



FONDI SHQIPTAR I ZHVILLIMIT
ALBANIAN DEVELOPMENT FUND

German Financial Cooperation with Albania

**Rural Water Supply III
(RWSP III)**

Invitation for Expression of Interest

for

**Consulting Services for Implementation of
Accompanying Measures
(RWSP III AM)**

**Albanian Development Fund
Rruga “Sami Frasheri”, Nr 10 Tirane – Albania**

June 2018

INVITATION FOR EXPRESSION OF INTEREST

1. The Project-Executing Agency (PEA, §2) hereby invites qualified independent consultants to submit a prequalification document for consulting services required (see §3). Funds have been earmarked for this project by the German bilateral Financial Cooperation, provided through KfW development bank.

2. The Project Executing Agency is

Albanian Development Fund
Rruga "Sami Frasheri", Nr. 10 Tirane – Albania
Contact Person: Mr. Benet Beci
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The Albanian Development Fund (ADF) is a public agency, founded 1993, whose main activities are

- The development and management of projects financed by the Albanian Government and/or various donors whose aim is the local and regional development,
- The provision of financial assistance in forms such as grants, loans, guarantees, etc. for the local government units to improve the socio-economic infrastructure and local public services,
- The provision of technical support in the implementation, follow-up and the supervision of investments to improve socio-economic infrastructure and the local public services,
- The provision of technical assistance and carrying out trainings to increase the institutional capacities of the local government,
- The accomplishment of various activities to serve the implementation of policies and the instruments of the local and regional development, and
- The improvement of the local socio-economic infrastructure;

ADF has been managing other KfW financed programmes and is the implementing partner of the current Sector Programme 'Rural Water Supply III' (RWSP III).

3. 'Rural Water Supply III' in Albania is an open programme which consists of Investment/Implementation measures and Accompanying measures.

Under the already ongoing Investment project – which is not part of this Tender – the population of around 20 rural Administrative Units in 14 Municipalities is benefiting from the construction of water schemes and emergency wastewater measures. The measures are implemented in Municipalities all over Albania.

The current Accompanying measure – which is subject of this Tender – shall provide/ensure the capability of the local personnel at sometimes quite remote Administrative Units to sustainably operate the facilities provided by the Implementation project in technical and commercial terms.

With the territory reform from 2015, the responsibilities of Local Government Units (LGU) for individual Administrative Units on the territory of a Municipality have been transferred to central administration of the Municipality. As a consequence, the Municipalities' water companies (UKs) are responsible for water supply and sewerage services in all Administrative Units on the territory of the Municipality, including the water schemes provided by the programme. The organisational transition is still ongoing. Larger

Municipalities and Municipalities, which have already in the past benefited from institutional support programmes by KfW and other donors are able to faster integrate the local Administrative Units into their UKs. Thus, the individual support provided by the Accompanying measure shall concentrate particularly on around 10 Administrative Units, widely spread all over Albania.

The main concern of the project is the support of personnel in the local areas with technical and managerial expertise, but it includes - wherever appropriate – the provision of consultancy to the responsible UKs in establishing adequate policies and procedures in technical as well as commercial fields, which includes introduction of sustainable tariffs within the Albanian regulatory framework and under consideration of the individual social situation in the project areas.

4. The requested services of the consultants comprise

- Institutional assessment of the concerned Water Companies (UKs) /Municipalities and determination of individual support/training needs for operators in the local schemes as well as at their responsible Water Companies.
- Development of a Capacity building Strategy and Capacity building program and support of its implementation
- Implementation of proposed measures (upon presentation and approval), particularly focussing on
 - Technical operation of the water and sewerage networks, including theoretical trainings and practical implementation support in all aspects of maintenance management, operation and technical monitoring
 - Commercial Management and practical implementation of commercial functions within the UK particularly suitable for the individual Administrative Units, including meter reading (where appropriate), billing and collection of services charges.
 - Support the Human resource management within the UKs to ensure adequate capacities and required skills to maintain the water and sewerage services in the Administrative Units under careful consideration of available personnel and equipment.
 - Support to UKin financial management and tariff application for their rural water schemes.
 - Implementation of public awareness campaigns for the population in the concerned Administrative Units and trainings in Customer Relationship Management and Public Relations for UKs and local operators.

5. Services are to be provided by a team comprising of international and local long-term institutional/organizational development experts and operation/maintenance experts, international and local short-term financial/commercial experts, human resources development experts and public/customer relations experts as well as other professional and administrative support staff. Personnel with institutional support experience in small remote Administrative Units is preferable. Efficient management and backstopping services shall be made available.

6. Consultants are free to associate themselves with other firms to ensure that all required know-how and experience are available to them.

7. The prequalification document in the English shall have the following structure and content and shall be presented in the same sequence as shown below:

- (i) **Covering Letter**, comprising the firm's name, address, contact person, telephone, fax and email if applicable mention the association for this project.
- (ii) **Presentations of firms** (maximum 10 pages), inclusive clear statements of type, property and key task of the association, if applicable.
- (iii) **Statements and Declarations:**
 - a) Declaration of submitting a proposal in case of being short-listed;
 - b) Statement on **affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services.
 - c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms (in case of local partners a fax copy of such letter of intent is sufficient).
 - d) Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following form:

Declaration of Undertaking

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines¹.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Albania.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all

¹ See "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries" and "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries "

members of the consortium will immediately inform the Client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Client and/or KfW, the Client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.....
(Place) (Date) (Name of company)

.....
(Signature(s))

- e) **Certified statement of financial capacity** of the lead consultant and all associated partners showing the necessary annual turnover of more than Eur 500,000 (Balance sheet, statement of turnover or annual tax statement or profit and loss account all of the last three years).
- (iv) **List of project references** giving evidence of the Consultant's experience covering the last 10 years and strictly related to the envisaged services (*maximum 15 references*). Annex 1 shows the information required.
- (v) **Brief CVs** on personnel proposed for backstopping and home office support.
- (vi) **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts. (The submission of full CVs is not understood as appropriate format under this position. Bidders may use a template as shown in Annex 2). This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personnel belongs to the firm or have a long cooperation gets more points.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized.

- 8. The prequalification proposal shall be submitted in one original (hardcopy), one (hard)copy and one digital copy (CD) to the Project-Executing Agency (for address see §2) latest by the date indicated in the advertisement.
- 9. One (hard)copy and one digital copy (CD) of the prequalification proposal shall be submitted to KfW (for address see §20) on the same date.
- 10. One (hard)copy and one digital copy (CD) of the prequalification proposal shall be submitted to the Tender Agent (for address see §21) on the same date.

11. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.
12. Requests for clarifications by an interested Consultant have to be addressed by fax or email to the Tender Agent (for address see §21) and in copy to PEA's contact person (for address see §2) and procurement department (for address see §22).
13. At any time, PEA either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by facsimile or e-mail to all parties, which have informed PEA about their participation.
14. It is planned to establish a short-list of not more than five prequalified consultants not later than four weeks after the submission date and to invite technical and financial proposals from these consultants.
15. The evaluation procedure for the prequalification process will follow the latest version of the „Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries“ (refer to homepage of KfW development bank www.kfw-entwicklungsbank.de). Only financially capable firms which have submitted the necessary statements (see § 7(iii)) satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

Criteria	Maximum Score
1. Evidence of relevant experience gained by consultants during the past five years (<i>experience of the firm</i>)	45
1.1 Experience in handling similar projects, in particular accompanying measures in the water sector, preferable with similar tasks as indicated under §4.	25
1.2 Experience under various working-conditions in developing countries.	10
1.3 Experience with working-conditions in the region (South East Europe) preferably in the same sector.	10
2. Suitability for this specific project (<i>experience of the available experts</i>)	55
2.1 Assessment of available technical expertise of personnel available specific to this project with regard to the tasks expected (refer to §5 and §7(vi))	40
2.2 Assessment of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office (refer to §7(v)).	10
2.3 Form of the application documents: Are they complete, concise and related to the project?	5

16. After having completed the evaluation of the prequalification documents, a short-list consisting of five highest ranked Consultants or less scoring a minimum of 70 points will be established. Short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.
17. PEA is not bound to select any consultant.
18. The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.

19. After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by PEA or the Tender Agent.

20. Contact KfW:

Ms. Christina Kern

Address:

KfW Development Bank
Attn: Ms. Christina Kern
Department L III a/4
Palmengartenstraße 5-9
D-60325 Frankfurt/Main, Germany

21. Contact Tender Agent:

Mr. Jörg Strasser
E-Mail: js@strasser-strasser.at
Tel: +43 463 507755 50
Fax: +43 463 507755 55

Address:

STRASSER & STRASSER Consulting GmbH
St.-Veiter-Straße 1
A-9020 Klagenfurt, Austria

22. Contact PEA – Procurement Department:

Mr. Artur Zaja
Tel/Fax: +355 4 2234 885
E-Mail: azaja@albaniandf.org

Annex 1: List of Project and Programme references

Please complete a table using the format below to summarize the major relevant projects **related to this project** carried out in the course of the past **10** years by the legal entity or entities making this application. The number of references to be provided **must not exceed 15** for the entire application.

Ref (maximum 15)	Project title		...					
Name of legal entity	Coun- try	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
...
Description of project						Type of services provided <u>by the bidding consultant</u>		
...						...		

Annex 2: List of available personnel structure

The table will be used for evaluating criteria 2.1 according to §15. The Consultant is free to make use of a similar table as long as the same information is provided.

Expert	Years of professional experience	Years with firm	Professional Education (Diploma/ Degrees)	Function within firm	Description of Specific project related experience	Regional experience	Languages