

INVITATION TO TENDER

MOZAMBIQUE

07.10.2022

REF - ITT/SCI-Moz/MPT/2022/009

Green Climate Fund Simplified Approval Process (SAP) Funding Proposal Design Package

- Lot 1 – Completed pre-feasibility study, funding proposal, and additional funding proposal annexes; and,
- Lot 2 – Financial and Governance Systems Analysis, including country governance and funding mechanisms (E-SISTAFE).

SUBMISSION DEADLINE: 17:00 ON 07/11/2022

PRE-SUBMISSION CLARIFICATION MEETING: 10:00 ON 14/10/2022

QUESTIONS / CLARIFICATIONS: scimoz@savethechildren.org

FORMAT FOR SUBMISSION : [BIDDER RESPONSE DOCUMENT](#)

PART 1 : INVITATION TO TENDER

- Introduction to SCI
- Project Overview and Requirements
 - Award Criteria
- Instructions & Key Information

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

PART 3 : BIDDER RESPONSE DOCUMENT

Template to be used to submit response to this Invitation to Tender.

PART 1 – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development and participation.

Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	<p>The GCF requires¹ a comprehensive design package for submission as part of a Simplified Approval Process (SAP) Funding Proposal (FP) from an accredited entity. Save the Children (SC) MOZAMBIQUE requires consultancy services to fulfil the following key requirements for its FP. SC has divided these into three lots with consultants able to apply for each individually or all three collectively. They are:</p> <ul style="list-style-type: none"> • Lot 1 – Completed pre-feasibility study, SAP funding proposal, and additional funding proposal annexes; and • Lot 2 – Financial and Governance Systems Analysis. • Lot 3 - Complete a context overview for Gaza, Manica and Tete provinces considering governance and funding mechanisms, social protection and climate change vulnerabilities, risks, impacts and opportunities for linkage at the decentralized level, with special

¹ Green Climate Fund: <https://www.greenclimate.fund/sites/default/files/document/gcf-programming-manual.pdf>

	attention to women, youth, girls and boys, including people with disability.
Outcome of Tender	Contract – the successful supplier(s) will be awarded a 'Contract' which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.
Duration of Award	Six to Nine Months considering different lot deliverables

Further detail on the specific requirements of the project (e.g., volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Environmental Impact Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 ENVIRONMENTAL IMPACT CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	07/10/22
Pre-Submission Clarification Meeting	14/10/22
Deadline for questions from Bidders	21/10/22
Deadline for Bid Submission	07/11/22
Bid Clarifications	11/10/22
Award Contact	21/11/22

The above dates are for indicative purposes only and are subject to change.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

Electronic Submission via ProSave

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a Sourcing Event v2_fr

Electronic Submission via Email

- Email should be addressed to **The Procurement Committee** at procurementmoz@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be **“REF - ITT/SCI-Moz/MPT/2022/009 - Green Climate Fund Funding Proposal Design Package/Bidder Response – ‘Bidder Name’, ‘Date’”**
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **17:00 ON 07/11/2022**

Bids must remain valid and open for consideration for a period of no less than 60 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Save the Children International	scimoz@savethechildren.org

Please be advised local working hours are 8.00am to 16.00pm from Monday to Thursday and 8.00am to 13.30pm on Friday. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

The GCF requires a comprehensive SAP design package for submission as part of a Funding Proposal (FP) from an accredited entity. Save the Children (SC) MOZAMBIQUE requires consultancy services to fulfil the following key requirements for its SAP FP. SC has divided these into three Lots with service providers able to apply for Lots 1& 2 and 3. Service providers national and international can apply for Lots 1&2, where only national service providers can apply for Lot 3. Therefore, Lot 3 is an extension of Lot 1 and 2 – and a very close collaborative approach is expected among different technical teams to deliver a cohesive and time efficient full funding package.

Save the Children will lead the recruitment of Lots 1&2 and 3 separately. However, Lot 3 winner will have to respond technically and prepare the final implementation plan in close coordination with the leader of Lot 1&2.

Note: It is recommended that the proposal submitted for Lot 1&2 should price for project management time of Lot 3, to ensure robust coordination, coherence, and timely results.

