

PROCUREMENT NOTICE
Open procedure

“Consultancy Services for the Mid Term Review of the Regional Housing Programme

COUNCIL OF EUROPE DEVELOPMENT BANK

CALL FOR TENDERS

APRIL 2015

DEADLINE FOR SUBMISSION OF OFFERS: 29 April 2015, at Noon

1. Assignment

Council of Europe Development Bank (CEB) is issuing a call for tenders to provide assistance to for a Mid Term Review of the Regional Housing Programme.

The "Joint Regional Programme on Durable Solutions for Refugees and Displaced Persons" (the "Regional Housing Programme" or the "RHP") is a joint initiative of Bosnia and Herzegovina, Croatia, Montenegro and Serbia (each a "Partner Country"; "PC" and together the "Partner Countries").

The aim of this regional initiative, which is an integral part of the "Sarajevo Process on refugees and displaced persons" (the "Sarajevo Process") initiated in 2005, is to contribute towards resolving the protracted displacement situation of the most vulnerable refugees and displaced persons (DPs) following the 1991-1995 conflicts on the territory of former Yugoslavia, including internally displaced persons (IDPs) in Montenegro from 1999, by, inter alia, providing them with durable housing solutions.

The RHP comprises four Country Housing Projects ("CHP"), one in each PC, each of which will be implemented by the respective PC in several sub-projects. The total estimated cost of the RHP is set at EUR 584 million; this is expected to be financed by the Donor community (EUR 501 million) and by the PCs themselves (EUR 83 million).

This regional initiative is supported by the international community, including the European Union represented by the European Commission ("the Commission"), the United States of America

("U.S."), Germany, Italy, Norway, Switzerland, Denmark, Turkey, Luxembourg, Cyprus, Romania, the Slovak Republic, the Czech Republic, Hungary, the Council of Europe Development Bank ("CEB"), the United Nations High Commissioner for Refugees ("UNHCR") and the Organization for Security and Cooperation in Europe ("OSCE").

2. Assignment Objective

The objective of this assignment is to conduct the Mid Term Review (MTR) of the Implementation of the Regional Housing Programme. The purpose of the MTR is to provide an overall independent assessment of the RHP's achievements to-date and lessons learned, as these relate to the objective of the programme including its contribution to reconciliation. In addition, the MTR is expected to propose concrete and actionable recommendations for adjusting the resources needed and implementation plan in order for RHP to achieve its agreed upon goals.

3. Budget and Duration

A maximum indicative budget of € 250,000 is envisaged for the entire assignment. The term of engagement is 7 months, commencing in May 2015. The engagement may be extended for an additional period and an additional budget of up to € 100,000, if there are additional services or new needs identified upon completion of the assignment, at the discretion of CEB.

4. Provisional Time table

Publication Date	8 April 2015
Deadline for request for any clarifications from the CEB	20 April 2015 Midnight*
Last date on which clarifications are issued by the CEB	23 April 2015
Deadline for submission of tenders	29 April 2015 (Noon)*
Notification of award	7 May 2015
End of Standstill period	17 May 2015

*all times are in the time zone of Paris

5. Eligibility Criteria

The Eligibility Criteria – Annex 3 - sets out the information required by CEB in order to assess the Applicants in terms of their technical knowledge and experience, capability/capacity, organizational and financial standing. Only those companies that meet the Eligibility Criteria will have their offers evaluated. There is no limitation in the number of companies that will be accepted for the evaluation of offers, provided they meet the following criteria:

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Economic and Financial capacity	Turnover	Min. EUR 700,000 €/year in 2012,2013 and 2014	Section 3
Staff Resources	Staff Number	Min. 4 permanent staff	Section 4
Experience	General	Total number of consultancy contracts performed in 2012, 2013, and 2014.	Section 5
	Specific: Projects in fields related to this contract	Minimum 5 projects greater or equal to 50 000 EUR in fields of mid- term reviews and/or evaluations of International Financial Institutions (IFI) and/or Donor funded projects in the last 8 years finalized prior to the deadline for submission of tenders.	

The Financial Offer of the companies that do not meet the Eligibility Criteria will be returned unopened to them after the evaluation is completed.

6. Eligibility of suppliers

Eligibility of Suppliers is subject to the terms and conditions described in the “Guidelines on the Internal Procurement of Services, Supplies and Works by the CEB 2014”- clause 4.

- a. Any firm or expert participating in the preparation of a project must be excluded from participating in tenders based on this preparatory work, unless they can prove to the CEB that the involvement in previous stages of the project does not constitute unfair competition.

7. How to obtain the tender documentation?

Companies interested in this tender should write to the Procurement Department of the CEB by email to the address procurement@coebank.org before the **20 April 2015, Midnight** indicating in the subject of the email the reference to the publication of this Call for Tenders. The CEB Procurement Department will then forward the tender package including Terms of Reference, Instructions to Tenderers and all necessary forms.

8. Content of the offer

The Applicant (in case of a joint application, each member of the consortium) shall provide the **Statement of Integrity (Enclosure 3)** duly completed and signed.

The Applicant shall complete the Eligibility Criteria – Annex 3 – and submit it together with any supporting information requested for the Eligibility Criteria.

The applicant shall submit a technical offer according to the enclosed template and submit it in a sealed envelope marked TECHNICAL OFFER.

The applicant shall submit a financial offer with its best price according to the enclosed template in a sealed envelope marked FINANCIAL OFFER.

All documents shall be in English.

9. Additional information, questions before the deadline

No additional information will be provided. Any potential bidders that would like to ask questions about this tender should do it in writing by email to procurement@coebank.org indicating in the subject of their message “MID TERM REVIEW OF THE REGIONAL HOUSING PROGRAMME”.

Any questions related to this tender should arrive by the **20 April 2015, Midnight**. Questions that arrive later than this will not be answered.

CEB will provide answers to the questions at the latest by **23 April 2015**, by publishing updates to this notice in the procurement section of the website of CEB (www.coebank.org).

10. Acceptance and rejection of bids

CEB reserves the right to accept or reject non-substantive defects that might affect bids. CEB will reject the Offers received after the submission deadline.

11. Modification or cancellation of the tender

CEB reserves the right to modify or cancel, at any time, all, or part of this tender as necessary, without having to justify its action or incurring any liability to potential bidders. In no event shall the CEB be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of this tender even if the CEB has been advised of the possibility of damages.

12. Presentation and submission conditions

Tenders shall be submitted in two sealed envelopes, as explained in point 8 above, before the submission deadline.

The date of reception by CEB shall serve as evidence in this respect. The inner-envelope shall be marked: “Not to be opened by the mail service” while the outer-envelope shall be marked “Procurement Department - Tender for THE MID TERM REVIEW OF THE REGIONAL HOUSING PROGRAMME”, and be sent to the following address:

Council of Europe Development Bank - Consultancy Services for the Mid Term Review of the Regional Housing Programme

Council of Europe Development Bank
Procurement Department
34 rue Boissiere
75116 Paris - France

Tenders that arrive after the submission deadline, **29 April 2015, Noon**, shall be rejected and re-directed unopened to the Sender.