



## **CONTRACT FOR INTELLECTUAL SERVICES**

### **N° CLN-2026-0273**

**Agence Française de Développement**  
5 Rue Roland BARTHES  
75012 PARIS

**Subject-matter: Complementary Studies for GCF Approval in Palestine - SHAJAR**

**Deadline for submission of offers**

**Date: le 24/07/2026**

**Time: 15:00 (Paris Time)**

**Rules of the procurement procedure**

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## **1. Subject-matter of the contract**

The purpose of the consultancy is to support the finalization of the appraisal of the SHAJAR project (agriculture in the southern Hebron region – a joint reuse approach) with a view to its presentation to the boards of directors of the AFD, the EU, and the GCF.

Place of implementation of the services: Palestine.

### **1.1 Structure of the contract**

This procurement is not divided into lots; the services will be covered by a single contract.  
Nor is the contract divided into stages or subject to call-off orders.

### **1.2 Duration of the contract – Time extension – Implementation deadlines**

The duration of the contract, the modalities for time extension and the implementation deadlines are included in the contract project.

### **1.3 Contract for similar services**

The services covered by this consultation may give rise to a new contract for the performance of similar services, awarded under the negotiated procedure without prior publication and without competitive tendering and which will be performed by the contractor of this contract.

## **2. Organisation of the procurement procedure**

### **2.1 Procurement procedure**

This procurement process is conducted in accordance with Articles R. 2123-1 and R. 2123-5 of the code de la commande publique, using an adapted procedure that is open and allows for potential negotiation, as freely determined by the contracting authority.

Candidates are advised to submit their best possible technical and financial proposal at the time of initial submission.

The contracting authority will evaluate the candidates' offers based on the specified selection criteria and will enter into negotiations with all selected candidates.

In accordance with Article R. 2144-3 of the code de la commande publique, the verification of candidates' professional suitability, economic and financial standing, and technical and professional capabilities may be carried out at any stage of the procedure, and no later than prior to the award of the contract.

Following these negotiations, the contracting authority will select the most economically advantageous offer

based on the award criteria defined in the contract notice and/or these tender regulations.

## **2.2 Provisions related to consortia**

The contract will be awarded to either a single company or to a consortium of companies.

If the contract is awarded to a consortium, the co-agent will be jointly and severally liable for each of the consortium members.

Possibility of submitting several offers for the contract by acting both as individual candidates and as members of one or more consortia:

☐ Yes

☒ No

Or as members of several consortia:

☐ Yes

☒ No

## **2.3 Authorised variants**

The submission of an authorised variant is not allowed.

## **2.4 Required variants**

No required variants are foreseen.

## **2.5 Detailed changes to the standard bidding documents**

The contracting authority reserves the right to bring no later than 3 days before the deadline for submission of offers, detailed changes to the standard bidding documents. Candidates will then be required to respond on the basis of the amended documents without being able to raise any complaints on this subject.

If the above deadline is extended during the review of the bidding documents by the candidates, the previous provision is applicable according to this new date.

## **2.6 Offer validity period**

The period of validity of the offers 120 days from the deadline for the submission of the final offer.

The tender dossier comprises the following documents:

- These tender regulations.
- The application form.
- The project Contract and any.
- The Terms of Reference (drafted in English) and any annexes thereto, where applicable.
- The breakdown of the global fixed price.

## **3. Access to standard bidding documents**

The contracting authority informs candidates that the bidding documents are in electronic form.

The Bidding Documents for Companies (Dossier de Consultation des Entreprises - DCE) can be consulted and

downloaded free of charge at the following address:

<https://www.marches-publics.gouv.fr/>.

In order to be able to unzip and read the documents made available by the contracting authority, economic operators must have at their disposal the softwares allowing them to read the following formats:

- Compressed files to \*.zip standard (readable by Winzip, Quickzip)
- Adobe® Acrobat® \*.pdf (readable by Adobe Reader software)
- \*.doc or \*.xls version 2000-2003 (readable by Microsoft Office or OpenOffice)
- Rich Text Format \*.rtf
- If necessary, the DWF format (readable by Autocad software, or viewers such as Autodesk DWF viewer,).

When downloading the bidding documents, it is recommended for the company to create an account on the electronic platform where it will provide the name of the bidding organisation and an e-mail address in order to keep it informed of any changes that may occur during a procedure (adding a document to the DCE, sending a list of answers to the questions received...).

The candidate is informed that only the copy of the bidding documents held by the contracting authority is authentic.

## 4. Submission of applications and offers

**Candidates will be required to submit the following documents in the French language.**

**It is reminded that, within the framework of this procedure, only documents written in French are valid.**

**It is specified that the deliverables must be written and transmitted in English.**

### 4.1 Required application documents :

**Each candidate will have to produce the application form attached as an annex to this document, the following documents will also be required:**

- **Sworn statement certifying that the candidate does not fall under any of the cases mentioned in Articles L. 2141-1 to L. 2141-5 or Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document in the appendix)** (*Déclaration sur l'honneur justifiant que le candidat n'entre dans aucun des cas mentionnés aux articles L. 2141-1 à L. 2141-5 ou aux articles L. 2141-7 à L. 2141-10 du Code de la commande publique (document en annexe)*)
- **Where applicable, document(s) regarding the authority of the person empowered to bind the company**
- **In the case of a consortium, the document authorizing the lead member, signed by the consortium members**
- **In the case of subcontracting, the subcontracting declaration (template attached to the Single Contract)**

The candidate may prove its financial capacity with any other document deemed equivalent by the contracting authority if he is objectively unable to submit part of the information related to its financial capacity.

In the event where a candidate wishes to use the professional, technical, and financial capacities of any intervening party (subcontractor in particular) to justify its own capacity, the candidate shall submit the

documents related to these intervening parties described in the abovementioned article. He shall also prove that he will benefit from the intervening party's capacities for the implementation of the contract with a written undertaking from the intervening party.

In accordance with article R. 2143-16 of the Public Procurement Code, candidates shall submit a French translation of all documents drafted in another language as part of their application.

Candidates are made aware that, in accordance with article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents that the contracting authority can directly obtain through:

- An electronic system of provision of information managed by an official body, provided that access to this system is free and, if need be, that necessary information pertaining to the access to this information are contained in the standard bidding documents;
- A digital storage space, provided that all the information necessary to its consultation is included in the standard bidding documents and that access to it is free of charge.

In addition, in accordance with the provisions of article R. 2143-14 of the Public Procurement Code, candidates are not required to provide to the contracting authority supporting documents and means of proof which have already been transmitted during a previous procurement procedure and which remain valid.

Finally, in accordance with the provisions of Article R. 2143-4 of the Public Procurement Code, the contracting authority agrees that candidates may submit their applications in the form of a single European market document (DUME) established in accordance with the model laid down by the European Commission Regulation establishing the standard form for the single European market document, in place of the declaration on honour and the information mentioned in Article R. 2143-3.

Candidates may create or reuse a DUME in its electronic version via the following URLs:  
<https://ec.europa.eu/tools/espd/> OU <https://dume.chorus-pro.gouv.fr/>

It is specified that the contracting authority does not allow candidates to solely indicate that they have the required aptitude and capacities in the DUME without providing specific information on them.

## 4.2 Documents necessary for the selection of the offer

For the selection of the offer, candidates must submit the following documents:

To submit their bid, candidates must provide the following documents:

- A project Contract

Information regarding the use of electronic signatures:

Tenderers are requested not to use an electronic signature that prevents the addition of another electronic signature.

The candidate must also specify the nature and value of the services they intend to subcontract, as well as the list of subcontractors they propose to submit to the contracting authority for approval and acceptance.

- The breakdown of the overall fixed price in both .xlsx and .pdf formats.
- A methodological note or technical statement drafted using the template provided in the "Mandatory Response Framework" annex to these Tender Regulations.

Documents provided by the contracting authority-with the exception of:

- Those listed above and their annexes

- The Contract, duly completed by the tenderer
- do not need to be resubmitted with the bid.

Only the documents held by the Contracting Authority shall prevail. This applies to the Contract as well, even if modifications-other than those required for its completion-have been made by the tenderer.

Candidates are reminded that signing the project Contract constitutes acceptance of all contractual documents.

Candidates are reminded that signing the letter of agreement constitutes acceptance of all contractual documents.

## 5. Evaluation of applications, offers and award of the contract

### 5.1 Evaluation of applications

The AFD retains the right to evaluate offers before evaluating applications. In this case, the AFD may choose to solely evaluate the applications of the candidate the AFD considers for contract award.

The evaluation criteria of applications are as follows:

- Technical and financial capacities and guarantees
- Professional capacities

Under the following conditions :

The Contractor shall have at least two permanent employees
The Contractor shall submit at least three contract references in a similar safety-risk zone, namely a orange/red zone according to the classification of the Ministry of Europe and Foreign Affairs

Furthermore, the service provider must demonstrate proven experience in (i) project appraisal for the Green Climate Fund (GCF) and other funding agencies, (ii) conducting feasibility studies for development projects and programs in the water, sanitation, and hygiene (WASH) and agriculture sectors (specifically the reuse of treated wastewater in agriculture), and (iii) working in countries within the Middle East and North Africa region (particularly Palestine).

Applications that do not satisfy the financial, technical, and professional requirements of the contract shall be rejected.

### 5.2 Evaluation of offers

The evaluation criteria of offers are weighted as follows:

<p><b>Service prices:</b></p> <p>Definition and assessment of the criterion: The maximum score (25) will be awarded to the candidate who submitted the lowest financial offer. The scores for the other candidates will be calculated using the following formula:</p> $N = 25 \times (\text{OMD}/\text{OAN})$ <p>où N is the candidate's score,  OMD is the amount of the lowest bid,  OAN is the amount of the bid to be scored.</p>	25/100
<p><b>Quality of the methodology:</b></p> <p>Definition and assessment of the criterion: Quality and relevance of the methodology proposed for the implementation of the services.</p>	30/100
<p><b>Qualité des profils :</b></p> <p>Definition and assessment of the criterion:</p> <ul style="list-style-type: none"> <li>- Quality of the profiles dedicated to the delivery of services.</li> <li>- Quality and relevance of references</li> </ul>	40/100
<p><b>Environmental &amp; Social Criterion:</b></p> <p>Definition and assessment of the criterion: Definition and assessment of the criterion:</p> <ul style="list-style-type: none"> <li>- Measures relating to social policy linked to the subject of the contract (management of the social climate among dedicated staff, training measures for dedicated staff, professional equality measures, etc.)</li> <li>- Proposed measures to reduce the ecological footprint of services (reduction/intelligent organization of the number of plane flights, user guides, good practices, etc.)</li> </ul>	5/100

#### *Correction of tenders:*

The lump sum amount specified in the Contract Agreement takes precedence over the financial annexes.

#### *Eliminatory score:*

During the evaluation of tenders, any tender failing to achieve a minimum score of **50/70** - based on the combined scores for the "Quality of Methodology" and "Quality of Profiles" criteria - will be eliminated; such tenders will not be ranked and will not be considered during the financial evaluation.

### **5.3 Award of the contract**

The regulations no longer require the economic operator, submitting an offer alone or in the form of a consortium, to sign its offer. However, **the signature of the successful candidate's offer must be made no later than the award of the contract.**

Prior to the signing of the contract, and in accordance with article R2144-7 of the Code of public procurement, the successful tenderer must transmit on the supplier attestation collection tool that has been provided by the contracting authority (Provis tool) the following documents requested:

- A valid document attesting to the effective registration of the structure (extract K-bis or equivalent);
- A valid certificate issued by the competent authorities certifying that the candidate is up to date with his



social obligations (URSSAF, RSI, AGESEA, MDA...);

- The nominal roll of foreign workers outside EC or posted, employed by the structure or failing that a certificate on the honour of non-employment of foreign workers outside EC (dated less than 6 months);
- A valid tax certificate issued by the competent authorities certifying that the candidate is up to date with his or her tax obligations;
- Valid civil and/or professional liability insurance certificate.

In order to satisfy this last obligation, the candidate established in a State other than France must produce a certificate issued by the administrations and bodies of the country of origin. Where such a certificate is not issued by the country concerned, it may be replaced by a declaration on oath, or in States where such an oath does not exist, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or a qualified professional body of the country.

If the candidate fails to provide these documents before the deadline, his offer shall be rejected and he shall be eliminated from the process.