The Lots include:

- **Lot 1** – Completed pre-feasibility study, funding proposal, and additional funding proposal annexes;
- **Lot 2** – Financial and Governance Systems Analysis, including country governance and funding mechanisms (E-SISTAFE); and
- **Lot 3** – Complete a context overview for Gaza, Manica and Tete provinces considering governance and funding mechanisms, social protection and climate change vulnerabilities, risks, impacts and opportunities for linkage at the decentralized level, with special attention to women, youth, girls and boys, including people with disability.

2. SPECIFICATIONS

Detailed specifications for each Lot can be found in the [SC GCF Design III ToR attachment](#).

3. ADDITIONAL INFORMATION

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Environmental Impact Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate - Business registration certificate - Trading license - ID for representative 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
		<i>Business Registration Certificate and ID for company representative/Director</i>	
		<i>Trading License</i>	
5	<p>The service suppliers to provide a solid in-country technical presence to ensure effective coordination with relevant government and non-government institutions.</p> <p>This should consider experience in the field of:</p> <ul style="list-style-type: none"> ▪ Climate Change Adaptation, ▪ Planning and financing mechanisms ▪ Social Protection 	Yes / No	Comments
		Climate Change Adaptation	
		Planning and Financing mechanisms	
		Social Protection	
6	The Service Provider provides a clear methodology, detailed workplan and budget.	Yes/No	Comments
		Methodology	

		Detailed Workplan	
		Budget	
7	GCF Funding Proposal development experience.	<i>Yes / No</i>	<i>Comments</i>
8	<i>Experience of GESI analysis and integration</i>	<i>Yes / No</i>	<i>Comments</i>
9	Experience in sectors such as Social Protection, Livelihood or Green Jobs	<i>Yes / No</i>	<i>Comments</i>
		Social Protection	
		Livelihood	
		Green Jobs	
10	Experience working with key government institutions in Mozambique, especially MEF, MTA, INAS and INGD	<i>Yes / No</i>	<i>Comments</i>

SECTION 2 – CAPABILITY & ENVIRONMENTAL IMPACT QUESTIONS

Instructions – Bidders shall respond to all appropriate sections and tables below depending on which Lot(s) they are responding to.

Lot 1 – Completed pre-feasibility study, SAP funding proposal, and additional funding proposal annexes
Bidders are expected to submit a 10–12-page response plus annexes organised by the sections below.

1. About the organisation (1 page), including experience developing GCF funding proposals
2. Overview of Mozambique and /Southern African experience (1 page)
3. Suggested approach to undertaking the work to the expected GCF standards (5 pages)
 - i. Design (500 words)
 - ii. Feasibility study (500 words)
 - iii. Linking climate rationale to project activities, and project activities to adaptation barriers (300 words)
 - iv. Assessing the context of Gaza, Manica and Tete provinces considering the environment and CC impact to vulnerable groups, especially girls and boys (300 words)
 - v. Gender and Social Inclusion (300 words)
 - vi. Environmental and social safeguarding (300 words)
 - vii. Financial and Economic analysis (300 words)
4. Overview of the design team (1.5 pages)
5. Financial proposal (1 page)
 - i. Summary of costs
 - ii. Breakdown of daily fees (by individual, days and fees)
 - iii. Reimbursables (e.g travel, hotels, communication other direct expenses)
6. Proposed work schedule and timelines (1 page /table)
7. Organisational Impact Actions – describe how the organisation reduces environmental impact. This may be through a sustainability strategy, off-sets, or other means. (500 words)
8. Annexes:
 - i. Summarised CV of team members. Max 3 pages per CV. If possible, with link to LinkedIn profile

ii. Table of precis of experience on similar projects (approx. 5 most relevant)

Lot 1 – Completed pre-feasibility and feasibility studies, funding proposal, and additional funding proposal annexes				
Item	Question	Bidder Response		
1	<p>REFERENCES</p> <p>Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.</p> <p>Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p> <p>It is recommended that at least 2 references will indicate strong experience working with GCF successful proposal development; and 1 reference from one Mozambican institution (Government, Organization or Private Sector).</p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	Bidder provides national expert/counterpart two (2) examples of their in providing services like those included with the scope of this tender (provide full CV of team members).	Bidder Response		Attachment(s)

Lot 2 – Financial and Governance Systems Analysis

Bidders are expected to submit a 10–12-page response plus annexes organised in the sections below.

