



المشروع السوداني لدعم هيكله قطاع
الصمغ العربي بالسودان
**Support in structuring the
gum Arabic sector in Sudan**

BIDDING DOCUMENT FOR CONSULTANCY SERVICE			
RFP	REQUEST FOR PROPOSAL		
Final Audit for CSD1008 Support Structuring Gum Arabic Sector in Sudan SS GA SS			
RFP Reference			
Project Name	CSD1008 Support Structuring Gum Arabic Sector in Sudan SS GA SS FNC/AFD		
Country	Sudan	Date of extension Issuance	11\10\2022

RFP - CONTENTS

SECTION 1 Letter of Invitation

Showing the general context of the Request for Proposal.

SECTION 2 Instructions to Consultants

Provisions governing the consultancy firm to submit their bids.

SECTION 3 Bid Data Sheet

General consideration on submitting proposals.

SECTION 4 Terms of Reference

The needed consultancy service should be offered by consultancy firm or group of consultants

SECTION 5 Evaluation Criteria

Through which method we are going to evaluate bidders.

SECTION 6 Technical Proposals Submission Forms

Forms to be used for the submission of technical proposal.

SECTION 7 Financial Proposals Submission Forms

Forms to be used for the submission of financial proposal.

SECTION 8 Management of Key Personnel Forms

Forms to be used for CVs for the proposed key personnel

SECTION 9 Previous Relevant Experience

Form to be used to show your previous experience you have engaged on the region

Section 1. Letter of Invitation

Dear Valued Consultant

The Support Structuring Gum Arabic Sector in Sudan SSGASS Project hereby is interesting to invite you to submit your **Technical and Financial Proposals** for the above-mentioned task, as you are going to conduct,

SSGASS looks forward to receiving your **Technical and Financial Proposals**, and thank you in advance for your interest in the project Procurement Opportunities.

Regards

SSGASS

Section 2. Instruction to Consultants

A: GENERAL PROVISIONS	
Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by SSGASS This RFP is conducted in accordance with the SSGASS Procurement Guidelines, Policies and Procedures (PGPP) on AFD-Financed Contracts and Procurement which can be accessed.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by SSGASS. SSGASS is under no obligation to award a contract to any Bidder because of this RFP.</p>
Fraud & Corruption, Gifts and Hospitality	<p>1.3 SSGASS strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of SSGASS vendors and requires all bidders/vendors/consultants observe the highest standard of ethics during the procurement process and contract implementation. SSGASS's Anti-Fraud Policy.</p> <p>1.4 Bidders/vendors/consultants shall not offer gifts or hospitality of any kind to SSGASS staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>1.5 In pursuance of this policy, SSGASS</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a SSGASS contract.</p> <p>1.6 All Bidders must adhere to the SSGASS Bidders Code of Conduct.</p>

<p>Eligibility</p>	<p>1.7 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any SSGASS Project or any. Vendors are therefore required to disclose to SSGASS whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>1.8 It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, vendors and/or their employees meet the eligibility requirements as established by SSGASS</p>
<p>Conflict of Interests</p>	<p>1.9 Bidders/Vendors/Consultants must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by SSGASS to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process. b) Were involved in the preparation and/or design of the program/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of SSGASS Project. <p>1.10 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to SSGASS, and seek SSGASS’s confirmation on whether or not such a conflict exists</p> <p>1.11 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of SSGASS staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>1.12 The eligibility of Bidders that are wholly shall be subject to SSGASS’s further evaluation and review of various factors such as being registered, operated and managed as an independent entity. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B: PROVISION OF PROPOSALS</p>	
<p>Purpose of Contract</p>	<p>1.13 The contract aimed that the consultants should submit high quality of deliverables over undertaking qualified team, accurate database methods, and realistic data sources.</p>
<p>General Consideration</p>	<p>1.14 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>1.15 The Bidder will not be permitted to take an advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the SSGASS Project.</p>

Cost of Preparation of Proposal	1.16 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. SSGASS shall NOT be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
Language	1.17 The Proposal, as well as any and all related correspondence exchanged by the Bidder and SSGASS, shall be written in the language (s) specified in BDS.
Documents Comprising the Proposal	1.18 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; d) Any attachments and/or appendices to the Proposal as RFP said.
Documents Establishing the Eligibility and Qualifications of the Bidder	1.19 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor/consultant, using the Forms provided under and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to SSGASS’s satisfaction.
Technical Proposal Format and Content	1.20 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in the RFP. 1.21 The Technical Proposal shall NOT include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 1.22 Samples of items, when required, shall be provided within the time specified and unless otherwise specified by SSGASS, and at no expense to SSGASS 1.23 When applicable and required, the Bidder shall describe the necessary program available for the operation of the services and/or equipment offered as well as the cost to the SSGASS such as well as logistical resources, database collection tools, trainings, materials, reports shall be provided in the language of the Bid as specified.
Financial Proposals	1.24 The Financial Proposal shall be prepared Separately using the Standard Form provided in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 1.25 Any output and activities 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, as well as in the final total price. 1.26 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
Proposal Security	1.27 A Proposal Security, if bidder require, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 1.28 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 1.29 If the Proposal Security amount or its validity period is found to be less than what is required by SSGASS, SSGASS shall reject the Proposal. 1.30 In the event an electronic submission is allowed in the BDS, Bidders shall include

	<p>a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>1.31 The Proposal Security may be forfeited by SSGASS, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after has issued an award; or <p>1.32 To furnish the Performance Security, insurances, or other documents that SGAVC may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p style="text-align: center;">Currencies</p>	<p>1.33 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) SSGASS will convert the currency quoted in the Proposal into the SSGASS preferred currency, in accordance with the prevailing operational rate of exchange on the last day of submission of Proposals; and b) In the event that SSGASS selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, SSGASS shall reserve the right to award the contract in the currency of SSGASS preference, using the conversion method specified above.
<p style="text-align: center;">Joint Venture, Consortium or Association</p>	<p>1.34 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that:</p> <ul style="list-style-type: none"> (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between SSGASS and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. <p>1.35 After the Deadline for Submission of Proposal, the Consultant identified to represent the team shall not be altered without the prior consent of SSGASS.</p> <p>1.36 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>1.37 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by SSGASS.</p> <p>1.38 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>1.39 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot</p>

	<p>be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>1.40 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
Only One Proposal	<p>1.41 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>1.42 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) They have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) They have the same legal representative for purposes of this RFP; or d) They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) They are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) Some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
Proposal Validity Period	<p>1.43 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by SSGASS and rendered non-responsive.</p> <p>1.44 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
Extension of Proposal Validity Period	<p>1.45 In exceptional circumstances, prior to the expiration of the proposal validity period, SSGASS may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>1.46 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>1.47 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
Clarification of Proposal	<p>1.48 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a SSGASS staff member, SSGASS shall have no obligation to respond or confirm that the query was officially received.</p> <p>1.49 SSGASS will provide the responses to clarifications through the method specified in the BDS.</p> <p>1.50 SSGASS shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of SSGASS to extend the submission date of the Proposals, unless SSGASS deems</p>

	that such an extension is justified and necessary.
Amendment of Proposals	<p>1.51 At any time prior to the deadline of Proposal submission, SSGASS may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>1.52 If the amendment is substantial, SSGASS may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
Alternative Proposals	<p>1.53 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. SSGASS shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, SSGASS reserves the right to award a contract based on an alternative proposal.</p> <p>1.54 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
Pre-Bid Conference	<p>1.55 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder.</p> <p>1.56 No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
C: SUBMISSION OF PROPOSALS	
Submission	<p>1.57 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>1.58 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>1.59 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the SSGASS General Contract Terms and Conditions.</p>
Hard Copy (Manual) Submission, Email Submission	<p>a) Hard Copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>b) The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>c) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL</p>

