

Agence Française de Développement (AFD)

Procurement Plan

I. General

1. **Project information:** Ecosystem based Adaptation in the Indian Ocean. Countries: Comoros, Madagascar, Mauritius and Seychelles
2. **Version of the Plan:** Version 3.0, dated 25 March 2020
3. **Approval Date of the procurement Plan:**
4. **Date of General Procurement Notice:**
5. **Period covered by this procurement plan:** 24 months from the start of the Programme; Assumed start in January 2021. Biennial (24 months) procurement plans will be developed after the initial period.
6. **Other Arrangements:** AFD will provide a grant to the Executing Entity, Conservation International (for their CEPF Secretariat who will be responsible for executing the Programme from a technical perspective).

The Grant is then transferred to the CEPF special Bank Account. The use of the Grant is done by the Secretariat of the CEPF following CEPF procedures. CEPF Procedures conform with its donors' procedures and they have been validated by its Donors. Any change of the procedures must be validated by all Donors (the CEPF Donor Council) as described in the CEPF Operational Manual (provided as Annex 21)

Regarding specifically the Procurement Procedures, CEPF Procurement Procedures conform with AFD Procurement Procedures. AFD is already a donor to CEPF and so CEPF has adopted procurement policies that adhere to AFD's own procurement policy. AFD's procurement policy has been approved by GCF as part of the accreditation process and is available at <https://www.afd.fr/sites/afd/files/2019-11-03-23-40/ope-R2011a-foreign-countries-procurement-guidelines.pdf>

The Grant will be annually audited and part of these annual audits verify that all procurement procedures made during the year respected the CEPF Procurement Procedures.

They are two main cases :

1. With the Grant, the CEPF Secretariat will apply AFD Procurement Procedures when it will directly contract services or buy purchases.
2. With the Grant, CI/CEPF will also provide grants to Civil Society Organizations for subprojects through calls for proposal as described in the Funding Proposal. In this case, the contract made between CI/CEPF and the selected CSO indicates that the CSO has to apply the CEPF Procurement Procedures. CEPF two categories of grants, “large” and “small”. Small grants are those below USD 50,000. On average it is estimated that large grants will be approximately USD 200,000. Procurement procedures are the same for both categories of grant.

AFD as the AE : check the annual audit and has validated CEPF procedures as conform to its own The Accredited Entity’s approved Procurement and Consultant Guidelines reviewed and accepted by the Green Climate Fund will apply under these grants. Procurement will be carried out by Grant Recipients themselves and procurement will be governed by CEPF’s procurement policy as outlined in section IV below. CEPF’s procurement policy conforms with AFD’s but is more restrictive. For example, sole source contracts can only be made for amounts less than USD 5,000 in the CEPF policies, whereas AFD uses Euros 15,000 for this limit.

II. Goods, Works and non-consulting services.

1. Prior Review Threshold: Procurement Decisions subject to Prior Review by the AE/Fund

	Procurement Method	Threshold for use of method	Prior Review Threshold	Comments
1.	<i>International Procurement Competition</i>		€5,000,000 for works, or plants contracts	See Section 2.1.2 of AFD Procurement Policy for details
			€200,000 for goods or non-consulting services contracts	
2.	<i>National Procurement Competition</i>		€300,000 for works or plants contracts	See Section 2.1.3 of AFD Procurement Policy for details
			€200,000 for goods or non-consulting services contracts	

2. Prequalification (for complex Civil Works) Not applicable. No complex civil works as part of the Project

3. Procurement Packages with Methods and Time Schedule

Not applicable

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
1			Planned									
			Actual									
2			Planned									
			Actual									
3			Planned									
			Actual									
Total For Goods												

III. Selection of Consultants

1. Prior Review Threshold: Selection decisions subject to Prior Review by AE/Fund:

	Selection Method	Prior Review Threshold	Comment
1.	International Procurement Competition	€200,000	See Section 2.1.2 of AFD Procurement Policy for details
2	National Procurement Competition	€200,000	See Section 2.1.3 of AFD Procurement Policy for details
3.			

2. Short list comprising entirely of national consultants: Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the Fund's interest in encouraging the development and use of National Consultants from partner countries of operation.

3. Any Other Special Selection Arrangements: Not applicable

4. Consultancy Assignments with Selection Methods and Time Schedule

Note that only Assignment 1 falls in the period covered by this procurement plan. Indicative information is provided for assignments planned for later in the Project. This information will be refined after the first 24 months of the Project and a new Procurement Plan provided.