The next candidate will then be requested to provide the required certificates prior to the award of the contract.

## 6. Submission requirements for applications and offers

Documents may be submitted electronically only to the following address: <https://www.marches-publics.gouv.fr/>.

The reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid.

Each submission will be subject to a certain date of receipt and an electronic acknowledgement of receipt.

It is recommended to connect to the platform at least 2h before the date of submission of the offers. In case of difficulty or technical problem please contact the platform PLACE support (<https://www.marches-publics.gouv.fr/>).

Accepted file formats:

In the case of electronic submission of a response, the documents provided must be in one of the following formats, otherwise the offer will be inadmissible:

- Proprietary Microsoft office automation format compatible with version 2003 (.doc,.xls and.ppt),
- Universal text format (.rtf),
- PDF format (.pdf),
- Image formats (.gif,.jpg and.png),
- Format for plans (.dxf and.dwg).

Any document containing a computer virus will be subject to security archiving and will be deemed never to have been received. The relevant candidate will be informed. Under these conditions, candidates are advised to have their documents checked by an anti-virus software before submitting them.

Backup copie :

Candidates may also send, within the deadline for the submission of offers, a backup copy on electronic physical medium (CD-Rom, DVD-Rom, USB key) or in paper format. This copy shall be sent to the address

below, in a sealed envelope and must include the following information: "backup copy", the identification of the procedure concerned and the company's contact details:

Group Purchasing Departement  
*Département des Achats Groupe (DAG)*  
Procedure n°: CLN-2026-0273  
5 Rue Roland Barthes  
75012 Paris  
FRANCE

The documents in the backup copy must be signed (for documents whose signature is mandatory). If the physical medium chosen is paper, the signature shall be handwritten. If the physical medium chosen is electronic, the signature shall be electronic.

This backup copy may be opened in the cases described in Article 2 II of the decree of 22 March 2019 setting out the procedures for making procurement and backup documents available.

The unopened envelopes containing the backup copy will be destroyed at the end of the procedure by contracting authority.

## 7. Additional information

To obtain all additional information related to this procurement procedure, candidates should send their request in due time:

- Electronically, exclusively on the electronic platform, at the following URL:  
<https://www.marches-publics.gouv.fr/>

Only requests sent at least 5 days before the deadline for receipt of offers will be answered by contracting authority

A response will be sent no later than 3 days before the deadline for receipt of offers to candidates who have downloaded the bidding documents from the electronic platform after having previously identified themselves.

For information on the submission of electronic offers, please refer to article *Requirements for sending and submitting applications and/or offers* in this document.

## ANNEX: DECLARATION ON HONOUR

I, the undersigned.....

Acting in the capacity of .....

Name and address of the company: .....

.....

.....

### **a) declares on his honour:**

☐ be the legal representative of the company identified in the legal documents

☐ or hold an authorisation authorizing it to engage the company in the context of this consultation (delegation of signature communicated)

### **b) declares on his honour that he does not fall into one of the cases of exclusion provided for in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.**

*Please note: When an economic operator is, during the procurement procedure, subject to one of the exclusion cases mentioned in Articles L. 2141-1 to L. 2141-5, Articles L. 2141-7 to L. 2141-10 or Articles L. 2341-1 to L. 2341-3 of the Public Procurement Code, he shall inform the contracting authority without delay of this change in situation.*

### **Documents of proof available online:**

Link at which supporting documents and means of proof are directly accessible free of charge, as well as all the information necessary to access them:

- Link: .....

- Information necessary for access: .....

.....

.....

**c) declare on my honour that I am not, and that none of the members of my consortium, nor of my suppliers, contractors, consultants and subcontractors, appear on the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular as part of the fight against terrorist financing and violations of international peace and security and undertake to inform the Agency without delay of any change in the situation.**

Done at .....

On .....

Signature.....

.....

# Annex: Imposed response framework

The Service Provider's responses must not exceed 30 pages, excluding CVs and appendices.