	<p>PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <ul style="list-style-type: none"> d) i. Bear the name and address of the bidder; e) ii. Be addressed to AAGVCSS as specified in the BDS f) Bear a warning that states, “Not to be opened before the time and date for proposal opening” as specified in the BDS. g) h) If the envelopes and packages with the Proposal are not sealed and marked as required, SSGASS shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal. i) Email submission, if allowed or specified in the BDS, shall be governed as follows: Electronic files that form part of the proposal must be in accordance with the format and requirements as indicated. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY IN SEPARATE. The password for opening the Financial Proposal should be provided only upon request of SSGASS. SSGASS will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
<p>Deadline for Submission of Proposals and Late Proposals</p>	<p>1.60 Complete Proposals must be received by SSGASS in the manner, and no later than the date and time, specified in the BDS. SSGASS shall only recognize the date and time that the bid was received by SSGASS.</p> <p>1.61 SGAVC shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>Withdrawal, Substitution, and Modification of Proposals</p>	<p>1.62 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>1.63 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to SSGASS, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney).</p> <p>1.64 The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p>
<p>D: OPENING & EVALUATION OF PROPOSALS</p>	
<p>Proposal Opening</p>	<p>26.1 There is no public bid opening for RFPs. SSGASS shall open the Proposals in the presence of an ad-hoc committee formed by SSGASS, consisting of at least two (2) members.</p>

<p>Confidentiality</p>	<p>1.65 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall NOT be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>1.66 Any effort by a Bidder or anyone on behalf of the Bidder to influence SSGASS in the examination, evaluation and comparison of the Proposals or contract award decisions may, at SSGASS’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing SSGASS’s vendor sanctions procedures.</p>
<p>Evaluation of Proposals</p>	<p>1.67 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under this RFP. SSGASS will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>1.68 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a. Preliminary Examination b. Minimum Eligibility and Qualification (if pre-qualification is not done) c. Evaluation of Technical Proposals d. Evaluation of Financial Proposals
<p>Preliminary Examination</p>	<p>1.69 SSGASS shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage.</p> <p>1.70 SSGASS reserves the right to reject any Proposal at this stage.</p>
<p>Evaluation of Eligibility and Qualification</p>	<p>1.71 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>1.72 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, another an ineligible vendors list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with AAGVCSS General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>Evaluation of Technical and Financial Proposals</p>	<p>1.73 The procurement manager and nominated evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the RFP contents, applying the evaluation criteria, sub-criteria, and point system specified in the (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, SSGASS may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p>

	<p>1.74 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, SSGASS will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>1.75 The evaluation method that applies for this RFP shall be as indicated in the BDS, which as follows: (a) the evaluated technical proposal of the substantially responsive Bidder (QCBS Method) 80% and the financial of 20 % (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>1.76 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 80%) + (FP Rating) x (Weight of FP, e.g., 20%)</p> </div>
<p>Due Diligence</p>	<p>SSGASS reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>1.77 Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p> <p>1.78 Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>1.79 Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</p> <p>1.80 Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>1.81 Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>1.82 Other means that SSGASS may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>

<p>Clarification of SSGASS Proposals</p>	<p>1.83 To assist in the examination, evaluation and comparison of Proposals, SSGASS may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>1.84 SSGASS’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by in the evaluation of the Proposals, in accordance with RFP.</p> <p>1.85 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by SSGASS, shall not be considered during the review and evaluation of the Proposals.</p>
<p>Responsiveness of Proposal</p>	<p>1.86 SSGASS’s determination of a proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>1.87 If a Proposal is not substantially responsive, it shall be rejected by SSGASS and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>Nonconformities, Repairable Errors and Omissions</p>	<p>1.88 If a Proposal is substantially responsive, SSGASS may waive any non-conformities or omissions in the Proposal that, in the opinion of SSGASS, do not constitute a material deviation.</p> <p>1.89 SSGASS may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>1.90 For Financial Proposal that has been opened, SSGASS shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of SSGASS there is an obvious misplacement of the decimal point in the unit price; in which case the line-item total as quoted shall govern and the unit price shall be corrected; b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>1.91 If the Bidder does not accept the correction of errors made by SSGASS, its Proposal shall be rejected.</p>
<p>E: AWARD OF CONTRACT</p>	
<p>Right to Accept, Reject, Any or All Proposals</p>	<p>1.92 SSGASS reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for SSGASS’s action. SSGASS shall NOT be obliged to award the contract to the lowest priced offer.</p>
<p>Award Criteria</p>	<p>1.93 Prior to expiration of the proposal validity, SSGASS shall award the contract to the</p>

	qualified Bidder based on the award criteria indicated in the BDS.
Debriefing	1.94 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from SSGASS. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for SSGASS procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
Right to Vary Requirements at the Time of Award	1.95 At the time of award of Contract, SSGASS reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Contract Signature	1.96 Within five (5) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to SSGASS. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, SSGASS may award the Contract to the Second Ranked Bidder or call for new Proposals.
Contract Type and General Terms and Conditions	1.97 The types of Contracts to be signed and the applicable SSGASS Contract General Terms and Conditions, Special Terms of Contract.
Bank Guarantee for Advanced Payment	1.98 Except when the interests of SSGASS so require, it is SSGASS's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
Liquidated Damages	1.99 If specified in BDS, SSGASS shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
Payment Provisions	1.100 Payment will be made only upon SSGASS 's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract.
Other Provisions	1.101 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, SSGASS shall be entitled to same lower price. The SSGASS General Terms and Conditions shall have precedence. 1.102 SSGASS is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Data	Specific Instructions / Requirements
1	Language of the Proposal	English
2	Submitting Proposals for Parts or Sub-parts of the RFP (Partial Bids)	Not Allowed
3	Pre-proposal Conference	<p>May be Conducted</p> <p>Time:</p> <p>Date: Click here to enter date and time.</p> <p>Meeting Via Zoom</p> <p><u>Please organize with us to join the meeting</u></p> <p>Please confirm your participation in the Pre-bid meeting by sending email to: faizasgas@gmail.com CC to: mohibr1967@gmail.com</p>
4	Proposal Validity Period
5	Advanced payment upon signing of contract	<p>Allowed up to a maximum of 10 % of contract value or whichever is less but against the bank guarantee issued in favour of 1.3 SS</p> <p>GASS in equivalent amount or more.</p>
6	Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (SDG)