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Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
1	Project Audit (annual)	GCF	\$8,500 per year for project duration (annual increase for inflation at 3% projected)	Direct Contractin g	Post	31 Mar 2021	30 Apr 2021	31 May 2021	15 Jun 2021	30 Jun 2021	31 Aug 2021	AFD has given a non objection to CEPF to use the audit firm, which is used for Conservation International's institutional audit, which was selected under competitive methods.
Indicative information for future assignments included in the Programme budget over the Programme period:												
2	Innovative knowledge product - 01	GCF	\$100,000	QCBS	Post	30 Sep 2024	31 Oct 2024	30 Nov 2024	15 Dec 2024	31 Dec 2024	31 Jan 2025	Exact description of product/tool for development will be based on lessons learned and in consultation with appropriate project stakeholders as to the best and most useful products for contracting.

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												Activity 3.1.1 Develop innovative knowledge products documenting models, tools and best practices developed under the project (including at least 1 on gender and 1 related to Indigenous People)
3	Innovative knowledge product - 02	GCF	\$100,000	QCBS	Post	30 Sep 2025	31 Oct 2025	30 Nov 2025	15 Dec 2025	31 Dec 2025	31 Jan 2026	Exact description of product/tool for development will be based on lessons learned and in consultation with appropriate project stakeholders as to the best and most useful products for contracting. Activity 3.1.1 Develop innovative knowledge products documenting models, tools and best practices

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Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
												developed under the project (including at least 1 on gender and 1 related to Indigenous People)
4	Innovative knowledge product - 03	GCF	\$100,000	QCBS	Post	30 Sep 2026	31 Oct 2026	30 Nov 2026	15 Dec 2026	31 Dec 2026	31 Jan 2027	Exact description of product/tool for development will be based on lessons learned and in consultation with appropriate project stakeholders as to the best and most useful products for contracting. Activity 3.1.1 Develop innovative knowledge products documenting models, tools and best practices developed under the project (including at least 1 on gender and 1 related to Indigenous People)
5	Innovative knowledge product - 04	GCF	\$100,000	QCBS	Post	30 Sep 2027	31 Oct 2027	30 Nov 2027	15 Dec 2027	31 Dec 2027	31 Jan 2028	Exact description of product/tool for development will

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Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
												<p>be based on lessons learned and in consultation with appropriate project stakeholders as to the best and most useful products for contracting.</p> <p>Activity 3.1.1 Develop innovative knowledge products documenting models, tools and best practices developed under the project (including at least 1 on gender and 1 related to Indigenous People)</p>
6	Innovative knowledge product - 05	GCF	\$100,000	QCBS	Post	30 Sep 2028	31 Oct 2028	30 Nov 2028	15 Dec 2028	31 Dec 2028	31 Jan 2029	Exact description of product/tool for development will be based on lessons learned and in consultation with appropriate project stakeholders as to the best and most useful products for contracting.

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Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
												Activity 3.1.1 Develop innovative knowledge products documenting models, tools and best practices developed under the project (including at least 1 on gender and 1 related to Indigenous People)
7	Innovative knowledge product - 6	GCF	\$100,000	QCBS	Post	30 Sep 2029	31 Oct 2029	30 Nov 2029	15 Dec 2029	31 Dec 2029	31 Jan 2030	Exact description of product/tool for development will be based on lessons learned and in consultation with appropriate project stakeholders as to the best and most useful products for contracting. Activity 3.1.1 Develop innovative knowledge products documenting models, tools and

1	2	3	3	4	5	6	7	8	9	10	11	
Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
												best practices developed under the project (including at least 1 on gender and 1 related to Indigenous People)

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)

IV. CEPF PROCUREMENT POLICIES AND PROCEDURES

Prior to undertaking any purchases of goods or services with CEPF funds, Recipient is required to have institutional procurement policies in effect that are substantially the same as those listed below.

The specific procurement procedures listed in section II are applicable to all purchases of goods/services with Grant funds, and must be followed in all cases.

I. POLICIES

- A. All purchases of goods and services must be made with complete impartiality based solely on the merits of supplier proposals, including criteria such as efficiency, quality, reliability, reputation, cost, delivery and payment terms. **No employee, officer, or agent of Recipient may participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved.** Such a conflict exists when an employee, any member of his immediate family, his or her partner, or an organization which employs or is about to employ any of the aforementioned parties, has a financial or other

interest in the firm selected for the award. Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from providers of goods/services or parties to sub-agreements.

- B. Recipient is responsible for ensuring that all equipment is received in good condition. Recipient must examine and test goods upon receipt to ensure that the vendor has met all terms and conditions of the purchase agreement.
- C. All purchases of services, from individuals or organizations, must be made via a written contract. This contract must describe the proposed scope of work and relevant terms with specificity, including contractual provisions that allow for contractual or legal remedies, in the event of a breach of contract terms.
- D. Procurement contracts may be made only with responsible suppliers who are reputable, well established and are suppliers of the goods and services being purchased in the normal course of business. No award shall be made to a supplier who has engaged in corrupt or fraudulent practices in competing for or executing the contract in question.

