

Project FFEM – SupMed – Project N° CZZ 2476.01G

Collective and contextualized strategies to promote resilient and sustainable agricultural production in rural Mediterranean areas

Terms of Reference for a Request for Quotation (RFQ) for the organisation of SupMed Project training courses, seminars and workshops

1. Context/background and objectives of the SupMed project

The SupMed project is funded by the French Facility for the Global Environment (FFEM, or *Fond Français pour l'Environnement Mondial*) and coordinated by the CIHEAM-IAMM. It aims to support farmers in Lebanon and Egypt in the implementation of adaptation and mitigation strategies to climate change.

It concerns the Luxor Governorate in Egypt and the Beqaa valley in Lebanon, two areas marked by significant levels of poverty, public agricultural advisory systems undergoing restructuring and a risk of natural resource overexploitation (water and soil) aggravated by climate uncertainty. In Lebanon as in Egypt, private and public agricultural advisory services rely on capacity development as well as a frame of reference to a significant degree in connection with the implementation of strategies to deal with climate change.

The SupMed project aims to structurally and sustainably reduce the overexploitation of water resources and improve the income of farm households. For that purpose, it will put forward, implement and assess integrated, agronomic and socio-economic initiatives based on agro-ecology in order to reduce water dependency in each of the project territories. These initiatives will be jointly developed with local stakeholders and adapted to the context of the two territories involved : the Beqaa valley and the Luxor Governorate.

Numerous workshops and training sessions with farmers and stakeholders of the concerned territories are to be organised.

2. Objectives of the Request for Quotation

The present Terms of Reference concern the modalities for the organisation of the training sessions and workshops planned by the SupMed project in Lebanon over a period of 16 months, from September 2023 to December 2024. The service providers tendering must meet the requirements of the ToR for the implementation of these events.

8 events have been scheduled until December 2024; the service provider will have to be able to organise all these events according to the timetable approved by the CIHEAM IAMM coordinator and project owner when signing the contract. This schedule may be modified during the set period of time according to the evolution of the project.

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3. Description of the services required

The project events can be organised either in the project study area in North Beqaa, or in Beirut.

The service provider will be required to provide the following services:

- The provision, preferably in a hotel located in the study area (Hermel-Baalbeck), of a conference room with a capacity that may be adapted according to the nature of the event (cf. reference table in the appendix), a 15 to 40 minute drive at the most from the villages concerned by the project (Nahlé, Bouday, Hermel)
- Equipment required for the conference room:
 - o internet access and video-conferencing material,
 - o data show and projection screen,
 - o whiteboard or paper board
 - o multi-socket adaptors,
 - o sufficient number of chairs and tables
- Supplies: notepads and pens, printed training programme and hard copies of presentations if necessary
- French/Arabic or English/French translation of documents if necessary
- One coffee break and one meal per day depending on the nature of the event and the number of participants for each day of the workshop
- Car rental for the experts' travels
- Bus rental for a field trip for 3 events
- Organization of a market event with supplying of specialized equipment (stand rental, packaging, goodies ...) for 100 participants.

The precise number of events, participants, the duration per event and services required are detailed in Appendix 1.

4. Profile required

The service provider must

- have a status allowing him/her to organise events or similar activities in the project area and in Beirut
- have experience in organising equivalent types of events.
- be able to receive payments in euros into his/her bank account and to issue invoices in euros.

5. How to apply?

Send a detailed quotation in the format provided in Appendix 1. The quotation must be written in French with the unit amounts in euros, excluding and including tax, to the following address: cobacho@iamm.fr ;

The quotation must be accompanied by the following documents:

- The company registration number or its local equivalent as proof of its legal existence.
- Full bank details of the service provider: IBAN, SWIFT code, name and address of his/her bank
- A dated and signed copy of the document entitled "*Declaration of integrity, eligibility and social and environmental responsibility of the beneficiary*" (see Appendix 2 of the

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ToR) in accordance with the AFD procurement guidelines referred to by the FGEF, the SupMed project's financial backer.

6. Selection procedure and method:

The deadline for sending the quotations is September 15th 2023.

The selection will be based on the lowest bid method.

The prices must be fixed and final, the offer will be valid until December 2024.

The candidates will be informed by e-mail of the results of the selection 5 days after the submission of the offers at the latest.

The selected candidate will be issued a contract with the CIHEAM IAMM specifying the terms of payment and the organisation of the successive events, along with a timetable and details of the number of participants. This contract will be valid until all the services requested have been provided.

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Appendix 1: Quotation template

Budget headings	Unit	Number of units	Unit cost	Total cost in € excluding tax	Cost in €, including tax (*)
<i>Organisation of 13 events, average duration 2 days, 15 participants</i>					
1. Rental of a conference room equipped with data-show, paper board, chairs, tables, internet connection and video-conferencing material, 15 people capacity on average	Day	8			
2. English/Arabic or French/Arabic translation of documents	Flat rate	8			
3. Supplies and printing fees (notepads, paper, pens, printing and photocopies)	Flat rate	8			
4. Coffee break	Nb	385			
5. Full lunch	Nb	385			
6. Car rental (4 seats)	Day	6			
7. Bus rental (2 field visits 50 seats, 1 field visit 30 seats)	Nb	3			
8 Organisation of a market event for 100 pers (rental stand, little packaging, transportation of products, advertising and promotion in local medias, lunch and coffee break...)	Flat rate				
9. Miscellaneous (participant parking fees, etc.)	Day	8			
TOTAL I workshops (1+2+3+4+5+6+7+8)					
(*) exchange rate to be applied: https://www.reuters.com/markets/currencies					

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APPENDIX 1 - Project SupMed n°CZZ2476.01G - Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference name of the bid or proposal: _____ for a Request for Quotation – “Organisation of SupMed Project seminars and workshops in Lebanon” – *SupMed project n°CZZ 2476.01G financing by the Fond Français pour l'Environnement Mondial (FFEM)* (the "Contract")

To: **Centre International De Hautes Etudes Agronomiques Mediterraneenne De Montpellier – CIHEAM IAMM** (the "Contracting Authority")

1. We recognise and accept that *Agence Française de Développement ("AFD")* only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.

2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

2.2 Having been:

a) convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);

b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);

c) convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

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2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this 33
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Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5 In the case of procurement of goods, works or plants:

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a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;

b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.

4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

6. In the context of the procurement process and performance of the corresponding contract:

6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity; 34

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6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

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6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of:

Signature:

Dated:

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