a) Payment for Services satisfactorily performed prior to the effective date of termination;
 - (b) If the advance payment had already paid to the Consultant, the amount of the advance payment shall be reduced form the amount defined in paragraph (a) above.
 - (c) In the case of the paragraph (b) above, if there is still a balance of the advance payment, the Consultant shall refund the balance to the Client.

C. Obligations of the Consultant

10. General

- 10.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods.
- 10.2 The Expert(s) of the Consultant means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract.

12. Confidential Information and Obligation of the Consultant

The Consultant shall maintain in confidence all information disclosed by the Client ("Confidential Information") and shall not disclose or divulge Confidential Information to a third party without the prior written consent of the Client, provided that the Consultant may disclose Confidential Information to its officers and employees and attorneys, certified public accountants, licensed tax accountants and other professionals whom the Consultant retains in connection with this Contract to that extent necessary for the purposes of this Contract.

13. Reporting Obligations

The Consultant shall submit to the Client all of the reports and documents **on the last day of every month til March 31, 2025** in the form, in the numbers specified in **Appendix A (Terms of Reference)**. Such reports and documents shall become and remain the property of the Client, including its intellectual property rights, upon delivery thereof.

14. Inspection

- 14.1 The Client shall inspect the Services (or a part of the Services, in such case), based on the said reports and documents within 14 days after receiving them.
- 14.2 If the Client cannot approve any part of the Service, the Consultant shall submit such further information and make such change in the said reports and documents as the Client may reasonably require.
- 14.3 Promptly after the approval of the Services (or a part of the Services, in such case) by the Client, the reports and documents said above shall be

delivered to the Client.

- 15. Liability of the Consultant** The Consultant shall be responsible for, and shall indemnify the Client from and against any and all claims, losses and damages incurred by the Consultant during or in connection with the Services, caused by intentional or negligent act of the Consultant.
- 16. No Replacement of Experts** Except as the Client may otherwise agree in writing, no changes shall be made in the Experts.

D. Payment to the Consultant

- 17. Contract Price** 17.1 The total amount of the Contract price is *insert amount in numbers and in words* **Egyptian Pounds** as fixed and set forth in **Appendix B** (Breakdown of Contract Price).
17.2 Any change to the Contract price can be made only if the Parties have agreed to the revised scope of the Services and have amended in writing the Terms of References in Appendix A.
- 18. Currency of Payment** Any payment under this Contract shall be made *in Egyptian Pounds*.
- 19. Terms and Conditions of Payment** 19.1 The total payments under this Contract shall not exceed the Contract prices set forth in Appendix B.
Lump-sum instalment Payments
The Lump-sum instalment Payments shall be made only after each deliverable specified in Appendix A and an invoice have been submitted and approved as satisfactory by the Client.
19.2 All payments under this Contract shall be made to the accounts of the Consultant specified as follows:
[insert: account].

E. Fairness and Good Faith

- 20. Good Faith** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

F. Settlement of Disputes

- 21. Amicable Settlement** The Parties shall seek to resolve any dispute amicably by mutual consultation. If either Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause 21 shall apply.

**22. Dispute
Resolution**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably according to the Clause 20 shall be submitted to settlement proceedings under the laws of the Client's country.

Appendices

Appendix A – Terms of Reference

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks that require prior approval by the Client.]

[Insert the text based on the Section 6 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-3 in the Consultant's Proposal.]

Appendix B – Breakdown of Contract Price

Appendix C – List of Expert

Appendix D – Technical Proposal

[Attach Technical Proposal submitted by the Consultant.]