1. About the organisation (1 page)
2. Overview of Mozambican and /or Southern African experience (1 page)
3. Suggested approach to undertaking the work to the expected GCF standards (5 pages)
 - i. Design (500 words)
 - ii. Complete financial system analysis summary report (500 words)
 - iii. Complete Executing Entity Financial Management Capacity Analysis (500 words)
 - iv. Risk Analysis (300 words)
4. Overview of the design team (1.5 pages)
5. Financial proposal (1 page)
 - v. Summary of costs
 - vi. Breakdown of daily fees (by individual, days and fees)
 - vii. Reimbursables (e.g. travel, hotels, communication other direct expenses)
6. Proposed work schedule and timelines (1 page / table)
7. Organisational Impact Actions – describe how the organisation reduces environmental impact. This may be through a sustainability strategy, off-sets, or other means. (500 words)

8. Annexes:

- viii. Summarised CV of team members. Max 3 pages per CV. If possible, with link to LinkedIn profile
- ix. Table of precis of experience on similar projects (approx. 5 most relevant)

Lot 2 – Financial Systems Analysis				
Item	Question	Bidder Response		
1	<p>REFERENCES</p> <p>Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.</p> <p>Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p> <p>It is recommended that at least 2 references will indicate strong experience working with GCF successful proposal development; and 1 reference from one Mozambican institution (Government, Organization or Private Sector).</p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	Bidder provides national expert/counterpart two (2) examples of their in providing services like those included with the scope of this tender.	Bidder Response		Attachment(s)

Lot 3 – Complete a context overview for Gaza, Manica and Tete provinces considering the environment and CC impact and challenges to most vulnerable groups, with special attention to girls and boys including people with disability.

Bidders are expected to submit a 10–12-page response plus annexes organised by the sections below.

1. About the organisation (1 page), including experience developing GCF funding proposals and working with key government institution at central level and in Gaza, Manica and Tete provinces.
2. Overview of Mozambique and / Southern African experience (1 page)
3. Suggested approach to undertaking the work to the expected GCF standards (5 pages)
 - iii. Design (500 words)
 - iv. Feasibility study (300 words)
 - v. Linking climate rational to project activities, and project activities to adaptation barriers (300 words)
 - vi. Assessing the context of Gaza, Manica and Tete provinces considering the environment and CC impact to vulnerable groups, especially girls and boys (300 words)
 - vii. Stakeholder Consultation and Validation Report (300 words)

- viii. Map indicating the location of proposed interventions and the impact of drought to youth and children (boys and girls) (500 words).
- ix. Gender and Social Inclusion (300 words)
- x. Environmental and social safeguarding (300 words)
- xi. Mozambique experience on the development of the Adaptive Social Protection (300 words)
- 4. Overview of the design team (1.5 pages)
- 5. Financial proposal (1 page)
 - xii. Summary of costs
 - xiii. Breakdown of daily fees (by individual, days and fees)
 - xiv. Reimbursables (e.g. travel, hotels, communication other direct expenses)
- 6. Proposed work schedule and timelines (1 page / table)
- 7. Organisational Impact Actions – describe how the organisation reduces environmental impact. This may be through a sustainability strategy, offsets, or other means. (500 words)
- 8. Annexes:
 - xv. Summarised CV of team members. Max 3 pages per CV. If possible, with link to LinkedIn profile
 - xvi. Table of previous experience on similar projects (approx. 5 most relevant)

Lot 3 – Complete a context overview for Gaza, Manica and Tete provinces considering governance and funding mechanisms, social protection and climate change vulnerabilities, risks, impacts and opportunities for linkage at the decentralized level, with special attention to women, youth, girls and boys, including people with disability.

Item	Question	Bidder Response		
1	<p>REFERENCES Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.</p> <p>Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p> <p>It is recommended that at least 1 references will indicate strong experience working with GCF successful proposal development; and 2 reference from one Mozambican institution (Government, Organization or Private Sector).</p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	<p>Bidder provides national expert/counterpart two (2) examples of their in providing services like those included with the scope of this tender (provide full CV of team members).</p>	Bidder Response		Attachment(s)

Duration for which pricing can be fixed	
City and Country where the firm/lead personnel are based	
Indicate the % of the total is allocated to virtually and presential (in the country) work.	

SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Environmental Impact Questions	
3.	Section 4 – Commercial Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
	Completed 10-12-page Response	
Commercial Criteria Evidence	Completed Bidder Response Document	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature

Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	
Terms & Conditions of Purchase	 TERMOS E CONDICIONES DE COM	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Pc	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation i	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bully	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencia	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date: