

NOTICE OF CALL FOR EXPRESSIONS OF INTEREST CVE/401•24 7051

Title: Contracting services for the integration of climate action into planning and budgeting instruments and the preparation of guidelines for the assessment of the climate risk of public and private investment

Maximum budget: 178 400 EUR - Performance period of 10 months

LuxDev, the Luxembourg Development Cooperation Agency launches a Call for expressions of interest for the acquisition of **services for the integration of climate action into planning and budgeting instruments and the preparation of guidelines for the assessment of the climate risk of public and private investment** on behalf of the Climate Action Programme (CVE/401) receiving financial support from the governments of the Republic of Cabo Verde and the Grand-Duchy of Luxembourg.

Services providers that are invited to express their interest to offer the services mentioned above are all legally established companies governed by private law (excluding non-governmental organisations, not-for-profit organisations, and public operators) and specialised in **Climate strategies**.

Indicatively, services providers will have to demonstrate their technical capacity and experience in the following domains: **Climate strategies, and analysis or development of climate policy; Climate-related economic strategies, or climate proof investments; Project cycle with technical knowledge in planning and budgeting and Experience in collaborating with public institutions at sectoral and budgetary level.**

The consulting team must be able to communicate in Portuguese and in English.

The start of the contract is foreseen for August 2024 and for a duration of 10 months. Service providers must be available for the entire period foreseen and willing to intervene in Praia, Santiago Island - Cabo Verde. The maximum budget available for this contract is estimated at 178 400 EUR (all taxes excluded).

Interested services providers are invited to submit sufficient documentation to respond to the selection criteria. **The dossier, including the selection criteria and the application form, is available on request at the address given below.**

Email: nathaly.santos@luxdev.lu c/c carla.santos@luxdev.lu

The shortlist of candidates invited to submit a full offer will be established of a minimum three (3) and maximum eight (8) candidates evaluated as qualified and ranked, if necessary, against the selection criteria.

Expressions of interest, exclusively drawn up in English, must reach no later than **16.07.2024 at 11h00 a.m.** (Cabo Verde's local time) at the following address:

Deposit box link: [Deposit box link](#)

Requests for clarifications shall be sent to the email address given above.

Only shortlisted candidates will be invited to submit a full offer.

Services providers interested by this Call for expressions of interest may also consult LuxDev's website: www.luxdev.lu (Tender notices: Services - Status: Information - Area: Africa)

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1. Reference number

CVE/401•24 7051 - Contracting services for the integration of climate action into planning and budgeting instruments and the preparation of guidelines for the assessment of the climate risk of public and private investment

2. Procedure

Restricted with publication

3. Programme

Programme CVE/401 - Support Programme for Climate Governance and Climate Action

4. Source of financing

The Governments of Republic of Cabo Verde and of the Grand Duchy of Luxembourg

5. Contracting authority

Programme CVE/401 (Climate Action Programme) c/o Lux-Development

CONTRACT SPECIFICATIONS

6. Type of contract

Lump sum contract

7. Contract description

Background

Cabo Verde is a country extremely vulnerable to the impacts of climate change and this is recognized both nationally and internationally and reflected in the priority given to the need to increase climate resilience both through strengthening climate governance and through greater and better implementation of adaptation measures at the local level.

This requires adequate disaster risk reduction mechanisms and protection schemes for vulnerable populations.

The Government of Cabo Verde responded to the country's challenges with a Strategic Plan for Sustainable Development (PEDS) for 2017 - 2021, which calls for structural transformation with a view to sustainable development and long-term resilience. PEDS II (2022-2026) considered the issue of climate change including a climate pillar, and its implementation will require high capital investments in key transformation sectors, as well as adequate planning and budgeting. There is therefore a high-level commitment to develop strategic and innovative approaches to secure additional financing and build the necessary partnerships towards sustainable and inclusive development.