7	Deadline for submitting requests for clarifications/questions	5 days after the proposal receiving
8	Contact Details for submitting clarifications/questions	<p>Contact Person in SSGASS: : faizasgas@gmail.com Project Coordinator – SSGASS- FNC- AFD and copying to Mohamed Idris Ibrahim State Project Manager, SSGASS -FNC/AFD. E-mail address: mohibr1967@gmail.com</p> <p>Any delay in SSGASS’s response shall be not used as a reason for extending the deadline for submission, unless SSGASS determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
9	Manner of Disseminating Supplemental Information to the RFP and responses or clarifications to Bidders queries	Once uploaded, prospective bidder (i.e., bidder that have accepted the bid Invitation) will be notified via email that changes have occurred. It is the responsibility of the bidder to view the respective changes and clarifications.
10	Deadline for Submission	Please Submit up to 21 days from the date of issuance. <u>PLEASE NOTE:</u> 1. Try to submit your bid a day prior or well before the closing time 2. Do not wait until last minute. If you face any issue submitting your bid at the last minute, SSGASS may not be able to assist you.
11	Allowable Manner of Submitting Proposals	Hard copies separated envelopes and soft copies standard format post-delivery of hard copies passworded financial proposal.
12	Electronic submission requirements	<ul style="list-style-type: none"> ▪ Format: PDF files (Preferred) ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ Financial Proposal must be protected. ▪ All files must be free of viruses and not corrupted. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. Please note that <u>your technical and financial proposals must be uploaded in two separate PDF files and financial proposal should be password protected. Do not provide the financial proposal encryption password unless AAGVCSS asks you to do by an email from above emails.</u>

		<u>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</u>
13	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 80% - 20% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 60%.
14	Expected date for commencement of Contract
15	Maximum expected duration of contract	Two weeks from the date of contract commencement
16	SSGASS will award the contract to:	One Proposer Only
17	Type of Contract	Contract for Consultancy Services

Section 4. Terms of Reference

TERMS OF REFERENCE FOR A FINAL FINANCIAL, PROCUREMENT, TECHNICAL AUDIT

SUPPORT IN STRUCTURING THE GUM ARABIC SECTOR IN SUDAN PROJECT

Agreement number: CSD-1008

Entity subject to the audit: FNC / SSGASS

Country: Sudan

Contracting Authority: FNC

Provisional audit contract conclusion date: September 2014

Period covered: September 2014- December 2018
November 2020- August 2022

Contents

Contents.....	18
1 Audit Context, Objectives and Scope.....	21
1.1 Context	21
1.1.1 Presentation of the FNC	Error! Bookmark not defined.
1.1.2 Presentation of the Project / Programme	21
1.1.3 Context of the Audit	24
1.2 Audit Objectives.....	24
1.3 Scope (or Extent) of the Audit	24
1.3.1 Contractual Conditions	24
1.3.2 Period(s) Covered.....	24
1.3.3 Financial and Volume Data	25
1.3.4 Restrictions to the Scope of Work	25
2 Audit Methodology and Reference Framework.....	26
2.1 Conduct of the Audit	26
2.1.1 Audit Stages	26

2.1.2	Audit Timetable.....	27
2.1.3	Engagement Logistics	28
2.1.4	Volume of Services	28
2.1.5	Report Structure and Content	28
2.2	Audit Methodology	28
2.2.1	Sample Determination	28
2.2.2	Eligibility Conditions	29
2.2.3	Determination of the Opinion	29
2.2.4	Documentation of Identified Misstatements and Weaknesses.....	30
2.3	Audit Procedures	30
2.3.1	Financial Statements Review and Verification of the Use of Allocated Funds	30
2.3.2	Follow-up of the Recommendations of Previous Audits	33
3	Professional obligations.....	34
3.1	Standards and ethics	34
3.1.1	Professional Standards to be Used	34
3.1.2	Ethics and Independence.....	34
3.2	Requirements for the Auditor	34
3.2.1	Auditor’s Professional Affiliation	34
3.2.2	Audit Team Qualifications and Experience.....	35
3.2.3	Team Profiles	35
3.2.4	Curriculum Vitae (CVs).....	36
3.2.5	Composition of the Audit Team	36
4	Appendices.....	37
4.1	Key Project/Programme Information.....	37

4.2 Nomenclature of Findings and Misstatements..... 37

4.3 List of Expenditures and Findings (Model) 37

4.4 Audit Report Template 37

4.5 Letter of Representation (Model) 37

4.6 AFD Contract Award Checklist 37

1. Audit Context, Objectives and Scope

1.1 Context

1.1.1 Presentation of the Project / Programme

Gum Arabic, harvested from Acacia trees, provides livelihood to smallholder farmers. Gum Arabic is also one of the four main agricultural commodities exported by Sudan (together with livestock, cotton, and sesame). Export represents an annual export value of around 40 million USD (average of the last ten years).

In the 1950s and 60s, Sudan represented 80% of the international gum trade (in 1968 it exported 52000 tons of 65000 produced). During the second half of the twentieth century, gum exports declined at a rate of 2.2% per annum mainly due to poor political organization of the sector; in the 1980s, Sudan only exported 25 000 tons per year of Hashab. In the 1990s, the share of Sudan in international exports declined below 50%. Producers were only receiving 15% to 20% of FOB price, and preferred cutting acacias for producing charcoal and for planting cash crops.

At the beginning of the 2000s, in order to respond to the bad performances of the sector in Sudan (decline in production and therefore in exports), the Government initiated the liberalization of the sector. The government abolished the monopoly of the Gum Arabic Company, and more than 20 private exporters entered the export market.

Today, even though the liberalization process takes time, the sector is mainly animated by the private sector. Sudan is still the biggest producer of Gum Arabic in the world, with almost 50% of the global production.

Sudan presents an important potential for further developing the Gum Arabic sector, that is particularly strategic to improve the living conditions of populations and Sudanese economic performance. For this reason, the French Development Agency's (AFD) initiated in April 2012 a feasibility study in order to identify and design, in close relationship with local actors, a project to help revitalizing and supporting this sector.

The general objective consisted in reducing poverty at the level of the targeted populations and improving the local players' position in international markets. It has done this by reinforcing the Gum Arabic sector with a focus on improving quality, improving the distribution of added value, reinforcing the professionalism of groups of producers and exporters, improving the marketing, and developing an innovative way to strengthen the interaction and communication between the actors of the chain.

From this general objective, three specific objectives followed:

1. Foster the emergence of a framework for ongoing local dialogue involving the actors of the Gum Arabic sector.
2. Bring the actors of the sector to develop together collective and coherent solutions for improving the gum quality, protect the gum trees and sustainably pre-finance the sector.
3. Develop market opportunities on the national and international markets that will benefit all the actors of the sector.

