

ADMINISTRATIVE SPECIFICATIONS FOR THE DEVELOPMENT OF A MONITORING RESULT FRAMEWORK AND EVALUATION TECHNICAL ASSISTANCE

(MID-TERM AND FINAL EVALUATION)

1. BACKGROUND

FIIAPP F.S.P. is a foundation of the State public sector whose activities, characterised by the absence of profit and the pursuit of the general interest, is framed in the field of international cooperation aimed at the institutional modernisation, for the reform of Public Administrations and the attainment of democratic governance.

That, in order to its foundational purposes, the Foundation FIIAPP F.S.P. has been awarded the Delegation Agreement “Regional Law Enforcement in the Greater Horn of Africa and Yemen” Project funded by the European Union.

The overall objective of the programme is enhancing the capacity and capabilities of intelligence and law enforcement officials and prosecutors in the Greater Horn of Africa (GHOA) and Yemen to disrupt acts of terrorism and take legal actions against terrorism suspects guided by the rule of law and with due respect for Human Rights.

2. CONTRACTING AUTHORITY

The contracting authority may be, in accordance with the bidding budget, for contracts of individualized amount of up to €100,000, the Secretary-General of the FIIAPP, F.S.P.

3. LEGAL SCHEME AND COMPETENT JURISDICTION

This contract is private in nature, and the civil jurisdiction is competent for hearing any disputes that may arise from the performance hereof.

Nevertheless, this contract will be governed by the Title I of Book III of the Law 9/2017, of 8th November, on Contracts of the Public Sector (LCSP), by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014, as an international foundation, due to its legal nature and due to the contracts that it enters into. Likewise, for the purposes of this law

and pursuant to articles 3.1. e) and 3.3. b) thereof, as a foundation of the public sector, it holds the status of contracting authority.

These Specifications are contractual in nature and contain the detailed conditions with which performance of the contract will comply.

4. CAPACITY TO CONTRACT

All legal persons, Spanish or foreign, who have the full capacity to act, who are not subject to the prohibitions to enter into contracts as listed in section 1 of Article 71 of the LCSP and who are economically, financially, technically and professionally solvent may opt for the award of this contract. They must also hold the business or professional qualification that, if applicable, may be required to perform the activity or provide the service that constitutes the purpose of the contract. Wherefore, the regulations contained in Chapter II of Title II of Book I of the LCSP will be taken into consideration.

In the Delegated Cooperation contracts, before the formalization of any contract, FIIAPP F.S.P, will access the Central Exclusion Database of the EU to confirm contractor eligibility, in accordance with the provisions of Regulation (EC, Euratom) No 1302/2008 of the Commission, of 17th of December of 2008, related to the Central Exclusion Database (DO L 344 de 20.12.2008 p.12).

5. PURPOSE OF THE CONTRACT

The FIIAPP F.S.P. requires the contracting of a technical assistance service to providing a monitoring system and project evaluations (mid-term and final evaluation).

6. DESCRIPTION OF THE SERVICE

The service will be provided is the development of a monitoring results framework and project evaluations (mid-term and final).

The specific objective of the assignment is to lead the development and roll out of an M&E framework, supporting the Project to determine performance and progress toward achieving outcomes outlined in the project document.

The tasks, object of this contract, will be the following:

- The consultant will be responsible for the assessment and updated the project's results/logical framework, advising the FIIAPP on the project's results.

- The consultancy aims at developing a mid-term evaluation as part of a M&E system.
- The Consultant will assist the PMU in reviewing M&E needs and establishing necessary practical procedures and measures in order to operationalize M&E (data collection and processing). The consultant is expected to design a practical M&E system with regard to the following key aspects:
 1. What needs to be measured? Quantitative and qualitative indicators.
 2. What is the most appropriate source of information that needs to be collected?
 3. How to collect the information and how often?
 4. How to store and analyze data?
- The consultancy aims at developing a final evaluation as part as a M&E system. Further details will be disclosed at later on and before the end of the project.

7. TENDER BUDGET

The maximum budget of this tender will be the following:

Professional fees: 60.000 euros (vat not included)

For the first need identified -intermediate evaluation-, the maximum professional fee is 30.000 euros.