This is evidenced in the National Determined Contribution (NDC) updated in March 2021 – the guiding document for climate action until 2030 prepared and submitted under the Paris Agreement of the United Nations Framework Convention on Climate Change (UNFCCC), and in the Plan National and Adaptation Policy (NAP) of October 2022 which emerges as a response to the identified gaps and needs, establishing as one of the main objectives the creation of an enabling environment to facilitate the integration of adaptation into planning and budgeting processes and make investments proof of the climate.

In addition to establishing a clear direction for greater integration of issues related to increasing climate resilience into public planning and budgeting processes (at all levels), it is also necessary to take into account the economic and financial aspects that this involves, which It involves ensuring that the investments to be made are climate-proof and contribute to reducing the country's vulnerability to climate change. To this end, it is essential to have tools to highlight investment options and justify choices to citizens, highlighting that these are investments through infrastructure projects in the broadest sense, that is, with all sectors of activity included. Integration in planning is fundamental, involving sectoral and municipal measures. The NAP's key performance indicator will be the next version of the PEDS and local Planning Plans (PEMDS or others that replace them), with a clear reference to the adaptation integration process.

Aware of the needs this will require, the National Directorate of the Environment (DNA), with the support of Luxembourg Cooperation, is implementing the Climate Action Program (PAC), which has the general objective of supporting Cape Verde in the implementation, by 2025, of its new climate policy, establishing consolidated climate governance, and contributing to achieving a paradigm shift, combining emissions reductions with socio-economic resilience of citizens, ecosystems, and assets in the face of climate change.

Cabo Verde is also preparing to take climate issues into account in investment projects and is adopting legal instruments. The General Directorate of Planning, Budget and Management (DGPOC) of the Ministry of Finance and Business Development (MFFE) published in the Official Bulletin the creation of the National Investment System Platform (SNI). On the one hand, the need to operationalize the System was considered in accordance with the most advanced technologies currently available and, on the other, taking into account that the country presents a high vulnerability to climate risks and disasters, and that climate change must further increase the risks of loss and damage, so the System must establish and include minimum criteria for the incorporation of risk analysis in the formulation and evaluation of new Public Investment Programs and Projects at national and subnational level, that is, at the level of the municipality.

Responding to these needs, the Climate Action Program will provide technical assistance to ensure the implementation of climate-proof investments that combine with the integration of climate action (NDC and NAP) into sectoral and local planning and budgeting processes. In fact, the aspects mentioned

take into account the three fundamental phases when talking about the investment cycle: planning, budgeting and execution.

The focus within the scope of investment projects includes the following categories of stakeholders (i) public sector entities (key entities with an impact on the climate), (ii) the private sector, (iii) civil society and (iv) municipalities.

The integration of climate action at the territorial level will also be done at the level of regional plans with the Ministry of Territorial Cohesion (MCT), PEMDS and the "Promotion of Local Development" program.

This integration activity is already recommended in the NAP and will be carried out with the support of an external team of consultants.

Objectives and expected results

The Climate Action Program will support the design and implementation of a set of activities with the general objective that, by 2025, Cape Verde is achieving its climate objectives and commitments, as defined in its NDC.

The management of climate-sensitive public investments is an issue that is still taking its first steps in many countries on the continent. In Cape Verde, clear signs are emerging of growing awareness in government institutions on this issue. This consultancy aims to address some of the aspects directly related to the management of climate-sensitive public or private investments and develop/consolidate related knowledge and tools.

Just as it is necessary to evaluate the implementation of the NDC and NAP to report on progress, it is essential to integrate climate action into project planning and budgeting processes, ensure that future investments are climate-proof and can contribute to both climate resilience, such as reducing greenhouse gas (GHG) emissions. This should constitute a preamble to the preparation of the next NDC.

This consultancy aims to develop guidelines for assessing the climate risk of public and private investment and the integration of climate action into sectoral and local planning and budgeting processes, which should become a standard and widespread practice for all sectors involved. in climate action.

8. Number and title of lots

N/A

9. Maximum budget

The maximum available budget is estimated at 178 400 EUR (all taxes excluded).