The beneficiary of the project was the Government of Sudan, represented by the Ministry of Finance. The Forest National Corporation (FNC) was the implementing agency, assisted by an international consulting firm for certain specific activities (technical and financial support) and for the general management of the overall project (assistant to the implementing agency). For this purpose, the FNC set up dedicated Project Operational Team which will be based in El Obeid – and some in Khartoum and composed as following:

- A coordinator (halftime, based in Khartoum);
- A project manager (full time, based in El Obeid);
- A Facilitator/Animator specialized in rural microfinance (full time, based in El Obeid);
- A group facilitator/ Animator specialized in animation of rural and economic groups dialogue (full time, based in El Obeid);
- A senior Facilitator/Animator specialized in forestry (full time, based in El Obeid);
- An Administration and Finance Manager (full time, based in El Obeid);
- An assistant (full time, based in Khartoum)
- A driver (full time, based in El Obeid).
- A driver based in Khartoum

The coordinator has been selected within the employees of the FNC 50% of his/her salary shall be covered by the project. 50% will represent a local GoS contribution to the project. The Project manager, the Facilitator/Animator specialized in micro-finance, the Facilitator/animator specialized in dialogue and the Administration and Financial manager have been recruited competitively from the market based on clear and satisfactory terms of reference. Their salaries should have been covered by the project. The Facilitator/Animator specialized on forestry, the assistant and the driver have been selected within the employees of the FNC or related forestry institutions based on clear terms of reference and selection criteria. Their salaries should have been covered by the FNC as local GoS contribution. The project will pay top-in to the FNC staff. In order to ensure the sustainability of the project, FNC designated two liaison officers to be based in El Obeid in order to closely follow especially activities linked to dialogue and microfinance/ access to finance.

In order to ensure general guidance to the project a Steering Committee (SC) chaired by the FNC Board of Directory under the Ministry of Environment, Forestry and Physical Development should have been set up during the inception phase. Its composition should be in line with the one set up for the World Bank I IFAD Gum Arabic Project but should include representatives of local stakeholders (eg. North Kordofan regional government, El Obeid university, ...).

AFD financed this project on grant for an amount of 1.4 millions Euros. The Sudanese Government contributed to the project especially in three ways (i) through FNC or related forestry institutions human resources assigned to the project (as described in Institutional set-up part) and (ii) through tax and customs exemptions for the project activities and (iii) through provision of top-in to some of the staff. Normally, the project should have taken place over a period of three years. However, the project was put on technical standby due to critical logistical problems related to the dramatic macroeconomic crisis that the country has been experiencing for almost two years and the difficulties in transferring funds to Sudan, thus the lack of available funds for the project. The financing agreement was done on December 2012 and the final disbursement on the first project was made in December 2020. The last disbursement was fully funded with the grant i.e., no local component fund.

During the period, the funds have been made available in accordance with the following terms: The funds have been paid directly to the Final Recipient pursuant to the conditions set forth in this Agreement upon evidence, satisfactory to AFD, of payment of the expenses incurred by the Final Recipient. Advances have been used to finance activities and contracts made under the Project.

Procurements for an amount equal to or more than 15 000 Euros subject to AFD no-objection. Direct contracting and procurements for amounts below 15, 000 EUR subject to project line management approval (PC). AFD has made the first Drawdown in the form of an initial advance. Renewal of the initial advance have been made, at the request of the Final Recipient, for an amount at least equal to 70 % of the initial advance amount.

INDICATIVE FINANCING PLAN

In euros	Total
Component 1 : Initiating the intra-sectorial dialogue at the level of a regional pilot test	280 000
Component 2 : Improving the quality and reinforcing the GAPAs capacity with common grounds activities facilitating the dialogue	348 000
Component 3: Promotion of GA on the international and national markets	172 000
Project management unit	
Assistant to project management (provided by an international consulting firm)	530 000
Human resources	
Functioning, audit and evaluation costs	
FNC resources assigned to the project	135 000
Contingency	70000
TOTAL AFD's contribution	1 400 000

Additional information about the Project / Programme activities is available in Annex 4.1 attached

- Execution Rates:
for the period Sept 2014-December 2021,

DATE	EXCHANGE RATE
28/04/2014	07.47
12/09/2014	07.19
28/01/2015	06.69
26/04/2015	06.39
26/08/2015	06.69
21/12/2015	06.60
27/06/2016	06.69
26/10/2016	06.91
01/03/2017	06.84
03/01/2021	67.59
24/02/2021	454.65
22/08/2021	521.07
30/12/2021	493.78

From Jan to Aug 2022	493.78
-------------------------	--------

- Banking circuit & description of disbursement modalities is actual amount based on Cash basis.

1.1.3 Context of the Audit

According to the terms of the agreement regarding the conduct of audits, the Ministry of Finance and National Economy of the Sudan has authorized AFD to carry out or arrange for monitoring and final audit missions with respect to the conditions of the Project's performance and operation, as well as for the purpose of assessing the Project's impacts and the achievement of the Project's objectives. This final audit is an audit planned in the financing agreement.

These TOR will form an integral part of the contract between the Contracting Authority (CA) and the auditor.

1.2 Audit Objectives

The objectives of this audit are to enable the auditor to express a professional opinion on whether:

- **the financial statements** of the Project / Programme present fairly, in all material aspects, the expenditure actually incurred and revenue actually received for the Project / Programme for the period covered by the audit;
- **the funds allocated to the Project / Programme have, in all material aspects, been used in conformity with the applicable conditions; the expenditure is compliant with the rules of sound financial management, assessed notably in the light of eligibility criteria (see Annex 4.2 – Nomenclature of Findings and Misstatements);**
- **contracts** have been awarded in accordance with applicable rules and in accordance with the principles of economy, efficiency, transparency and fairness, **and in compliance with AML/CFT due diligence requirements;**
- contracts have been performed in accordance with specified standards.

The auditor should also provide recommendations on the various aspects of the audit.

1.3 Scope (or Extent) of the Audit

1.3.1 Contractual Conditions

- financing agreement, or management guideline procedure, addenda;
- between the Entity and its supervisory administrations;
- guidelines for establishing budgets / activity programmes that required an AFD NON or an approval from the Project / Programme steering committee or PN threshold;
- regulations governing public contracts;

1.3.2 Period(s) Covered

The final audit will cover the whole implementation period, from September 2014 to 31 August 2022 (2019 and 2020 till October 2020 not involved, no fund)

1.3.3 Financial and Volume Data

Financial and volume data for the period covered by the financial component of the audit is provided below:

- budget for the period 1.4 Million Euro ;
- The expenditure amount implemented over the period was 1,320,834.98 Euro.
- The numbers of bank accounts opened for the project were:
 - Local A/C: 00769193019001
 - Local A/C: 01469193153007
 - Foreign A/C: 01469183153008
- The entities authorised to operate them were:
 - Ibrahim Abd Alkarim – Project Manager (Mid October 2016).
 - Mirghani Hassan - Financial Manager (Mid July 2017).
 - Mohamed Idris Ibrahim – Project Manager “Entity” (18 October 2016) up to now.
 - Mohamed Ahmed Mariod - Financial Manager (from Mid July 2017 up to now).
 - Faiza Siddig – Project Coordinator (Focal point for FNC, MOF, AFD for renewable advance cash issues) Contracting Authority
- number of expenses (if possible, breakdown of expenses between activities, investments and operational costs, and breakdown by project banking accounts)
- The supporting documents corresponding to these expenses found at the account office.