This figure represents the maximum budget, which will determine the exclusion of any bid submitted for a higher amount.

8. CONTRACTUAL TERM

Provision of the service will take place from the signature of the contract until the end of the project execution, with a possibility of extension if the project is extended after EC approval.

The FIIAPP F.S.P. reserves the right to rescind the contract at any time in the event that it does not agree with the requested service.

10. PROCEDURE AND FORM OF AWARDING THE CONTRACT

For the award of these contracts, the FIIAPP F.S.P. will undertake a negotiated procedure in which at least three companies authorised for the purpose of the contract will be invited to submit a bid, to the extent possible.

11. PRESENTATION OF PROPOSALS

In order to participate in this tender, the proposing party must submit, at the headquarters of the FIIAPP F.S.P., located at C/ Beatriz de Bobadilla 18-4º de Madrid, and before 12:00 p.m. on 17 August 2018, the bid that they propose, in three sealed envelopes. These envelopes must indicate, on the outside of each one, the tender procedure and reference number for which the bid is being submitted, the signature of the proposing party, the name of the company, the full name and capacity of the person signing the proposal and the information of the contact person at the company, all of which must be written legibly.

In the event that the bid is sent by mail, the tenderer must justify the mailing date at the Postal Office and must inform the FIIAPP F.S.P. that a bid has been sent by sending a fax to 34 91 533 58 63, by sending a telegram that same day or by sending an e-mail sent to juridico@fiiapp.org. If both requisites are not met, the bid will not be admitted if it is received at the FIIAPP F.S.P. after the end of the period indicated in the announcement.

12. FORM AND CONTENT OF THE PROPOSALS

Companies that submit bids must include the following points:

A. Envelope No. 1. Administrative proposal.

The proposal must contain the following documentation:

1. The **capacity to act** will be proved by:

A. **Statement responsible** for having full capacity to act and not to be incurs in the prohibitions of hiring provided for in article 71 of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014, (**Appendix II**).

B. **All** legal persons wishing to submit to the tender must enclose the following documentation for the **identification of the real holder** (articles 3 and 4 of the Law on the Prevention of Money Laundering Act 10/2010 of 28 April):

Identification of the person or natural persons who ultimately possess or control, directly or indirectly, a percentage exceeding 25% of the capital or of the voting rights of a legal person, or by other means exercising direct or indirect control of the management of a legal person. Excluding the companies that listed in a regulated market of the EU or equivalent third countries (**Appendix III**).

C. Supporting documents of the representation:

The person with the power of representation must accompany a copy of his/her powers, notari ally or administratively, together with his/her national identity document or, where appropriate, the document which he/she makes his/her times.

2. Spanish Proprietors.

Companies with a legal personality.

The capacity to act of companies that are legal persons will be proved by the founding and amending deeds thereof, recorded in the Companies Registry when this is a requirement in accordance with applicable commercial legislation. If it were not a requirement, proof the capacity to act will be given by the deed or document of incorporation or amendment, by the articles of association or by the founding deed, which must record the rules according to which the business activity is regulated, and which must be recorded in the corresponding official registry, if applicable. Or, by registering in the Official Register of Tenderers and Classified Companies in the Public Sector.

Foreign proprietors.

EU companies:

EU companies that, in accordance with the legislation of the State in which they are established, are qualified to provide the service in question may submit a bid, in accordance with the provisions set forth in Article 67 of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014.

Non-EU companies:

Legal persons of non-member States must justify, by a report from the respective Permanent Diplomatic Mission of Spain, which must accompany the submitted documentation, that the State of origin of the company admits Spanish companies when contracting with public administrations.

Likewise, when the contract is for works, that company must also have a branch in Spain, it must have attorneys or representatives appointed and it must be recorded in the Companies Registry. It must comply with the provisions set forth for such purpose in Article 68 Article 3.3.b) of the Law 9/2017, of 8th of November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014.

Temporary joint venture:

When two or more companies submit bids to a tender as a temporary joint venture, each one of the proprietors comprised in the joint venture must prove

their legal personality, their capacity to act and their representation. In a private document, they must indicate the names and circumstances of the signing proprietors, the equity holding of each one and the person or entity that, during the contractual term, holds full powers of representation (Article 69 of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014).