10. Complementary or additional services

This contract does not provide for additional or supplementary services. Should additional or supplementary services not initially foreseen become necessary and to be performed, their value will be limited to a maximum of 50% of the initial contract amount.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation in this Call for expressions of interest is open on equal terms and without distinction of origin to all legally established companies governed by private law (**excluding non-governmental organisations, not-for-profit organisations and public operators**).

Participation of these services providers is subject to their compliance with the conditions of eligibility detailed in the General Regulations applicable to the procurement of goods, services and works financed by the contributions of the Government of the Grand Duchy of Luxembourg or other donors and for which the Luxembourg Agency for Development Cooperation (LuxDev) acts as awarding authority. Proof of eligibility shall be provided by the mean of the statement of good standing to be submitted as part of the Expression of interest. These conditions also apply to all members of a grouping, which are also requested to provide a statement of good standing.

12. Grouping / Consortium

There is no grouping obligation.

Should a candidate wish to constitute a grouping, the following rules shall be applicable:

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

A joint commitment signed by all members of the grouping shall be submitted with the application form of the expression of interest.

Participation of an ineligible legal person shall result in the automatic exclusion of the concerned candidate (or of the grouping as a whole should the ineligible person be part of a grouping).

Note: Should a grouping be retained on the shortlist, its composition may not be modified for the tender procedure (no addition or withdrawing of members, no modification of the grouping leader).

13. Number of expressions of interest

No more than one (1) expression of interest can be submitted by a candidate whatever the form of participation (as an individual legal entity or as a grouping leader or member of a grouping submitting an expression of interest). In the event that a candidate submits more than one expression of interest, all expressions of interest in which that person participates will be excluded.

14. Prohibition of alliances between shortlisted candidates

Shortlisted candidates invited to submit a tender may not form alliances with each other nor subcontract to each other parts of the relevant tender.

15. Subcontracting

The total value of the subcontracted parts of the services may not exceed 40% of the contract amount.

16. Number of candidates to be shortlisted

On the basis of the expressions of interest received, a minimum of three (3) and a maximum of eight (8) candidates evaluated as qualified will be invited to submit full offers for this tender (except for special circumstances and derogation).

PROVISIONAL TIMETABLE

17. Provisional date of invitation to tender

July 2024

18. Provisional starting date for the implementation of the contract

August 2024

19. Performance period of the contract

The performance period of the contract is 10 months

SELECTION CRITERIA

20. Selection criteria

The following selection criteria will be applied to candidates. In the case of expression of interest submitted by a grouping, these selection criteria will be applied to the grouping as a whole (combined data of all grouping members):

Selection criteria		Compliant	Non-compliant
I	Legal status of the client		
	<u>Requirement:</u> legally established company governed by private law (excluding non-governmental organisations, not-for-profit organisations and public operators)		
II	Economic & financial capacity of the candidate		
	<u>Requirement:</u> Average annual turnover for the last 3 years (2021, 2022, 2023) of at least 250 000 EUR		
III	Staff capacity of the candidate		
	<p>Requirement: At least one (1) permanent staff member, with proven experience in developing climate change adaptation and mitigation policies and corresponding instruments.</p> <p>Note: There's no obligation to present in the offer those persons to be proposed in the tender as experts for the implementation of the contract.</p>		
IV	Technical capacity of the candidate		
	<p><u>Requirement:</u> At least three (3) contract references successfully completed in the last six years up to the deadline of submission of EOI).</p> <p>Out of the 3 references submitted, they must be related for</p> <ul style="list-style-type: none"> - One (1) to a climate strategy, NDCs or long-term climate strategies (for an amount of at least 50 000 EUR); - One (1) to Climate-related economic strategies, cost-benefit analysis or climate-proof investments (for an amount of at least 40 000 EUR) and - One (1) to the project cycle with planning and budgeting of complex projects (for an amount of at least 30 000 EUR). <p>Alternatively, presentation of 1 contract reference that prove experience in the 3 different areas required, with a value equal to or greater than 175 000 EUR, may also be considered.</p> <p>Note: The references should be accompanied by the respective Certificate of Completion issued by the Contracting Authorities. The certificates must include the contract title, the amount and execution period</p>		
<p>Preference criteria: If there are more than eight (8) candidates complying with all selection criteria, the eight (8) candidates (among those being compliant) that fulfil best the following preference criterion will be selected for the shortlist:</p>			

Preference criterion: the largest number of comparable nature and complexity contracts successfully completed since 2018 in an insular context similar to Cabo Verde.