Data for the period covered by the audit, as well as on the number and scope of contracts is provided below :

- Part of the procurement audit: provide a list of the contracts signed during the reference period (procurement procedure carried out prior to the reference period or in N and signature in N) specifying the amount and location by contract nature (works, services) and by type of tender procedure.
- budgeted amount for contracts;
- for a technical audit: provide a list of the contracts performed and paid in full at the period of the audit

The general auditing covered all expenditure documents from the starting of the project in 2014 up to the end of year 2018 including the contracts and other activities. See a detailed list of contracts attached to these TOR (as Annex 4.6). and from November 2020- August 2022.

1.3.4 Restrictions to the Scope of Work

The auditor reports to the Contracting Authority about any limitations in the scope of work he/she may find prior to or during the audit.

In the event of security problems arising, the auditor, Entity and the Contracting Authority agree on the actions to be taken and adapt the scope of work accordingly.

2. Audit Methodology and Reference Framework

2.1 Conduct of the Audit

2.1.1 Audit Stages

- Engagement preparation

The auditor should contact the Entity as soon as possible (and no later than 7 days) after the audit has been formally announced by the Entity, to prepare the engagement and agree on its timetable, notably for field work.

He /she should ensure the availability:

- of the final financial statements and of the original supporting documents or photocopies of the originals certified by the Entity and shall address the Entity a first request for documents (elements relating to the financial audit and to the audit of the internal control system);
- of the contracts documentation (for procurement or technical aspects) and their location. Based on the list of contracts annexed to the TOR, he / she will address the Entity a first request for documents

- Preparatory meeting with the Contracting Authority

The purpose of this meeting is to exchange views on audit planning and field work, as well as on the timetable for preparing the audit report and to clarify the points still outstanding (in particular actions to be taken following the first request for documents).

- Opening meeting with the Project / Program

An opening meeting with the Entity is organized to address the following topics: planning of the audit fieldwork, logistics and security (premises, vehicles, equipment, etc.), documents availability, key staff availability and initial meetings set up and, if applicable, designation of a focal point at the Entity level. The auditor should inform the Contracting Authority of this meeting, in which its representatives may take part.

- Execution of the audit engagement

The auditor performs the procedures detailed in section 2.3 of these TOR. He uses a working method as participatory as possible, to obtain as much evidence items and supporting documentation as possible during the engagement and prior to the production of the draft report. He/she asks of the missing documents and give the Entity adequate time to provide the documents before producing the draft report, and gives adequate time to clearly understand the situation and context.

- Aide-mémoire and restitution meeting

At the end of the engagement, the auditor prepares an aide-mémoire and is required to organize a closing meeting with the Entity. Representatives of the Contracting Authority may take part in this meeting, aimed at reviewing the aide-mémoire and obtaining from the Entity its observations on the auditor's findings and recommendations. If necessary, the Entity is invited to provide additional documents and/or information to be taken into consideration in the draft report.

Opening meeting with the Entity																				
Fieldwork																				
Aide-mémoire and restitution meeting																				
Draft report submission (14 days after mission)																				
[AFD] Contracting Authority and Entity observations on Draft Report (14 days after report is received)																				
Submission of final report to Contracting Authority [AFD] and the Entity (14 days after receiving comments and possible additional supporting documentation)																				

2.1.3 Engagement Logistics

- Travels are expected from Khartoum to El Obeid,, and the position of work in El Obeid. North Kordofan State (operating unit of the project).
- The FNC will provide all facilities of work including secure and air-conditioned offices, Internet connection and office.
- Vehicles provided for fieldwork and local movement in El Obeid. The audit team from Khartoum to El Obeid and back will pay own selves.
- The accommodation (hotel and meals) should be included among contract agreement.

2.1.4 Volume of Services

The estimated overall volume of services in man-days for the entire audit team is 30 days. The table below details the volumes of services by expert:

2.1.5 Report Structure and Content

The use of the audit report template, provided to the auditor, is mandatory. It should be presented in English. Findings and misstatements will be presented in the audit report according to the nomenclature provided in Annex 4.2. and financial findings should be summarized based on the following typology: eligible expenditure, eligible with misstatements, ineligible, unaudited.

The auditor sends the draft report electronically, in Word and Excel for the annexes, simultaneously to the Contracting Authority, AFD and the Entity.

He /she then sends to the Contracting Authority/AFD two original paper versions on the auditor’s letterhead and an electronic version (in Word and Excel for the annexes) of the final report along with a cover note. In the cover note, he / she should confirm that two original paper versions of the final audit report have been sent to the Entity. The word “draft” or “final” should appear clearly on each version.

The final report is signed by the partner in charge of the engagement and its execution.

The auditor must also send an electronic version (in PDF format) of the signed and dated final report to the Entity’s focal point.

2.2 Audit Methodology

2.2.1 Sample Determination

The auditor may use sampling based on his / her risk assessment.

a) Financial audit relating to the use of allocated funds

To ensure that the tests results are representative, the auditor audits at least 65% (in amount) of the total expenditure stated in the financial report.

b) Procurement Audit

- 100% of contracts are audited

c) Technical Audit

Sample determination should take into account the following factors: complexity of the works, geographic dispersion, technical incidents occurring during execution, absence of project management, delays, suspension orders, addenda (legitimacy), poor detailed engineering design, deficient technical requirements and working plan.

3. Eligibility Conditions

The auditor performs tests and controls of expenditure eligibility by ensuring:

- its compliance:
 - with the financing (of funds or of project management) agreement, and contracts,
 - with the annual activity program for which AFD gave an approval,
 - with procurement legislation, and AFD procurement guidelines or other internal regulations (e.g. management manual procedure for internal control),
 - with technical standards and standards of professional practice for the performance of contracts;
- the existence:
 - of supporting documents by type of expenditure in compliance with sound management practices in comparison with the procedure's manual,
 - of the required documentation for contracts' technical execution;
- the probative value of supporting documentation (original supporting documentation, compliance with the chronology of dates, compliance with mandatory information requirements, affixing of stamps and signatures)
- the effectiveness and quality of execution in the field;
- that the Project / Programme has ensured to obtain the most satisfactory quality/price ratio;
- that the expenditure/contracts have been incurred/executed by the Entity during the Project / Programme implementation period defined in the financing agreement;
- that expenditure is adequately recorded in the Entity's accounts; (cheque or letter translate)
- that expenditure does not include any ineligible costs.

4. Determination of the Opinion

The possible audit opinions for financial audits are an unqualified opinion, a qualified opinion, an adverse opinion and a disclaimer of opinion. The report template provided to the auditor contains guidance for the formulation of the opinions.

Auditors are now required, when expressing an opinion on the current year's financial statements, to consider the possible effect of a modified opinion (qualified opinion, adverse opinion and disclaimer of

opinion) from a previous year that did not result in an appropriate amendment or solution (ISA standard 710). This avoids the accumulation of unresolved findings.

5. Documentation of Identified Misstatements and Weaknesses

The Excel file attached in Annex 4.3 should be used by the auditor to document procedures performed on audited expenditure and summarizes identified misstatements. Other Excel files may be sent to auditors upon request to facilitate the application of audit procedures. Annex 4.3 should be attached to the auditor's report.

