Consulting Services, Global Crop Diversity Trust - Clarifications 02 to 11

Changes to Tender Document

Country: Ethiopia, Ghana, Kenya, Nigeria, Zambia
Deadline: Jun 17, 2020 (amended from June 8, 2020)
Financing: KfW Entwicklungsbank
Reference Number: BMZ201867654/KfW505281
Subject: Capitalisation of the Endowment Fund of the Global Crop Diversity Trust and Strengthening of National Seedbanks Project

Requested Services:
Consulting Services for strengthening the Global Crop Diversity Trust capacity to implement project activities in Africa

Brief description of the project:
The Capitalisation of the Endowment Fund of the Global Crop Diversity Trust and Strengthening of National Seedbanks project aims to empower national seed collections, by safeguarding them in perpetuity through an endowment fund, documenting and managing them appropriately for conservation and use, and promoting their use, as a basis for climate adaptation of vulnerable African cropping systems. The project is supported by the Federal Republic of Germany through KfW and is conducted in Ethiopia, Kenya, Zambia, Ghana and Nigeria.

Clarification No. 02

On Clause 15.2 in the Instructions to Consultants, the Terms of reference (TOR) and Tender Evaluation

Section I. Instructions to Consultants on page 12, Clause 15.2 states that "the technical proposal shall not propose Key Experts inconsistent with the Key Experts profiles described in the ToR. Only one CV shall be submitted for each Key Expert position".

However, from Section VII. Terms of Reference Section 6 which outlines Skills and Experience, it may be unclear if the minimum requirements and experience refer to one Key Expert position or more than one.

Clarification:

Please note that:

a) The requirements, as per the TOR, can be met either by one Expert or by various team members.
b) A Key Expert could be the sole Consultant for individuals’ applications and where a team is envisaged, the Key Expert could be the Team Leader.

c) During evaluation of technical proposals, sub-criterion 2.1.1 and 2.1.2 on Section II. Data Sheet, C. Submission, Opening and Evaluation, Paragraph 21.1 on page 24 will then apply to the sole Consultant or the Team Leader, depending on whether the application is from a sole consultant or a team.

**Clarification No. 03**

It is stated in **Section II - Data Sheet on page 21, ITC Clause Reference 4.1** that “No Joint Ventures are eligible”. However, **ITC Clause Reference 11.1** of the same Data Sheet states that “Sub-consultants may participate in more than one proposal”.

**Question:**

Are the formation of consortiaums or submissions by consortiaums not allowed but sub-contracting is?

**Answer:**

Consortiums or joint ventures are indeed not allowed, sub-contracting is.

**Clarification No. 04**

**Section I. Instructions to Consultants on page 12, Clause 11.2** reads “A sub-consultant whose qualification was taken into account during the prequalification phase along with the one of a Consultant shall only participate in the proposal of this Consultant. The ladder shall integrate services from the respective Sub-Consultant into the Proposal as indicated in the prequalification”.

**Question:**

Can you please confirm that this does also apply to the present tender? In other words, that in case of an exclusive sub-contract relationship with another Consultant, the by the Sub-Consultant added Experience is considered for the fulfilment of the pre-qualification criteria.

**Answer:**

Yes, the experience of the sub-consultant is considered for the fulfilment of pre-qualification criteria.

**Clarification No. 05**

**Section VII ToR, 3. Scope of work, P54.** Something seems to be missing in the following sentence, Quote: “To reach the objectives of this assignment, the consultant is the”…..

**Response:**
Clarification No. 06

The ToR state that the consultant shall monitor and manage project activities with national partners. Are these project activities strictly given by the recommendations stated in the External Review reports and the related RAP?

Response:

Yes, the activities are largely shaped as per the recommendations. In the RAPs, partner institutions might propose slight deviations or alternatives on how to address the recommendations.

Clarification No. 07

Similarly, the ToR state that the consultant will be involved in project activities including project implementation and management, and to reach the objectives the consultant will be expected to conduct a range of tasks. These tasks indeed, seems to be more related to project implementation and management, and less to problem analysis and identification of activities to solve these issues.

Does that mean that already ongoing and future activities are not expected to deviate significantly to activities as described from the list of recommendations in the External Reviews and ultimately the RAP?

Response:

As in clarification no. 06, we expect activities to remain largely aligned to the recommendations of the External Reviewers. However, there might be slight deviations in the preparation of the RAPs.

Clarification No. 08

Form TECH-3, A-On the Terms of Reference, P38, state that the consultant is explicitly encouraged to present a detailed critical analysis and the Consultants interpretation of the project objectives and the ToR.

a) Does that also include a critical analysis and the Consultants interpretation of the list of recommendations from the External Review Report?

Response:

No.

b) Are project activities strictly defined by the Recommendations listed in the External Review Reports for Ethiopia, Kenya, Zambia, Ghana and Nigeria (and ultimately the RAP), or are the consultants encouraged in their proposal to identify and suggest additional/complimentary activities?
Response:

Project activities are largely defined by the recommendations of the External Reviewers and the RAPs. Complimentary activities with a potential positive impact to achieve the project objectives, are welcome.

Clarification No. 09

In PQ-4 - project experience (page 29), should an application from a group of three experts with relevant and complementing backgrounds, applying under the umbrella of a consultancy firm, list relevant project experiences of the individual experts, but carried out under other legal entity than the consultancy firm? Or is this information in such a case expressed through Form PQ-5 and the CV’s for the individual Experts?

Response:

As per the templates included in the Tender Document,
- PQ-4 is intended for institutional Project Experience where the applicant is a firm and individual Project Experience for individual applicants,
- PQ-5 is essentially a List of Human Resource Capacity (only applicable for Firms).
- Individual or staff CVs are also required

Clarification No. 10

Section II Datasheet, ITC Clause 21.1, page 24, list prequalification requirement 3 as working experience in Ethiopia, Ghana and/or Nigeria, and one reference expected for Ethiopia and one for Ghana or Nigeria.

a. Kindly define “Working experience” and acceptable reference? Is working experience including a physical presence in the country a must-met requirement, or can working experiences including desk work analysis and assessment of the country be accepted?

b. In our specific case, our team of three Key Experts can together provide working experiences including a physical presence for Ghana, and working experiences for Ethiopia, Nigeria and Ghana (desk work analysis and assessment of climate smart agriculture and climate adaptation/mitigation strategies). Would that be acceptable for passing Clause 3 of the prequalification must-meet requirement?

Response:

Working experience and acceptable references in this case carry the same meaning as in normal business usage. The work experience could vary from physical presence in the country to desk-based analysis and assessment or a combination. In country experience is however the most ideal.
Where the applicants are a team, complementary experience will be taken into consideration.

**Clarification No. 11**

The most detailed information about the projects aims, goals and challenges we have received are the Reviews reports from the five countries.

a. Is this information in any way superseded or complemented by development in the project, e.g. already prepared action plans (RAP) or other agreements made with the collaborating local partners?

b. If yes, would any of that new information be available to applicants for the consultancy for preparing their applications?

c. If no, will the selected consultants be involved in facilitating the development of the these, e.g. RAP?

Response:

After the Reviews Reports, Crop Trust and the partners continue to engage and collaborate on various activities in line with the project. The Review Reports are the basis of the work being done among other things to prepare action plans (RAP) and sub-agreements. The work is ongoing and at this point, this information cannot be made available to applicants for the consultancy as it is work in progress. As to the selected consultants’ involvement in facilitating the development of the action plans, we envisage that by the start of this consultancy, the action plans and sub-agreements will have already been completed.