EXPRESSION OF INTEREST

21. Deadline for submission of expression of interest

16.07.2024 at 11h00 am (Cabo Verde's local time)

Any expressions of interest received after this deadline shall be rejected.

22. Presentation format of expressions of interest

Expressions of interest must be submitted using only the standard application form attached hereby. Expressions of interest submitted in any other form shall be rejected.

Any additional documentation not expressly requested (brochure, letter, etc.) attached to the application form will not be taken into consideration.

23. Submission modalities of expressions of interest

Expressions of interest, exclusively drawn up in English, must reach the following address no later than by the deadline given under clause 21 above:

Link: [EOI deposit](#)

Requests for clarifications shall be addressed in writing to the email address given below at latest eight (8) calendar days before the deadline for submission.

Email: nathaly.santos@luxdev.lu

c/c carla.santos@luxdev.lu

The reference number and the tender title shall be clearly indicated in all correspondence (subject line of an email).

24. Modification or withdrawal of expressions of interest

Candidates may modify or withdraw their expressions of interest by written notification prior to the deadline for submission. No expressions of interest may be altered after this deadline. Any such notification shall be done in accordance with clause 23 above.

25. Language

The language of the procedure for this Call for expressions of interest (and the subsequent tender) is English.

The main working language is Portuguese and English.

26. Appeal procedures

Where there is no specific provision stipulated in the dossier, the procedure is governed by the GR for the procurement of goods, services and works financed by contributions of the Government of the Grand Duchy of Luxembourg or other donors and for which the Luxembourgish agency for development cooperation (LuxDev) acts as the awarding authority.

Where a candidate believes to have been adversely affected by an error or irregularity allegedly committed as part of a selection procedure or believes the procedure was vitiated by any maladministration, he may file a complaint with the awarding authority. The arrangements for filing an appeal are set out in article 11 of the GR.

27. Additional information

N/A

APPLICATION FORM FOR EXPRESSION OF INTEREST CVE/401 • 24 7051

Title: Contracting services for the integration of climate action into planning and budgeting instruments and the preparation of guidelines for the assessment of the climate risk of public and private investment

Maximum budget: 178 400 EUR - Performance period of 10 months

This application form must be submitted in electronic copy to the address indicated in the dossier of Call for expressions of interest. The application form contains a model for the statement of commitment to be signed by the grouping's leader in the name of all legal entities making the application (in case of a grouping). **All data included in this application form must concern only the legal entity or entities making the application.**

Any additional documentation not expressly requested (brochure, letter, etc.) attached to the application form will not be taken into consideration.

The contracting authority reserves the right, at any time, to demand evidence of the truth of the elements provided by the candidates. If a candidate fails to provide the required evidence or if this evidence is considered to be unsatisfactory by the selection committee, the candidate's application may be rejected.

1. EOI SUBMITTED BY [IDENTITY OF THE CANDIDATE]

	Name of the legal entity or entities making this expression of interest	Country
Candidate or grouping leader ¹		
Member n°1		
Etc. ²		

¹ According to the joint commitment.

² Add/delete lines for grouping members as appropriate. Note that a subcontractor is not considered to be a grouping member for the purpose of this expression of interest. As such, the data of the subcontractor must not appear in the data related to the economic & financial and staff capacities.

2. CONTACT PERSON (FOR THIS EXPRESSION OF INTEREST)

Name	
Entity	
Address	
Telephone	
Fax	
Email	

3. LEGAL STATUS (SELECTION CRITERION I)

Please complete the following table. The contracting authority reserves the right, at a later stage, to request evidence as to the truth of the elements provided.