1. Solvency:

- financial, accredited by the annual turnover of business, or volume of annual business in the field to which the contract refers, referred to the best exercise within the last three exercises available according to the dates of incorporation or commencement of activities of the employer and of the submission of the tenders for an amount equal or greater than that required in the notice of tender or in the invitation to participate in the procedure and the specifications of the contract or, failing that, the established regulations. In addition, the minimum annual turnover required shall not exceed one time and a half the estimated value of the contract, except in duly substantiated cases such as those related to the special risks associated with the nature of the works, services or supplies.
- technical, at least 2 previous evaluations provided to an International Organisation or company. The evaluations should be similar to the requirements of this bid.

B. Envelope No. 2. Technical proposal

In addition, in the envelope No. 2 of the technical proposal, a copy of the technical proposal documentation in electronic format must be included. Non-inclusion will be cause for exclusion.

Financial data will not be allowed in the technical proposal, which will be cause for exclusion.

C. Envelope No. 3. Financial proposals.

Financial bid, according to the model included as Appendix 1, thereby showing the VAT separately.

FIIAPP F.S.P. will not accept any proposal where the received envelopes arrive manipulated (not closed, open, torn...).

➤ **Common aspects of the administrative, technical and financial proposals.**

The proposals (administrative, technical and financial) must be drafted in the Spanish language or corresponding co-official language.

Proposals that may contain omissions, errors or cross-outs that prevent a clear understanding of what the FIIAPP F.S.P. deems to be essential in order to consider the bid will not be accepted.

Each tenderer may not submit more than one proposal. Each tenderer also may not sign any proposal in a temporary joint venture with others if they have already submitted one individually or if they are recorded in more than one. A violation of these rules will give rise to not admitting the tender of any of the proposals signed by that tenderer.

All documents that may be submitted must be originals or certified photocopies, except for the receipt of the provisional guarantee, which must necessarily be the original.

If the documentation is notarial, it must comply with the requisites regarding authentication set forth in the Law and in Notarial Regulations.

For this tender process, documents stamped by the Foundation at the Registry may also be validated as true copies of originals.

13. CERTIFICATION AND QUALIFICATION OF DOCUMENTS

Once the envelopes have been received by the Secretary of the Contract Award Committee, the Contract Award Committee will meet to previously qualify the documents submitted in the proper time and manner.

If the committee observes defects or omissions in the submitted documentation that can be corrected, it will inform the interested parties verbally and in writing, thereby granting a period of no more than three business days so that tenderers can correct or amend such defects or omissions, thereby cautioning them that the tenderer will be definitively excluded if they do not proceed to correct the documentation within the granted period.

In this event, the tendering companies that are required to correct defects must send in the requested documentation by presenting it, without exception, at the Registry.

Subsequently, the Contract Award Committee will meet again to adopt the appropriate resolution about definitive admission of the tenderers in view of the received corrections.

14.CONTRACT AWARD COMMITTEE.

The composition of the Contract Award Committee will be the following:

Chairman:

1. Head of Financial Management Area of FIIAPP, F. S.P.;
Gemma Cosido

Members:

1. Member of Legal Department: Sonsoles de Toledo
2. Financial Officer of the Project: Alvaro de Andrés
3. Member of the Project: Luisa Barrenechea

Secretary: Director of the Unit Justice and Security of FIIAPP:
Mariano Guillén-Oquendo

15.OPENING OF THE FINANCIAL PROPOSAL

The envelope with the financial proposals of the various bids will be opened by the Contract Award Committee in a public session on 7 September 2018 at 12:00 p.m. at the headquarters of the FIIAPP F.S.P..

16.EVALUATION OF THE PROPOSALS

| | |
|--|------------------------------------|
| Financial proposal: | 30 Points |
| Technical proposal: | 70 Points |
| 1. Accuracy and clarity of the methodological proposal and its adaptation to the purpose of the evaluations | 15 points |
| 2. Demonstrated expertise/actions of security and law enforcement issues within the Horn of Africa context | 15 points (3 points per action) |
| 3. Technical quality of the methodological proposal to systematize and present the results obtained in a systematic manner | 15 points |
| 4. Actions in designing and implementing M&E in projects related to counter-terrorism and security in Africa | 15 points (3 points per action) |
| 5. Work plan suitable for the objectives required and the activities identified | 10 points |

The submitted proposals will be evaluated according to the financial and technical bid.