6. Audit Procedures

7. Financial Statements Review and Verification of the Use of Allocated Funds

- Verification of financial statements

The auditor performs the necessary procedures to verify that resources received and used by the Project / Programme are effectively reflected in complete, sincere and correctly drawn up financial statements. As such, he/she:

- ensures that the Project/Programme financial statements have been prepared in accordance with the requirements set out in the financing agreement(e.g. accrual or cash-based accounting);
- ensures that the financial statements presents fairly, in all material aspects, the actual expenditure incurred and revenue received for the Project/Programme for the period subject to the audit, in conformity with the applicable contractual conditions;
- ensures that the financial statements are consistent with other accounting documents including the trial balance and books of accounts;
- ensures that the financial statements are consistent with the technical and financial implementation reports submitted to AFD and any other financial or statutory reports prepared within the context of the Project / Programme;
- reviews adjusting entries made during the financial statements closing process;
- reconciles the financial statements with the cash situation and/or bank accounts, including by obtaining direct confirmation from the banks managing the accounts;
- verifies, if applicable, the accuracy of exchange rates used for monetary conversions, as well as their compliance with the financing agreement conditions;
- verifies, if applicable, the procedures used to control funds sent to other entities involved in activities implementation.

The auditor may elect to request written statements in a letter of representation (A template, from ISA 580, is provided in Annex 4.4; the auditor will verify that ISA 580 has not altered this template) signed by member(s) of the Management who are primarily responsible for the Entity's management (ISA 580). The purpose of this approach is to obtain evidence that the Management acknowledges its responsibility for: the financial report's reliability, adherence to the financing agreement conditions, compliance with regulations and best practices for procurement and execution of contracts, and the organisation of an appropriate internal control system.

- Verification of the use of funds

The objective of these procedures is to ensure that:

- the funds allocated to the Project / Programme by AFD for the period subject to the audit have, in all material aspects, been used in conformity with the applicable contractual conditions;
- the statement of assets presents adequately (number, description and value of assets) and exhaustively the assets acquired for the Project / Programme for the period subject to the audit, in conformity with the contractual conditions and information contained in the financial report.

The auditor's work covers in particular:

- the compliance verification with accounting principles and specific rules;
- the verification of expenditure's compliance with activities agreed upon in the financing agreement, activity programme, as well as their consistency with technical and financial performance reports;
- the verification that expenditure has been implemented during the implementation period of the audited Project / Programme and is supported by accurate, regular and sincere supporting documentation;
- the verification of statements of expenditure: expenditure authorisations, documentation of expenditure statements, compliance and validity of such statements.

Detailed controls are proposed in the *Financial Module* file, available on the AFD website.

- Analytical and budgetary procedures

The auditor performs an analytical review of expenditure to verify whether:

- the budget presented in the technical and financial performance reports corresponds to the budget in the financing and agreement and approved by the steering committee and having received approval notification from AFD (authenticity and approval of the initial budget by lines and sub-lines, budget forecast plan sent with the Request for renewable advance cash);
- the expenditure reported in the technical and financial performance reports were foreseen in the budget lines and sub-lines;
- budgetary amendments have been validated and approved by the steering committee;
- the Project / Program absorption rate is consistent with the activities implementation schedule. The auditor examines discrepancies and obtains explanations about over- or under-execution in the budget.

8. Procurement Audit

The auditor examines and assesses the following aspects:

- Review of the procurement actioion, regulation and procedures
- the mechanisms for preventing and detecting irregularities and fraud (collusion, cover bidding and agreements between undertakings);
- deadlines compliance with applicable rules and the Project's / Program's specific provisions;
- the compliance and reliability of the documentation filing and archiving system.
- Requirement definition:
- contracts compliance with the procurement plan and budgets (implementation calendar and budget envelopes);

- for mutual agreement contracts or direct agreement contracts, that the grounds invoked are in compliance with the regulations and that there is no abuse of law in such circumstances.
 - Competitive tender process (tender dossier phase, call for tenders)
- the advertising methods, deadlines for presentation of bids and organisation for bids submission;
- the choice of type of consultation/selection procedure;
 - Evaluation and award
- the evaluation methods used, their consistency and compliance with the criteria defined in the tender dossier, as well as their relevance: this assessment will be made on administrative, technical and financial aspects;
- the consistency between tender analysis reports, tender award minutes, award notifications and awarded contracts;
- the cases of leniency towards companies during bid evaluations and respect of the principle of fairness;
- the award of the contract according to the best or lowest bidder rule;
- the obtaining of reasonable economic conditions, by comparing unit prices with those of similar contracts;
- cases of breach of the tender process, characterised by agreements between undertakings;
- cases of contract splitting.
- Contract management
 - the compliance of clauses in the initial contract;
 - the existence of guarantees and their probative value;
 - the consistency between technical requirements in the tender dossiers and those attached to the signed contracts;
 - changes over the course of contracts, ensuring that they are supported by service orders issued by authorised persons (project management, supervision missions, etc.);
 - the legality of addenda to initial contracts in terms of value, technical appropriateness and compliance with ceilings provided for in the regulations.
- The presence of the signed integrity statement.

- Contracts subject to an AFD NON

For contracts subject to an AFD NON, the auditor is asked to verify that the necessary NON have been requested and delivered. If not, the same audit procedures should be performed as for contracts not subject to an AFD NON.

- AML/CFT due diligence

- the performance of AML/CFT (Anti-Money Laundering And Combating The Financing Of Terrorism) due diligence by the Entity prior to contract(s) award, in particular verification of the absence of contracts beneficiary(ies) or subcontractors from the financial sanctions lists adopted by the United Nations, European Union and France. Furthermore, the auditor should ensure that the results and ensuing consequences of the search carried out by the Entity have been given due consideration.

9. Technical Audit

The auditor examines the following aspects:

- the relevance of the technical specifications and requirements contained in the tender dossier, especially with regard to the nature of the services /works;
- the conformity of the technical requirements contained in the tender dossier, the technical bid, the contract (and its addenda) and the works execution schedule;
- the existence and quality of the operations technical monitoring documentation (e.g. logs/diaries, site visit reports, etc.);
- the actual completion of services / works (reality, quality and compliance with contractual conditions);
- the conformity of attachments, breakdowns / invoices and any technical documents (including logs/diaries) with the project's technical progress;
- the adequacy of the prices particularly in the event of changes in the nature of services / works (by service order and / or addendum);
- compliance with the works execution schedule (deadlines, conformity of the performance with the contract, logical phasing of tasks, etc.);
- the technical justification for addenda and service orders;
- the identification of delays in contracts' execution and verification the application of incurred penalties;
- the observance of contractual obligations by each party to prevent the risks of litigation or dispute;
- the assessment regarding the quality of the general organisation of works /services and particularly with regard to the control and monitoring of their execution by the Project / Programme, the administration's technical services and / or control and monitoring offices.

10. Follow-up of the Recommendations of Previous Audits

The auditor should review the recommendations contained in previous audit reports, assess their degree of implementation and re-assess their priority level, if required. If it is found that these recommendations have not been applied, the auditor tries to identify the underlying causes and proposes solutions for adjustment purposes.