II. PROCUREMENT PROCEDURES

- A. Purchases of goods and services with a total cost of less than US\$5,000 may be made ‘off the shelf.’ No specific number of bids is required.

Procurement records must reflect at a minimum:

- Purchase/consulting/services agreements (and title documents, as applicable); and
- delivery receipts.

Such procurement records must be made available upon request by any of the funding sources.

- B. Purchases of goods with a total cost equaling, or in excess of, US\$5,000 but less than US\$50,000 must be based on written quotations received from at least three potential suppliers. Quotations must respond to all requirements in the request for bids and include the description and quantity of the goods, as well as the delivery time and place.
 - i. Recipients are advised to initially request more than three quotations.
 - ii. The request for bids shall provide for a clear and accurate description of the technical requirements for the goods to be procured, including a description of the functions to be performed or performance required (e.g., acceptable characteristics, minimum acceptable standards).
 - iii. If there are at least three sources for the goods, at competitive prices, in Recipient’s country, Recipient may purchase locally without requesting quotations from foreign entities.
 - iv. If this is not the case, then Recipient must request quotations from suppliers in at least two different countries, including the country where Recipient’s main office is located. Quotations for foreign goods offered by a firm

located in Recipient's country, are considered as quoted from abroad for purposes of satisfying the "two different countries" rule. This is applicable, for example, to items such as computers, vehicles that are normally imported by dealers of the foreign manufacturers who are also able to provide after sales services.

v. Procurement records must reflect at a minimum:

- the product specifications;
- the list of firms invited to bid;
- all quotations received;
- the rationale for the selection of the firm by means of bid comparison on the basis of criteria such as fitness for purpose, efficiency, reliability, quality, delivery time, price, and maintenance;
- purchase agreements (and title documents, as applicable); and
- delivery receipts
- CEPF approvals, where applicable.

Such procurement records must be made available upon request by any of the funding sources.

vi. Prior approval: Recipient must obtain written approval from CEPF prior to purchasing a vehicle. Recipient will request approval after bids have been requested and reviewed. Recipient's rationale for selection shall be submitted in the format specified by CEPF.

1. Failure to obtain written approval prior to the purchase of a vehicle will result in a declaration of disallowance.

C. Purchases of Services equaling, or in excess of, US\$5,000 but less than US\$50,000 must be based on written statements of interest and CVs received from at least three potential firms or individuals. Statements of interest must respond to all requirements in the terms of reference.

- i. Terms of reference shall be well defined, specifying in detail the necessary subject area qualifications and expected outputs. They shall further include requirements, which the firm or individual must meet and other factors used to evaluate the Statement of Interest.
- ii. All purchases of services must be memorialized in writing, with fixed outputs and specific payment terms.
- iii. Fees may be paid on an hourly/daily rate, or on a fixed fee basis. All fees paid to individuals must be consistent with previous salary/fee history, as documented in the procurement records.

iv. Procurement records must reflect at a minimum:

- the list of individuals or firms invited to bid
- the statements of interest and CVs;
- salary/fee history;
- rationale for selection of the firms/individual by means of bid comparison on the basis of criteria such as qualifications, reputation, efficiency, reliability, time of completion, and fees; and
- consulting/services agreements.
- CEPF approvals, where applicable.

Such procurement records must be made available upon request by any of the funding sources.

D. Purchases of goods and services with a total cost equaling, or in excess of, US\$50,000 are subject to special competitive bidding procedures.

i. Such purchases are not allowed without separate written authorization from CI.

ii. In the event that purchases equaling, or in excess of, US\$50,000 are authorized, CI shall provide Recipient with detailed instructions on bidding requirements that Recipient shall comply with.

iii. Procurement records must be made available upon request by any of the funding sources.

E. Purchases of goods and services on the basis of sole source selection: All purchases of goods and services equaling, or in excess of, US\$5,000 must be approved in writing by CEPF prior to the purchase. Recipient shall submit a justification to CEPF for the sole source selection in the format specified by CEPF.

i. Failure to obtain written approval prior to purchasing a good or service on the basis of sole source selection will result in a declaration of disallowance.

F. In extremely urgent cases, quotations for civil works may be requested in the form of unit rate prices (if needed quantities are available with a reasonable degree of reliability), “cost plus fee” arrangements (when quantities cannot be reasonably determined in advance), or in the form of a lump sum based on cost estimates developed by the Recipient, or, if not possible, by the contractors.