For weighing the technical proposal,

- the maximum points will be given to the best bid in this aspect, for each one of the criteria. All other tenderers will be scored in proportion to the best.
- Scores will be given according to the evaluation of the various criteria appearing in the table.

For weighing the financial proposal, the total estimate of each company will be assessed.

The formula used will be the following:

- 1: Best financial bid: maximum score (30 points)
All other bids
$$\text{Application base: maximum score} \times \frac{\text{Bid being assessed}}{\text{best bid}}$$
- 2: Application of the criterion of proportionality.
$$\text{Financial assessment: maximum score} \times \frac{\text{Maximum score}}{\text{Application base}}$$

17.AWARD OF THE CONTRACT

The contract is concluded by the appropriate award of the contract by the Contracting Authority, at the proposal of the Contract Award Committee. The Contracting Authority must give the reasons for its decision if it dissents from the Award Committee's proposal.

The contract will be awarded within the maximum period of 7 working days as from opening of the sealed envelopes in a public session.

The award of the contract will be notified to the tenderers in writing via the fax or e-mail provided.

18.FORMAL EXECUTION OF THE CONTRACT

The document of formal execution of the contract will be executed within the period of 7 working days as from the day following reception of the notification of the award.

When, for causes attributable to the contractor, the contract could not be formally executed within the indicated period, the FIIAPP F.S.P. may resolve to terminate the same, subject to a mandatory hearing of the interested party.

The contract will be private in nature, and the civil jurisdiction is competent for hearing any disputes that may arise from the interpretation or application thereof.

11. RESPONSIBLE OF THE CONTRACT

The contracting authority designates Luisa Barrenechea Fernández as responsible for the contract to be supervised by its execution and to take the decisions and dictate the necessary instructions in order to ensure the proper performance of the agreed benefit, within the scope of faculties that those attributed.

12. GOVERNING RULES

The contract that is signed will be private in nature and will be governed by the following:

- The clauses contained in these Specifications.
- The provisions set forth in Law 50/2002, on Foundations.
- The provisions set forth in the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014.

The failure to know any of the terms of the contract, of the documents attached with the same or of the instructions, specifications or rules of any kind issued by the FIIAPP F.S.P. that may be applicable to performance of the agreement will not relieve the proprietor from the obligation of compliance therewith.

Pursuant to Article 27.2 of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014, the civil courts shall have jurisdiction to resolve disputes arising between the parties regarding the effects, compliance and termination of private contracts. This court order shall also have jurisdiction to hear any disputes affecting the preparation and awarding of private contracts.

13. PAYMENT SCHEME

The successful tenderer is entitled to the payment of the agreed price, in accordance with the conditions laid down in the contract, corresponding to the works actually carried out and formally received by the Foundation.

14. SUBCONTRACTING

The activities, object of this contract, must be executed directly by the successful company. Exceptionally, the FIIAPP F.S.P. may authorise the subcontracting of personnel or tasks related to the purpose of the contract by a company other than the successful bidder, under the terms provided for in Articles 215 and 216 of the LCSP. Acceptance must be express. It will be an

essential requisite that the subcontractor company be current in all payment obligations regarding taxes and social security.

The successful company will be liable to the FIIAPP F.S.P. for the actions of the subcontracted company in all areas, including service quality, delivery deadline, completion and obligations regarding data and information processing, as well as compliance by the subcontracted company with its social and tax obligations.

15. OWNERSHIP OF THE WORK PERFORMED

All work that may be performed in any of the sections will be the property of the FIIAPP F.S.P.

The successful bidder may not use on its own or provide to third parties any data of the contracted works or totally or partially publish the content of the same without the express, written authorisation of the FIIAPP F.S.P.. In any event, the successful bidder will be liable for the damages that may be derived from a breach of this obligation.

16. TERMINATION OF THE CONTRACT

The causes for termination of the contract are those set forth in Articles 211 and 306 of the LCSP.

17. START OF WORK

The official start date of the work will be the day after the contract will be formalised.

APPENDIX I.