11. Professional obligations

Standards and ethics

Professional Standards to be Used

The auditor should take into consideration the various guidelines applicable to the production of financial audit reports. With regard to the application of ISA Standards, special attention should be given to the following:

- **Fraud and Corruption:** in accordance with **ISA 240** (Consideration of the risk of fraud and error in an audit of financial statements), it is important to identify and assess the risks of fraud, obtain or provide sufficient audit evidence for the analysis of these risks, and deal with identified or suspected fraud appropriately.
- **Laws and Regulations:** when developing the audit approach and executing the audit procedures, the Project/Programme compliance with laws and regulations that may significantly affect financial statements should be assessed, as required by **ISA 250** (Consideration of the risk of misstatement in an audit of financial statements resulting from non-compliance with legal and regulatory texts).
- **Governance:** communication with the Project / Programme Management members in charge of governance on major audit matters in compliance with **ISA 260** (Communication on the mission with those charged with Governance).
- **Risks:** to reduce audit risks to a relatively low level, appropriate audit procedures in response to the risks of misstatements identified after the assessment of the internal control system should be implemented, in accordance with **ISA 330** (Audit procedures implemented by the auditor after his risk assessment).

In accordance with **ISAE 3000**, the auditor should prepare audit documentation that provides:

- sufficient and appropriate evidence of the work serving as a basis for his audit report; and
- evidence that the audit has been planned and performed according to ISA standards and in compliance with applicable legislative and regulatory requirements.

Audit documentation is defined as the presentation of the audit procedures performed, relevant evidence collected and conclusions that the auditor has reached.

Audit files consist in one or more folders or other means of archiving, in a physical or electronic form, containing documentation relating to a specific mission.

12. Ethics and Independence

The auditor should comply with the IFAC Code of Ethics for Professional Accountants, developed and issued by IFAC's International Ethics Standards Board for Accountants (IESBA).

This Code establishes fundamental ethical principles for auditors with regard to integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards.

13. Requirements for the Auditor

Auditor's Professional Affiliation

By agreeing these TOR, the auditor confirms that he/she meets at least one of the following conditions:

- the auditor is a member of a national accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC); or
- the auditor is a member of a national accounting or auditing body or institution; although this organisation is not a member of IFAC, the auditor commits him/herself to undertake this engagement in accordance with the IFAC standards and ethics set out in these TOR.

14. Audit Team Qualifications and Experience

The Auditor will employ staff with appropriate professional qualifications and suitable experience with IFAC standards, in particular International Standards on Auditing and with experience in auditing financial information of entities comparable in size and complexity to the Entity. In addition the audit team as whole should have:

- experience with audits of development aid projects and programmes funded by national and/or international institutions and/or donors;
- experience with procurement audits and technical audits
- sufficient knowledge of relevant laws, regulations and rules in the country would be an asset; this includes, but is not limited to taxation, social security and labour regulations, accounting and accounting information systems, procurement;
- excellent knowledge of French (or other official language of the country);
- audit experience in the Project/Programme sector.

15. Team Profiles

16. Key Experts

Experts who are to perform an important role in the mission are referred to as “Key Experts”.

Category 1 – (Audit partner)

A Category 1 expert (Audit partner) should be a partner or other person in a position similar to that of a partner and be a highly qualified expert with relevant professional qualifications, and assuming or having assumed team leader and supervisor responsibilities in financial audit practice.

He should be a member of a national or international accounting or auditing body or institution. He must have at least 10 years of experience as a professional auditor or accountant, in the field of donor-funded projects / programmes audit.

The audit partner is the person responsible for the specific contract and its performance as well as for the report that is issued on behalf of the firm.

Category 2 – (e.g. Team Leader and Senior Auditor)

Team Leader(s) should be qualified expert(s) with a relevant university degree or professional qualification in accounting and auditing, procurement, works auditing or supervision. They must have at least 8 years of experience as a professional auditor in the field of donor-funded projects / programmes audit. They must demonstrate successful experience in managing audit teams.

17. Non-Key Experts

Category 3 – (e.g. assistant auditor)

Assistant auditors must have a university degree in accounting or auditing, procurement, works auditing or supervision of work and have at least 1 year of professional experience as a professional auditor in the field of programmes audit.

18. Support Staff and Technical Support

The auditor is free to propose additional support (administrative and/or technical) in his/her bid, the cost of which should then be incorporated in the expert fees.

19. Curriculum Vitae (CVs)

The auditor provides the CVs of all experts (key and non-key) proposed as team members. The CVs include information on the types of audits performed by the team members, demonstrating their abilities and capacity to perform the audit, as well as detailed information regarding any relevant experience.

20. Composition of the Audit Team

	Cat 1: Partner	Cat 2: Team Leader	Cat 3: Assistant Auditor	TOTAL
Min. No. of auditors				
Other personnel (technical or PM)				
TOTAL				

Appendices

Key Project/Programme Information
Nomenclature of Findings and Misstatements
List of Expenditures and Findings (Model)
Audit Report Template
Letter of Representation (Model)
AFD Contract Award Checklist

Appendices 4.6: The Project Contract

NO:	DATE	CONTRACTER	TAYPE	PERCENTAGE	AMOUNT/ SDG	AMOUNT/ EURO
1	20\11\2014	IRAM\Rongead	IPC ICF Technical and financial Service provider (not completed)	40.9%	Direct payment	374,982
2	19\05\2016	AVN	DC Feasibility study for upscaling AVN	100%	Direct payment	17,879
3	12\09\2014	Bashir vehicle company	DC Purchase of Nissan vehicle 4 wheel drive	100%	Direct payment	41,742.95
4	18\09\2014	Golden arrow	DC Purchase of Saloon Yaris	100%	Direct payment	21,168.47
5	23\10\2014	Creation for computer equipment	DC Purchase of office equipment's	100%	Direct payment	17,297.96
6	1/5/2016	Black smith	Sonkies	100%	12,500.00	1,883.58
7	2/2/2016	IGARDs	DC Harvest machine	90%	100,000.00	10,570.75
8	5/11/2017	Almotahida Company for Development Projects MCDP	DC GA Festival agreement (not completed)	30%	30,000.00	4,382.16
9	1/24/2018	SAG Media Company	NPC Movie agreement	100%	100,000.00	14,600.88
10	4/14/2021	Alkara Society	Store	90%	2,498,130.00	5,459.60
11	4/18/2021	Bottaih Alsimood	Water basin, 10% paid by GAPAs	90%	1,595,160.00	3,486.19
12	4/18/2021	Um Debaiba	Store 10% paid by GAPAs	90%	3,087,000.00	6,746.57
13	5/2/2021	Um Dekaika	Water basin 10% paid by GAPAs	90%	1,649,205.00	3,303.76
14	4/25/2021	Aamir Ali Abdelrahman	DC Training Workshop	100%	895,000.00	1,968.55
15	5/3/2021	Abu Gaoud	Store 10% paid by GAPAs	90%	1,978,650.00	4,214.84
16	5/11/2021	Rehaiwa	Store 10% paid by GAPAs	90%	2,057,400.00	4,496.40
17	5/11/2021	Farshaha	Store 10% paid by GAPAs	90%	2,498,130.00	5,459.60

