

**INTERNATIONAL OPEN TENDER
FOR A CONSULTANCY TO
SUPPORT THE DEVELOPMENT OF
AN INTERNATIONAL STRATEGIC
PLAN FOR 2021 – 2025**

ADMINISTRATIVE SPECIFICATIONS

**PUBLICATION REFERENCE:
FR-PA-ARC-201803**

ISSUED ON JANUARY, 18TH 2019

1. PREAMBLE

Action Against Hunger is an international humanitarian and development organization that takes decisive action against the causes and effects of hunger, and seeks proposals from reputable consulting firms to support the development of its next International Strategic Plan for the 2021-2025 period.

2. PURPOSE OF THE CALL FOR TENDERS

The purpose of this Call for Tenders is to receive competitive offers for a consultancy to support the development of an International Strategic Plan (ISP) for 2021-2025.

A detailed description of the consultancy is contained in the functional specifications.

3. CALL FOR TENDERS SCHEDULE:

	DATE	TIME * (Paris time: GMT + 1h)
Tender Publication	18 th January 2019	/
Deadline for submission of tenders (receiving date, not sending date)	11 th February 2019	12 pm (noon)
Meetings with preselected tenderer	From the 14 th to the 22 nd February 2019	
Notification of award to the successful tenderer	March 1 st 2019	

* All times are in French local time.

Please note that all dates are provisional and that Action Against Hunger reserves the right to modify this schedule.

4. QUESTIONS AND CLARIFICATIONS

If Action Against Hunger, either of its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing by email to the following contact persons:

François JACOB
Head of procurement unit
fjacob@actioncontrelafaim.org

AND:

Maya SCHACK
Strategy Manager
mschack@actioncontrelafaim.org

5. INSTRUCTIONS TO SUBMIT A TENDER

5.1 – Content of Tenders

The tender shall include, as a minimum:

- 1) A proposal, with an executive summary of 1 or 2 pages if possible, that should include:
 - Details on the proposed methodology to carry out both phases of work (please see the functional specifications for more details), in particular regarding consultation

with key stakeholders, key internal working groups, the team global survey, and gathering insights from key and representative staff

- We are looking for an agile and participatory methodology, and proposals should also outline how the consultants will ensure coherent collaboration and coordination across multiple country offices, with many levels of input both internal and external, as well as regular reporting and collaboration with the International Executive Committee. Proposals should also highlight how the consultants plan to ensure robust internal communication and the mobilization and motivation of involved stakeholders
 - A detailed financial proposition (staff profile, time, rate, extra costs estimates: transport, accommodations, etc., discount, etc.)
- 2) Appendix B: “The Declaration of compliance and commitment to respect Action Against Hunger Good Business Regulations” filled and signed by the duly authorised person.
 - 3) Appendix C: “Supplier Information” completed, including all required information and documents
 - 4) Any additional relevant information

5.2 - Delivery Instructions

The tender shall consist of one original electronic version of the offer entitled FR-PA-ARC-201803: ISP Consultancy, which has to be received by the two contact persons detailed in article 4 according to the deadline specified in article 3. Late proposals will not be accepted.

6. OPENING, EVALUATION OF TENDERS AND SELECTION CRITERIA

Tenders will be evaluated based on the criteria listed below:

- Ability to meet the requirements of the consultancy at the best cost (value for money, taking into account the quality of the services offered)
- Methodology proposed for conducting the 2 phases, including the consultation of key stakeholders, and a coordinated and coherent overall process
- Customer references on relevant experiences
- Knowledge and previous experiences with the humanitarian sector
- Inclusion of all information and documentation required as part of the tender process

7. CALL FOR TENDER PROCESS

Action Against Hunger reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

Action Against Hunger reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced in article 6 of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

Requests for information and clarifications should be addressed to Action Against Hunger as detailed in section 4. Any prospective bidder seeking to arrange individual meetings with Action Against Hunger during the tender period may be excluded from the tender procedure.

In submitting an offer, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure.

8. PERIOD OF VALIDITY

Tenders shall bound tenderers for a period of six months minimum from the deadline for the submission of tenders.

9. CURRENCY OF TENDERS

Offers must be presented in Euros, US Dollars or Pound Sterling, VAT excluded. If applicable, the VAT shall be detailed when Action Against Hunger will have to pay for it.

