

SERVICE CONTRACT NOTICE

Consultancy Services on Ascertainment of Lessons Learnt from the IGAD Led Somali Mediation and Peace Process.

1. Publication reference

6545-01/2017- 3.1.2.5 A-01-2020

2. Procedure

Single Tender

3. Programme title

IGAD Promoting Peace and Stability in the Horn of Africa Region

4. Financing

Budget line: 3.1.2.5

5. Contracting Authority

Intergovernmental Authority on Development Peace and Security Division (IGAD PSD)

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Consultancy to review, analyze and draw lessons from the Somalia Peace Process. The purpose of this project is to contribute to the greater peace and security agenda of IGAD. The stock taking exercise aims to draw lessons from the previous mediation efforts in Somalia in order to get a comprehensive understanding of the process and a holistic approach towards on-going dialogue and peacebuilding efforts.

8. Number and titles of lots

Not Applicable

9. Maximum budget

Up to EUR 13,799

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No

236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organizations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country.

11. Candidature

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

12. Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

13. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

14. Sub-contracting

Subcontracting is not allowed.

PROVISIONAL TIMETABLE

15. Provisional date of invitation to tender

January 2021.

16. Provisional commencement date of the contract

7th February 2021.

17. Initial period of implementation of tasks

Approximately 4 weeks

SELECTION AND AWARD CRITERIA

18. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of candidate**
- 2) **Professional capacity of candidate**
- 3) **Technical capacity of candidate**

19. Award criteria

Best price-quality ratio.

APPLICATION

20. Deadline for receipt of applications

Tenders must be sent to the contracting authority **on or before 2nd February 2021 at 12.00** as specified in point 5 of the instruction to tenderers.

Any application received by the Contracting Authority after this deadline will not be considered.

21. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

22. How applications may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

- **EITHER** by email or by courier service, in which case the evidence shall be constituted by the waybill date of the deposit slip, to: ippshar@igad.int
- **OR** hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Intergovernmental Authority on Development (IGAD) Peace and Security Division,

P.O. Box 1924 Addis Ababa, Ethiopia

5th floor Tensae Building, Cape Verde street, Bole road, off Africa Avenue,

Addis Ababa, Ethiopia.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

23. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 5. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

24. Operational language

All written communications for this tender procedure and contract must be in English.

25. Legal basis

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Council Regulation (EC) No 1085/2006 of 17.7.2006 establishing an Instrument for Pre-Accession Assistance (IPA) (OJ L 210, 31.7.2006, p. 82) - See Annex A2 of the Practical Guide.