These responses must comply with the following requirements:

## **A – Summary of your offer**

- A.1** - Understanding the AFD's expectations
- A.2** - Summary of the steps of your involvement
- A.3** - General timetable of the assignment

## **B - Strengths and added value of your offer to carry out this assignment**

- B.1** - Relevant Specific Experience Mobilized (GCF/FVC, donors, WASH, agriculture, MENA/Palestine)
- B.2** - Understanding of Complex Contexts (field, institutional, and climate-related contexts); Sectoral Expertise
- B.3** - Innovative Approach or Specific Methodology

## **C - Detailed description of your offer**

- C.1** - Detailed description of the content of the proposed steps (diagnosis, analyses, scenarios, action plan, reporting...)
- C.2** - Means used
- C.3** - Instances and practical procedures for managing the assignment
- C.4** - Detailed table of deliverables
- C.5** - Detailed planning

## **D - Recommendations of the service provider for the successful completion of the assignment**

## **E - Overview of the team to be working on the assignment**

- E.1** - Team Composition and Distribution of Roles and Responsibilities Among Team Members, Including Presentation of Relevant References and Credentials.
- E.2** - CVs of the speakers (maximum 3 pages per speaker)

## **F - CSR Considerations (Corporate Social Responsibility)**

- F.1** - Environmental Measures Implemented for the Delivery of the Services in Compliance with the Contract
- E.2** - Social Measures Implemented for the Delivery of the Services

# ANNEX: REQUIREMENTS RELATED TO THE SIGNATURE CERTIFICATE

## Signature certificate:

The signatory's signature certificate must comply with the "eIDAS" regulation or equivalent and comply with the required level of security. The RGS (General Safety Standard) has been replaced by the "eIDAS" regulation since 1 October 2018.

However, candidates who already have an "RGS" certificate can still use it until the end of its validity period.

### **- Case 1: Certificate issued by a " trusted " Certifying Authority - No proof required**

The signature certificate is issued by a Certifying Authority mentioned in the following list of trust:

<https://www.ssi.gouv.fr/administration/visa-de-securite/>

European candidates will also find the complete list of service providers on the list of trust maintained by the European Commission:

<https://webgate.ec.europa.eu/tl-browser/#/tl/FR>

In this case, the bidder does not have to provide any proof on the signature certificate used to sign its response.

### **- Case 2: The electronic signature certificate is not referenced on a trusted list - Different supporting documents to be provided**

The electronic platform accepts all electronic signature certificates with security conditions equivalent to those of the General Security Repository (GRS) and "eIDAS".

The candidate ensures by himself that the certificate he uses is at least compliant with the security level defined by the General Security Standard (GSR) or "eIDAS", and provides the supporting documents in his electronic response.

The candidate also provides all the technical elements allowing to the contracting authority to ensure the good technical validity of the certificate used.

Thus, the signatory must transmit with his electronic response the following elements:

(a) any element allowing verification of the quality and security level of the signature certificate (proof of the qualification of the Certifying Authority, certification policy, address of the website where the Certifying Authority is referenced),

(b) the technical tools for verifying the certificate (complete certification chain to the root Certification Authority, download address of the last update of the certificate revocation list).

It is specified that all these elements must be free of charge for the buyer to access and use, and must be accompanied, if necessary, by clear instructions for use.

Signature tool used to sign files:

The regulations allow the bidder to use the signature tool of his choice.

**- Case 1: The bidder uses the platform signature tool - No justification required**

The platform includes an electronic signature tool, which produces signature tokens in the regulatory format XAdES.

In this case, the bidder does not have to provide any justification on the electronic signatures transmitted and the signature tool used.

**- Case 2: The bidder uses a signature tool other than the one integrated into the platform - Different supporting documents to be provided**

When the candidate uses a signature tool other than the one provided on the platform, he or she must comply with the following two obligations:

a) Produce XAdES, CAdES or PAdES signature formats.

(b) Enable verification by transmitting in parallel the elements necessary to verify the validity of the signature and the integrity of the document, free of charge.

ATTENTION: Candidates should be aware that the use of an electronic signature must not conflict with the article "Conditions for sending and submitting applications and tenders", paragraphs "Accepted file formats". As such, it is recommended to use a "detached" signature when the signature tool allows it; to submit a document in an accepted format.

It is specified that all these elements must be free of charge for the buyer to access and use, and must be accompanied, if necessary, by clear instructions for use.