10. LANGUAGE OF OFFERS AND PROCEDURE

The offers, all correspondence and documents related to the tender exchanged by the bidder and Action Against Hunger must be written in English.

Supporting documents and printed literature that the bidder provides as part of the tender may be in another language, provided they are accompanied by an accurate translation into English. For the purposes of interpretation of the tender, the English version will prevail.

11. ALTERATION OR WITHDRAWAL OF TENDERS

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 3. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

12. COSTS OF PREPARING TENDERS

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

13. OWNERSHIP OF TENDERS

Action Against Hunger retains ownership of all tenders received under this tender procedure.

14. CANCELLATION OF THE TENDER PROCEDURE

In the event of a cancellation of the tender procedure, bidders will be notified by Action Against Hunger. Under no circumstances will Action Against Hunger be liable for damages, whatever their nature (in particular damages for loss of profits) in relation with the cancellation of a tender, even if Action Against Hunger has been warned of the possibility of damages. The publication of a procurement notice does not commit Action Against Hunger to implement the announced programme or project.

15. ETHICS

Action Against Hunger pays very careful attention to working with companies that commit to respecting basic Ethics Rules.

The tenderers are asked to read, understand, fill and sign the Good Business Regulations defined by Action Against Hunger and provided in Appendix B of this tender dossier.

APPENDIXES

[Appendix A: Action Contre la Faim \(ACF\) procurement policy](#)

[Appendix B: Action Against Hunger Good Business Regulations](#)

[Appendix C: Supplier questionnaire](#)

APPENDIX A: ACF PROCUREMENT POLICY



PROCUREMENT POLICY

ACTION CONTRE LA FAIM FRANCE

Version 2.0 - July 2018

Ambitions:

To ensure a strategic and operationally comprehensive response to field and HQ level needs, AND
To positively impact beneficiaries and their economies in the countries the organisation works

Principles, to implement in the most appropriate way:

Purchase efficiently to the right suppliers in a sustainable way

Final user need oriented

Needs are defined by the appropriate skilful person(s) in relation with the final users and/or beneficiaries

Harmony with the markets

Needs are defined in collaboration with procurement experts in order to match market specificities

Operational and economic efficiency

Research of the best total cost of ownership, taking into account, quality, lead-time, cost and service

Proportionality

Between the procedures followed in the procurement process and the value and type of markets

Competitive pitch

Regular competition allows the organisation and the relevant suppliers to remain consistent with the markets

Fair treatment of suppliers

No discrimination or unjustified differentiation is made between suppliers

Transparency

All relevant information linked to a procurement procedure is shared in an transparent and appropriate way

Partnership culture with suppliers

In order to encourage adapted and innovative operational processes and/or technical development of products or services in collaboration with suppliers

Ethics and social responsibility

Non-tolerance of fraud, active corruption, bribery, collusion/conflict of interest, coercive practices, participation in criminal/illegal or terrorist activities, and immoral human resource practices: exploitative child labour, no-respect for basic social rights or workers' and/or subcontractors' working conditions based on international labour standards

Economic responsibility

Priority is given to local procurement, paying attention to local markets' stability

Respect of the Environment

The organisation and its suppliers limit their environmental impact

Governance: This policy is:

- Headed by the General Director
- Implemented on missions through Country Directors
- Implemented at HQ level by Department Directors

APPENDIX B: ACTION AGAINST HUNGER GOOD BUSINESS REGULATIONS

Action Against Hunger tackles the causes and effects of hunger and diseases that threaten the lives of vulnerable children, women and men.

Established in France in 1979, Action Against Hunger is a non-governmental, non-political, non-religious, non-profit organisation.

These Good Business Regulations are the foundation for a professional working relationship between Action Against Hunger and its suppliers.

These general regulations are valid unless other specific conditions are mentioned in the contract. In the case of conflicting terms between documents, the conditions of the contract or tender dossier will prevail on these Good Business Regulations.

I. Principles of the procurement procedures

Action Against Hunger has transparent procurement procedures. Essential principles are:

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to perform the market
- Financial and economic capacities
- Technical expertise and professional capabilities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

II. Misbehaviour, ineligibility and exclusion

Action Against Hunger considers the following misbehaviours as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts:

- Fraud, defined as any intentional act or omission relating to:
 - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of Action Against Hunger or institutional donors funds
 - Non-disclosure of information, with the same effect
 - The misapplication of such funds for purposes other than those for which they were originally granted
- Active corruption: to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage Action Against Hunger or institutional donors financial interests.
- Collusion: the coordination of firms' competitive behaviour, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.