FINANCIAL PROPOSAL

Mr/Ms....., of full legal age, a resident of..... and holder of D.N.I. [National Identity Document] No....., on behalf of or representing the company,, with its registered address at and holder of NIF [Tax ID No.], in order to participate in the call for tenders:

"For the development of a monitoring result framework and evaluation technical assistance for the Project Regional Law Enforcement in the Greater Horn of Africa and Yemen"

Called by the International and Ibero-American Foundation for Administration and Public Policies, states the following:

That they undertake to perform the service for which they are submitting a bid, subject to the requisites and required conditions, for the price of:

Professional fee: €.....
21% VAT: €.....
Total: €.....

(Indicate the price and the VAT separately. Submitting a bid without having separated the price and VAT will mean exclusion of the financial bid.)

In.....,
on.....[day].....[month] [year]. Place, date
and signature of the tenderer)

Signed:

APPENDIX II.

STATEMENT OF COMPLIANCE

Mr/Ms, holder of D.N.I., acting in representation of, holder of C.I.F. and with its registered address at, in their capacity as and interested in the contract award procedure called by the International and Ibero-American Foundation for Administration and Public Policies,

Hereby makes this **STATEMENT OF COMPLIANCE**, for the purpose of the provisions set forth in Article 140.1 c) of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014.

- My client is not subject to any cause of prohibition to enter into contracts with the public sector in accordance with the provisions set forth in Article 71.1 of the LCSP.
- I am current in compliance with all tax and social security obligations imposed by provisions in force, without prejudice to undertaking to provide proof of such requisite before formally executing the contract, in accordance with the General Specifications according to which contracting is governed, if my client is awarded.

In....., on.....[day].....[month] [year].

(Place, date and signature of the tenderer)

Signed:

APPENDIX III (Envelope Nº 1)

Statement of compliance for legal persons

Mr/s, holder of N.I.F....., acting as CEO and sole director of, holder of N.I.F, and with address for notifications at, No. ..., (Postcode), (Town/City), for the purpose of compliance with the provisions of prevailing regulations on the prevention of money laundering and terrorism financing,

HEREBY CERTIFIES

1. That the data set out in the documentation provided to comply with the formal identification obligation established in Article 4 of the Regulation of Act 10/2010 are true and accurate, and all this information remains valid:

☐ YES

☐ NO

2. That the ownership or control structure of the company represented is as follows:

☐ No partner / shareholder has a holding greater than 25%.

☐ That the partners / shareholders with holdings greater than 25% are:

| FULL NAME OF THE PARTNER OR SHAREHOLDER | PP / LP | IDENTIFICATION | NATIONALITY | HOLDING (%) |
|---|---------|----------------|-------------|-------------|
| | | | | |
| | | | | |
| | | | | |

PP: physical person / LP: legal person

3. That the physical persons who ultimately own or control, directly or indirectly, a percentage greater than 25% of the share capital or voting rights of the legal person that I represent, or which through statutory provisions or agreements or other means exercise control, directly or indirectly, of the legal person, are:

☐ That no physical person/s ultimately own(s) or control(s), directly or indirectly, a percentage greater than 25% of the share capital or voting rights of the company that I represent, or through other means exercise(s) control, directly or indirectly, of the management of this company.¹

☐

The following:

| FULL NAME OF THE BENEFICIAL OWNER | IDENTIFICATION | NATIONALITY | CONTROL (%) |
|-----------------------------------|----------------|-------------|-------------|
| | | | |
| | | | |

4. That the directors, members of the Board of Trustees (for foundations) or members of the Board of Directors (for associations) are:

| NAME OF DIRECTOR | PP / LP | IDENTIFICATION | NATIONALITY |
|------------------|---------|----------------|-------------|
| | | | |
| | | | |
| | | | |

In the event that any of the aforementioned directors, trustees or members of the board of directors are legal persons, state the name of the physical person appointed by the legal person director:

| COMPANY | NAME OF DIRECTOR | IDENTIFICATION | NATIONALITY |
|---------|------------------|----------------|-------------|
| | | | |
| | | | |
| | | | |

In witness whereof, this document has been issued for all required purposes.

In (...), on (...) [day] (...) [month] (...) [year]