Criterion: legally established company governed by private law (excluding non-governmental organisations, not-for-profit organisations and public operators)

Position	Name of the entity	Company governed by private law	Year of registration
Candidate or grouping leader			
Member n°1			
Etc.			

4. ECONOMIC & FINANCIAL CAPACITY (SELECTION CRITERION II)

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for a particular year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be on the same basis to allow a direct, year-to-year comparison to be made (or, if the basis has changed, an explanation of the change shall be provided as a footnote to the table). Any clarification or explanation that is judged necessary may also be provided.

The contracting authority reserves the right, at a later stage, to request a certified note of your annual accounts by an authorised administration or an audit company.

Criterion: Average annual turnover for the last 3 years (2021, 2022, 2023) of at least 250 000 EUR

Financial data ³	Year 2021	Year 2022	Year 2023	Average annual turnover
Annual turnover (EUR)				

³ If this expression of interest is submitted by a grouping, the data in the table must be the combined sum of data of all grouping members.

5. STAFF CAPACITY (SELECTION CRITERION III)

Please provide the following personnel data for the current year.

Criterion: At least one (1) permanent staff member, with proven experience in developing climate change adaptation and mitigation policies and corresponding instruments.

Staff ⁴	Current year	
	Overall (number of individuals)	Total for the areas of expertise related to this contract At least one (1) permanent staff member, with proven experience in developing climate change adaptation and mitigation policies and corresponding instruments.
Permanent staff ⁵		
Non-permanent staff ⁶		

Total		
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⁴ If this expression of interest is submitted by a grouping, the data in the table must be the combined sum of data of all grouping members.

⁵ Staff directly employed by the candidate on a permanent basis (indefinite contracts).

⁶ Other staff not directly employed by the candidate on a permanent basis (fixed-term contracts).

6. TECHNICAL CAPACITY (SELECTION CRITERIA IV)

Please provide your contract references by using the presentation model below. Provided references must be relevant to this tender/contract. Candidates are invited to provide a maximum of 15 contract references for the entire EOI.

Criterion: At least three (3) contract references successfully completed in the last six years up to the deadline of submission of EOI).

Out of the 3 references submitted, they must be related for:

- *One (1) to a climate strategy, NDCs or long-term climate strategies (for an amount of at least 50 000 EUR);*
- *One (1) to Climate-related economic strategies, cost-benefit analysis or climate-proof investments (for an amount of at least 40 000 EUR)*
- *One (1) to the project cycle with planning and budgeting of complex projects (for an amount of at least 30 000 EUR).*

Alternatively, presentation of 1 contract reference that prove experience in the 3 different areas required, with a value equal to or greater than 175 000 EUR, may also be considered.

Note: The references should be accompanied by the respective Certificate of Completion issued by the Contracting Authorities. The certificates must include the contract title, the amount and execution period.

Ref. n° 01	Contract title		...					
Name of the candidate (or grouping member) presenting this contract reference	Country of performance of the contract	Total contract amount (and currency)	Financial part carried out by the candidate (%)	Number of staff provided by the candidate	Name of the client	Origin of financing (private / public)	Dates (start - end)	Names of grouping members (if any) for the contract reference
...
Description of the contract						Nature of the services provided by the candidate		
...						...		

Ref. n° 02	Contract title		...					
Name of the candidate (or grouping member) presenting this contract reference	Country of performance of the contract	Total contract amount (and currency)	Financial part carried out by the candidate (%)	Number of staff provided by the candidate	Name of the client	Origin of financing (private / public)	Dates (start - end)	Names of grouping members (if any) for the contract reference
...
Description of the contract						Nature of the services provided by the candidate		

... | ...

Copy this model as often as needed...

7. JOINT COMMITMENT

As part of the expression of interest, all legal entities identified under section 1 of this application form, including all grouping members if applicable, are required to jointly sign and submit the joint commitment as per attached model.

8. STATEMENT(S) OF GOOD STANDING

As part of the expression of interest, each legal entity identified under section 1 of this application form, including every grouping member if applicable, is required to sign separately and to submit a statement of good standing as per attached model.