- Coercive practice: harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- Bribery: to offer Action Against Hunger employees monetary or in kind gifts in order to gain additional markets or to continue a contract
- Involvement in a criminal organisation or any other illegal activity as established by a judgment, by the US Government, the EU, the UN or any other donor funding Action Against Hunger.
- Immoral Human Resources practices: exploitation of child labour and the non-respect of basic social rights and working conditions of employees or sub-contractors

Action Against Hunger will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be bankrupt or to be wound up, to have affairs administered by the courts, to have entered into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or to be in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been convicted of an offence related to professional conduct by a judgement
- To have been guilty of grave professional misconduct proven by any means that Action Against Hunger can justify
- To have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where Action Against Hunger mission is operating or those of the country where the contract is to be performed
- To have been the subject of a judgement for fraud, corruption, involvement in a criminal organisation or any other illegal activity
- To have been declared to be in serious breach of contract for failure to comply with their contractual obligations in another previous procurement procedure

Action Against Hunger will not award contracts to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required by Action Against Hunger as a condition of participation in the contract procedure or failing to supply this information

III. Administrative and financial sanctions

In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices Action Against Hunger will impose:

- Administrative sanctions:

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- Financial sanctions:

Action Against Hunger will request the reimbursement of the cost linked directly and indirectly to the conduct of a new tendering process or market award. If existing, the tender or performance guarantee will be kept by Action Against Hunger.

TO BE FILLED OUT BY SUPPLIERS:

I, undersigned*representative name*..... representative of ...*company name*..... certify that I have read and understood these regulations.

On behalf of the company I act for, I accept the terms of Action Against Hunger Good Business Regulations and I commit to achieving the best performances in the event*company name*..... is awarded a market.

By signing, I certify that*company name*..... has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral Human Resources practices, such as the use of Child labour or overriding basic social rights and work conditions or the standards defined by the International Labour Organisation (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labour, and the respect of working and hygiene conditions .

Last, I hereby certify that *company name* is not involved in any pending lawsuit, claim or action, in the Company's name or on behalf of any other person or entity, against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

All the supplier's responsibilities mentioned in this document extend to any supplier affiliates and subsidiaries.

Name:

Date:

Position:

Stamp:

Signature:

APPENDIX C: SUPPLIER QUESTIONNAIRE

A - PRESENTATION OF THE COMPANY

1 - Please provide the legal name of your Company, its registration and address:

2 -When was it founded? _____

3 - Is it part of a group / holding / international Company? Yes No

4 - If yes, please specify:

Where the parent Company is based: _____

When the parent Company was founded: _____

What is the link between your entity and the parent Company: _____

5 - Please indicate your Company's turnover and profit in 2016, 2017 and 2018?

6 - Please indicate how many employees have worked in your Company in 2016, 2017 and 2018? _____

7 - Please provide a contact name, title and contact details (phone / email):

8 - Does your Company have subsidiaries / local branches / offices abroad? (Please specify where) _____

9 - Please briefly describe what you consider to be your Company's key strengths with regards to this consultancy?

10 - Please briefly describe the three main soft skills that your Company will provide and would like to highlight for this consultancy

Please provide:

- A copy of Registration certificate

- A copy of Insurance policy (legal liability at a minimum)

B - SALES

11 - Please provide details of your Company's consultant profiles, their daily rate, the composition of this daily rate, and its degressivity.

12 - In which currency do you invoice your customers? _____

13 - What are your standard payment conditions? _____

14 - Please name at least two Customer References: either customers in the humanitarian sector, or customers for whom you provided a similar consultancy.

Briefly present the customer, the consultancy sold to them, and the period.

Please provide these customers' contact details so that Action Against Hunger might contact them in the event that your company is pre-selected as part of the tender process, and after confirmation with you

15 - What complementary services do you offer (free training, after sale, advice, etc.), if any?

16 - Please confirm if you plan to subcontract part of the consultancy? Where it is the case, please give all details regarding the subcontractor, the part subcontracted, etc.

17 - Please confirm that you agree that the contract will be made under, and shall be construed according to the laws of France?