



Instructions to tender

ODI is launching a tender for services to be provided in Burkina Faso

Tenderers must follow all instructions, forms, terms of reference and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Services to be provided

The primary aim of this consultancy is to conduct the baseline survey for the BMZ-funded, and GIZ implemented *Programme Responsable Land Policy in Burkina Faso (Programme pour une Politique Foncière Responsable au Burkina Faso: ProPFR/BF)*. The survey will be quantitative, but it is anticipated that qualitative methods will be needed to ensure that it is correctly implemented and understood. The surveys will be structured around Prindex's measure of perceived tenure security as a lever for achieving a range of other development outcomes associated with the project's Theory of Change. More information about the services can be found in Annex 1 Terms of Reference.

2. Timetable

Deadline to request clarifications:	23:59 GMT+1 on 20/ 09/2021
Clarifications issued:	22/09/2021
Deadline for submitting tenders:	23:59 GMT+1 on 27/09/2021
Completion of evaluation:	08/10/2021
Notification of award (provisional):	11/10/2021
Contract signature (provisional):	18/10/2021
Expected start date (provisional):	25/10/2021

3. Content of the tender

The tender must include a technical offer and a financial offer which must be submitted as separate digital documents clearly labelled. The tender and all supporting documents can be submitted in French or English.

The technical offer must include the following:

- Presentation of the bidder
- Proof of registration as a legal entity
- Copies of financial accounts for the previous 3 years
- Previous relevant experience of survey design and implementation, including demonstrated logistical capacity in the field, scale of the work and regions worked in within Burkina Faso
- Three references of previous relevant experience including contact details
- Overview of the proposed methodology for conducting baseline surveys
- Proposed sampling methodology, including sample population, sample size and sampling design
- Outline of proposed data quality procedures
- A detailed workplan of proposed activities
- Short description and CVs of the Team Lead and other key personnel

The financial offer must be submitted using the template provided in Annex 2 Template Financial Offer following the instructions. The price included should be all inclusive and in Euro.

4. Validity of offers

Tenders submitted will be valid for 60 days after the deadline of submission of the tender or until they have been notified of non-award.

5. Clarification requests before the submission of the tender

Tenderers can send any queries they may have on the tender to Ana Nunez Lopez (a.nunezlopez@odi.org.uk) before the deadline to request clarifications mentioned above. ODI will issue one compilation of clarifications to all tenderers in line with the timeframe described above.

6. Submission of tenders

Tenders shall be submitted electronically via email before 23:59 GMT+1 on the 27th of September 2021 to Ana Nunez Lopez (a.nunezlopez@odi.org.uk). The email must contain two separate files in any of the following formats: .doc/.docx/.pdf/.xls/.xlsx

One of the files should contain the technical proposal and include “Technical Proposal” as part of the title of the file. The second file should include the financial proposal and include “Financial Proposal” as part of the title of the file.

Tenders can be amended until the deadline for submission of the tender by sending the amended version as stipulated above and including a clear message identifying the version as the final submission of the tenderer.

Tenders can be withdrawn by providing written notification before the submission deadline.

Any costs incurred by the tenderer for the preparation and submission of the tender are borne by the tenderer.

7. Evaluation of tenders

Tenders will be evaluated in a two-stage process by a three-member panel. The technical proposal will be evaluated first in line with Annex 3 Evaluation Criteria. Only those tenders that score a minimum of 60 points in the technical proposal will have their financial proposal evaluated.

All proposals will be evaluated in line with a best price-quality ratio by weighing technical quality against price on an 80/20 basis.

8. Contract signature

Once the evaluation of the tenders has taken place, the successful tenderer shall be notified and due diligence procedures will begin, including contacting references, before the contract is signed.

A standard contract template in English is attached in Annex 4 ODI Subcontractor Agreement for information. The contract for the services to be delivered for this tender will be in English.

9. Registering a complaint

Complaints in relation to the evaluation process of the tender can be registered by providing a written notification to ODI via email to Ana Nunez Lopez (a.nunezlopez@odi.org.uk). The Evaluation Panel will reply to each complaint within 5 working days.



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