9. STATEMENT OF COMMITMENT

I, the undersigned, being the authorised signatory of the above candidate (including all grouping members, in case of a grouping), hereby declare that we have examined the dossier of Call for expression of interest. If our application is shortlisted, we fully intend to submit a tender to provide the services to be requested in the tender dossier.

We recognise that our tender may be excluded if we propose key experts who have been involved in preparing this tender or engage such personnel as advisers in the preparation of our tender and that we may also be subject to exclusion from other tender procedures and contracts financed by the Grand Duchy of Luxembourg or other donors and implemented by LuxDev.

We are fully aware that, in the case of a grouping, the composition of the grouping cannot be modified in the course of the tender procedure. We are also aware that the grouping members would have joint and several liability towards the contracting authority concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

Signed for the candidate

First name, NAME	
Position	
Candidate	
Signature	
Date	

MODEL

JOINT COMMITMENT

For the attention of:
Programme CVE/401 c/o Lux-Development

Subject: Expression of interest n° CVE/401•24 7051
Title: Contracting services for the integration of climate action into planning and budgeting instruments and the preparation of guidelines for the assessment of the climate risk of public and private investment

The entities listed below jointly and severally commit themselves as candidate for the above-mentioned expression of interest. In case of inclusion on the shortlist, those entities declare to intend to submit a collective tender that will jointly and severally commit the signatories of the offer.

Name and address of the entity:	Signature:
Etc.	

The grouping leader is:
.....

Done in on 2024

Signature of the grouping leader

N.B.: all members of a grouping must co-sign this joint statement.

STATEMENT OF GOOD STANDING

To the attention of:

Programme CVE/401

National Directorate Environment, Chã d'Areia

c/o Lux-Development

Subject: Expression of interest: CVE/401•24 7051

Title: Contracting services for the integration of climate action into planning and budgeting instruments and the preparation of guidelines for the assessment of the climate risk of public and private investment

I (We) the undersigned, (name),
in my (our) capacity of (position),
for the company established in
....., certify that the company that I (we) represent:

1. Is not bankrupt, insolvency, is not being wound up, has not ceased operations, is not having its affairs administered by the courts, has not entered into an arrangement with creditors and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. Is not the subject of proceedings for a declaration of bankruptcy, of administration by the court, of winding up, of an arrangement with creditors or of any other proceedings of that nature in national legislation and regulations;
3. Has not been convicted of an offence concerning professional conduct by a judgment that has the force of *res judicata*;
4. Has not been convicted of an offence concerning environmental crimes and actions contrary to environmental regulations (regardless of the country) by a judgment that has the force of *res judicata*;
5. Has fulfilled its obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established or with those of the country of awarding authority;
6. Has fulfilled its obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the awarding authority;
7. Has not been guilty of serious misrepresentation in supplying information in a tender procedure;
8. Has not been declared in breach of its contractual obligations in the performance of another contract with the same contracting authority and/or another contract financed by the donor in the country of the contracting authority and/or any other country;
9. Is not banned from participating in calls for tenders issued by other donors or is not excluded from public procurement in the country of the contracting authority and/or any other country;
10. Has not been the subject of a final judgment or a final administrative decision for conducts related to a criminal organisation;
11. Has not been the subject of a final judgment or a final administrative decision concerning the establishment of an entity with the intention of tax evasion, social or other legal obligations applicable according to the legal provisions of the country where it is established or those of the country of the contracting authority.

I (We) am (are) aware that the authority awarding contracts is entitled to request, before awarding the contract, proof that the company which I (we) represent is not in any of the situations referred to above.

Done in on 2024

The tenderer(s) (typed)

Signature(s)

N.B.: Each member of a consortium performing services amounting to over 10% of the tender price must submit a signed statement.

N.B.: If the signatory of this statement of good standing is in one of the situations of exclusion mentioned above, he must indicate the corrective measures he has taken to put it right in order to demonstrate his reliability. A case-by-case analysis will be carried out by the evaluation committee to determine whether it is legitimate to continue the procedure with this tenderer.