18	5/17/2021	Um Sharaity	Water basin 10% paid by GAPAs	90%	1,761,066.00	3,848.77
19	6/14/2021	Um Gawawa	Water basin 10% paid by GAPAs	90%	2,043,900.00	4,466.90
20	6/14/2021	Massara	Store 10% paid by GAPAs	90%	3,600,000.00	7,867.71
21	6/21/2021	Suaad Omer	DC Workshop	100%	537,500.00	1,182.23
22	4/18/2021	Alshili business	Printing Manual	100%	360,000.00	395.91
23	8/1/2021	Seven vision	PNC Research Chloroplast Contract	100%	4,668,472.00	9,811.50
24	10/6/2021	Einshirah Mohamed	Training Workshop	100%	360,000.00	690.89
25	12/30/2021	Eltabeeb Kabashi	Water basin 10% paid by GAPAs	90%	3,582,000.00	6,527.20

Note : for the micro-projects contracts the project contribution is 90% and GAPAs 10%, so there is no budget paid by the project

AFD Direct Payment

Date	Description	Budget ref line	Payments/SDG	Payments/EUR
09/12/14	Purchase of vehicle / Bashir 1st instalment	2.1.1 4*4 vehicle	145,000.00	19,508.60
09/18/14	Purchase of vehicle / Golden arrow	2.1.1 4*4 vehicle	164,669.13	21,168.47
10/23/14	Purchase of computers/Creation	2.2 Computer equipment	127,350.00	17,297.96
01/30/15	Purchase of vehicle / Bashir 2nd instalment	2.1.1 4*4 vehicle	145,000.00	22,234.35
07/22/15	TA/IRAM	3.1 Technical Assistance (ICF)		40,122.54
11/17/15	Hotel bill/COP21	4.1.7.3 Participation to COP21		1,032.00
03/10/16	TA/IRAM	3.1 Technical Assistance (ICF)		72,305.86
07/12/16	AVN	4.3.3 Cofinancing research projects		2,391.00
08/09/16	TA/IRAM	3.1 Technical Assistance (ICF)		40,842.12

Section 5. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's Qualification, Capacity and Experience		Points Obtainable
1.1	Reputation of Organization and/or Staff Credibility / Reliability	80
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> • Financial stability • Age/size of the firm • Strength of project management support • Project management controls • Reputation of the organization and staff (competency) 	70
1.3	Track record of conducting similar training activities to farmers or their organizations, ideally in Sudan in the field of pre-finance management, book keeping and savings and principles of marketing.	40
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks, which may affect project implementation, but properly done it offers a chance to access specialized skills.)	10
1.5	Relevance of: <ul style="list-style-type: none"> • Specialized knowledge in designing and implementing of trainings, efficiency of service delivery and capacity building. (50 points). 	100

	<ul style="list-style-type: none"> Experience in adapting an innovative training method that maintain conducive training environment for the key participants (50 Points). 	
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points Obtainable
2.1	To what degree does the Proposer understand the task? [Ability to understand the whole context of the RFP]	100
2.2	Have the important aspects of the task been addressed in sufficient details? [Proposal's alignment with specific purpose of the TOR for the training institution to be able to delivery required milestones]	100
2.3	Is the scope of task well defined and does it correspond to the TOR? [How the proposed training program properly reflecting the scope of task and deliverables]	50
2.4	Is the presented proposal clear, proposed training sessions are logical, realistic and promise added value to the project?	50
Total Section 2		300
Section 3. Management Structure and Key Personnel		Points Obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Qualifications of Key Personnel Proposed	
3.2 a	Lead Facilitator	100
	Education Qualification	20
	General Experience (at least 5 years professional expereince in the area of specialization)	25
	Demonstrated knowledge in the area of TOT capacity building programs.	20
	Team Leading and Training Management Experience	25
	Language qualification and reporting	10
3.2 b	Qualifications of Team Members (2 Members)	250
	Education Qualification	40
	General experience (at least 3 years' experience in the area of specializations)	60
	Professional experience in the area of conducting TOT training programs and well experience in providing training workshop plans.	100
	Excellency on training facilitation skills through adoption of an innovative method	30
	Language qualification and reporting	20
Total Section 3		400

Section 6. Technical Proposal Submission Forms

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) Is not under procurement prohibition by the Project, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists.
- b) Have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Agencies or the European Union or the World Bank Group or any other International Organization;
- c) Have no conflict of interest in accordance with Instruction to Consultants Clause 4;
- d) Do not employ, or anticipate employing, any person(s) who is, or has been a Project Staff Member within the last year.
- e) Have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- f) Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the SGAVC or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the SGAVC.

We declare that 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 and/or sanctioning by the SSGASS. We offer to provide services in conformity with the Bidding Documents, including the SGAVC General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should SSGASS accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Technical Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal.

SECTION 1: Bidder's Qualification, Capacity and Experience

- 1.1 Brief description including the types of activities undertaken.
- 1.2 General capability which is likely to affect implementation: management structure, financial stability, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance brief procedures and risk mitigation measures.
- 1.5 Consultant's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.
- 2.2 Details how the different service elements shall be organized, controlled and delivered.
- 2.3 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Explain whether any work would be sub-contracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.5 Description of available performance assessment and evaluation mechanisms and tools, and how they shall be adopted and used for a specific requirement.
- 2.6 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.7 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.8 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. For the management of the project describing the relationship of key positions and designations.
- 3.2 Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.3 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Section 7. Financial Proposal Submission Forms

Form C: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder if]

Form D: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Consultants.

Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the Proposal: SDG

Table 1: Breakdown of Professional Fees:

Name	Position (As per the proposed structure to SGAVC RFP)	Professional Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
	Lead Facilitator			
	Financial Management Specialist			
	Procurement and Technical Management Specialist			
Subtotal Professional Fees:				
Note:				
1) *Number of man-days proposed for the experts must be realistic in accordance with the RFP requirements.				
2) *Bidders must propose (indicate) the names of the experts in the financial proposal in clear state in the above form.				

Table 2: Other Costs (Specify):

Particular	Heading/Calculative	Amount(s)
TOTAL AMOUNT		

Table 3: Summary of Overall Prices:

Cost Headings:	Amount(s)
Professional Fees (from Table 1)	
Other Costs (from Table 2)	
TOTAL AMOUNT (Financial Proposal)	

Section 8. Management of Key Personnel Forms

Form I: CVs of Proposed Key Personnel (Lead Facilitator)

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
	<i>[Provide details of professional certifications relevant to the scope of services]</i>

Professional certifications	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form 2: CV of Proposed Key Personnel (Financial Management Specialist)

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]

Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form 3: CV of Proposed Key Personnel (Procurement and Financial Specialist)

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>

	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Section 9. Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company, or was one of the Consortium/JV partners.

Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by SSGASS

Training Name	Client & Reference Contact Details	Contract Value	Period of Activity and status	Types of Activities Undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attach applicable copies of the financial statements/balance sheets, including all related notes, and income statements for the years required above complying with the following condition (if):

- a) May reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements may be audited by a certified public accountant;
- c) Historic financial statements may correspond to accounting periods already completed and audited.