

giz GIZ Office Gaborone, Private Bag X12, Village, Gaborone

Reference number: 83373927
Processing no: 13.2244.5-003.00
Project title: Gender Mainstreaming in GCF Development in
Botswana
Country: Botswana

**German Development Cooperation
GIZ Office Gaborone**

**1st floor Marula House, New CBD,
Plot 54358, Prime Plaza,
Gaborone, Botswana**
T +2673957400
F +2673959750
M +2673959615
Email: dimpho.keitseng@giz.de

Your reference
Our reference

2nd Februar 2021

Dear Sir/Madam,

In 2019, Botswana received the Green Climate Fund (GCF) Readiness and Preparatory support to firmly establish and operationalize the Ministry of Finance and Economic Development (MFED) as the National Designated Authority (NDA). The Gesellschaft für Internationale Zusammenarbeit (GIZ) was selected as delivery partner and implements the Readiness and Preparatory Support Programme in Botswana through its SADC Adaptation to Climate Change in Rural Areas in Southern Africa (ACCRA) Programme.

The NDA considers it crucial that activities of reducing vulnerability and enhancing adaptation against changing climate recognize differences of youth, women, and men in the face of climate change to ensure sustainable solutions that benefit all. Therefore, the main objective of the assignment is to develop gender and youth inclusion recommendations based on Botswana and GCF gender and youth policies that will guide i) project proponents in developing gender and youth sensitive projects in Botswana, ii) the NDA in reviewing GCF project proposal submissions and rating them against such criteria to ensure gender and youth considerations are incorporated in GCF projects.

For more detailed information please refer to the attached Terms of Reference should you be interested in participating in the tender.

Submission deadline

Should you be interested in implementing the tasks according the Specifications on the Terms of Reference (**Annex 1**), please submit your bid in three (**3**) copies at GIZ office latest by **12 February 2021, 4 p.m.** Please note that tender bids submitted by **email will not** be accepted. Kindly send your tender bids by **courier** or **hand deliver** to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
GmbH**

**GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD Gaborone, Botswana
or Private bag X12 Village, Gaborone**

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 44 60-0
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 61 96 79-0
F +49 61 96 79-11 15

E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Chairman of the Supervisory Board
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Labelling of offer

Your bid, comprising the **technical offer** and the **price offer**, must be clearly marked as such and submitted in a package containing two envelopes. The price offer must always be separate from the technical offer and placed in a separate envelope. Kindly send 1 original and 2 copies of technical offers and 1 (one) financial offer.

The envelope containing the price offer using the financial offer form (**Annex 3**) with the bidder's name on the right corner must be sealed and be labelled as follows:

Price offer for:

Gender Mainstreaming in GCF Development in Botswana

Reference number: 83373927

– to be opened by GIZ procurement unit only –

Technical assessment grid (**Annex 2**). The complete bid shall not exceed 5 pages (excluding CV). The CV of the consultant shall not exceed 4 pages and must clearly show the position and job the proposed person held in the reference project and for how long. The CV should also be submitted in English.

The envelope containing the technical offer with the bidder's name on the right corner must be sealed and be labelled as follows:

Technical offer for:

Gender Mainstreaming in GCF Development in Botswana

Reference number 83373927

– to be opened by GIZ evaluation team only –

The outer package with the bidder's name on the right corner must be labelled as:

Bidding documents for:

Gender Mainstreaming in GCF Development in Botswana

Reference number 83373927

– to be opened by GIZ procurement officer only –

Price offer

The price offer must be submitted in accordance with the attached format for the price offer and General Terms and Conditions. Personnel costs should be shown per expert assigned for the measure. Travel costs and all other costs must be shown separately. All communication related costs, stationery and printing costs for reports

must be included in the calculation. **Please submit your offer in the currency of your country**; during the financial evaluation the amounts will be converted using the exchange rate of the day from the converter InforEuro: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

Alternative offers

No alternative offers are permitted.

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received 5 days before the closing date. Questions have to be raised *in writing, by email only* to:

Ms Dimpho Keitseng
GIZ Botswana, Procurement Office
fax +267-3959750 or
email: Dimpho.keitseng@giz.de

Non-compliance may result in your bid not being considered.

Evaluation of Offer

After the final technical evaluation, only the price offers of bids with 500 points and above will be opened and evaluated. Technical offers below 500 points will be considered as technically not acceptable. The weightings are as below for Technical (T) and Financial (F);

T: 70%, the price offer and F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

The contract will be awarded to the bidder with the highest score (Technical plus Financial weighing), and in case of achieving the same score, a priority is given to the bidder who submitted the bid earlier. Contractual negotiations are generally commenced with the bidder achieving the highest score. Should these negotiations not be successful, the second highest scorer on the list shall be invited to commence negotiations.

Date of decision to award contract

For procedural reasons, no information on the status of the evaluation will be given pending the decision on contract award. We would therefore ask you to refrain from making enquiries about this. Only the winning bidder will be informed.

Page 4/4, 83373927

Acceptance period and Commencement of work

Please note that you are bound by your bid for 90 days.

GIZ reserves the right to accept, reject and/or cancel any or part of the bid.

GIZ also reserves the right to cancel the bid entirely.

Yours truly,

Annexes

1. Terms of Reference
2. Budget allocation form (for financial proposal)
3. Technical Assessment Grid
4. GIZ General Terms of contract