

INSTRUCTIONS TO CANDIDATES

Reference number: AA-011969-001

CAPACITY DEVELOPMENT FOR FINANCIAL INTERMEDIARIES IN URBAN CLIMATE FINANCE

When submitting their application, candidates must follow all instructions contained in this document. Failure to submit an application containing all the required information and documentation within the deadline specified may lead to the rejection of the application.

When submitting their applications, candidates should not include any personal data beyond the information required in this document.

These instructions set out the rules for submitting, selecting and implementing contracts financed under this call for tenders, in conformity with the EIB's Corporate & Technical Assistance Procurement Guide (available on the internet at this address: <https://www.eib.org/en/publications/eib-s-corporate-and-technical-assistance-procurement-guide>).

1 Type of contract

Fee-based

2 Contract description

The Technical Assistance (TA) operation is funded through the City Climate Finance Gap Fund ("Gap Fund"). The Gap Fund was established in 2020 to help cities in developing and emerging countries realise their climate ambitions by turning resilient low-carbon urban projects into finance-ready investments. More specifically, Gap Fund aims at supporting promoters in the early project preparation stages by preparing bankable climate action investment projects and facilitating the access to later-stage project preparation facilities and financiers.

The main objective of this TA, specifically designed to enhance the offer of urban climate finance, is to provide support to Financial Institutions (FIs), such as national and regional development/promotional banks or similar institutions and private financial institutions, to strengthen their abilities to act as conduits of International Financial Institution (IFI) financing to cities for urban climate projects. Therefore, the operation aims at increasing the overall available funding for low-carbon and climate resilient urban infrastructure projects, by creating a conducive local financial and institutional environment for those projects. More specifically, the TA will:

- Increase awareness, general knowledge and momentum of urban climate finance with relevant stakeholders in the national and international climate action space;
- Enhance FIs understanding, knowledge, and expertise of urban climate finance, and
- Provide tailored TA support to at least 5 and up to 10 FIs to increase their readiness and capacity for making investments related to urban climate projects.

This TA operation aims to meet its objectives by i) offering training to selected FIs on how to identify, screen, appraise, and monitor urban climate projects, ii) providing bespoke support to at least 5 FIs to strengthen their climate urban investment action and iii) promoting awareness among the financial sector stakeholders and facilitating peer learning in this field.

The TA will be deployed, on a need-basis in several of the OECD-DAC Countries¹.

The initial duration of this contract is 33 months with a possible extension

3 Number and titles of lots

Not applicable.

4 Scope of additional services

The Contracting Authority may, at its own discretion and subject to the availability of funding, extend the scope and duration of the project to cover additional or complementary services. More specifically, additional services may be required in case that the resources under the GAP Fund are increased or additional funds from other sources are obtained and additional advisory services are needed to support financial intermediaries.

The maximum value of such additional services is 100% and the related possible time extension is maximum 100% of initial duration.

5 Eligibility

Participation is open to interested legal and natural persons - participating either individually or in a grouping (consortium) of candidates. Participation is also open to international organisations.

6 Candidature

All eligible natural and legal persons (as per item 5 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 5) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

7 Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

8 Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained. Short-listed candidates **may not** form alliances or subcontract to each other for the contract in question.

¹ [DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows.pdf \(oecd.org\)](#)

9 Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations stipulated under Article 57 of European Parliament and Council Directive 2014/24/EU.

Candidates shall be excluded from this tender procedure if any of the mandatory exclusion grounds for rejection apply.

Candidates may be excluded from this tender procedure if any of the discretionary grounds for exclusion apply.

Candidates shall be excluded from this tender procedure if they are target of a sanction or restrictive measure² imposed or administered by the European Union;³ or the United States of America.

Candidates shall be excluded from this tender procedure if they have been recorded on the list of EIB Exclusion Decisions.

10 Sub-contracting

Sub-contracting is allowed. The Contracting Authority may require that critical tasks be performed directly by the tenderer itself.

11 Number of candidates to be short-listed

On the basis of the applications received, between 5 and 6 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 5, the Contracting Authority may still invite the candidates who satisfy the criteria to submit a tender.

12 Additional information before the deadline for submitting applications

Candidates may submit questions in writing exclusively via e-mail to the following addresses: glo-cpcm-procurement@eib.org and o.stourm@eib.org.

Questions will need to be submitted by the date indicated in the Contract Notice (24 May 2024 12:00 noon CET at the very latest). The Contracting Authority has no obligation to provide clarifications to questions transmitted after this deadline.

The Contracting Authority will publish the answers to the questions on the internet address where the call for tender is published (<https://www.eib.org/en/about/procurement/calls-technical-assistance/all/aa-011969001>), by 29 May 2024, 12:00 noon CET.

13 Invitation to tenderers

The invitations to tender and the rejection letters will only be sent by e-mail.

The tender documents will be sent to the short-listed candidates by e-mail.

² Being “the target of a sanction or restrictive measure” means the economic operator (i) being listed on a sanctions list, or (ii) being (directly or indirectly) 50% or more (individually or on aggregate basis) owned or controlled by, or acting on behalf of or at the direction of, a person or entity listed on, any sanctions lists, or (iii) being located or resident in, or organised or incorporated under the laws of a Sanctioned Country, or owned or controlled by, or acting on behalf or at the direction of such a person or entity. A “Sanctioned Country” shall mean a country or territory that is, or whose government is, at any time, the target of comprehensive country or territory-wide sanction or restrictive measure imposed or administered by the competent authorities described in this sub-section (h).

³ Pursuant to Chapter 2 of Title V of the Treaty on European Union or Article 215 of the Treaty on the Functioning of the European Union, either autonomously or pursuant to the sanctions decided by the United Nations Security Council on the basis of Article 41 of the UN Charter.

14 Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole.

With regard to criteria relating to economic and financial standing and to criteria relating to technical and professional ability, an economic operator could, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. In such case, the tenderer shall describe in its strategy the undertaking arrangements with clear indications of the resources the tenderer plans to rely on and in which conditions the support will apply (Please refer to Section 6.1 (3) below).

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies become jointly liable for the execution of the contract.

If the tenderer relies on the capacities of other entities, it must, in that case, prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, by producing a commitment (refer to the letter of undertaking model - Part C.01 of this tender dossier) on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and must fulfil the same relevant selection criteria as the economic operator. The contracting authority shall verify whether there are grounds for exclusion. The contracting authority shall require that the economic operator replaces an entity which does not meet a relevant selection criterion, or in respect of which there are compulsory grounds for exclusion. The contracting authority may require that the economic operator substitutes an entity in respect of which there are non-compulsory grounds for exclusion.

14.1 Economic and financial capacity

Based on item 3 of the application form. In case the candidate (*leader or any of the members of the consortium*) is a public body, equivalent information should be provided.

Legal persons:

- (a) The annual turnover of the candidate (*individual legal entity or consortium overall*) must be of at least EUR 1,500,000 for each of the last 3 years for which accounts have been closed (2021, 2022 and 2023).

Note to candidates: *In the tender form, please make sure to specify the actual financial year(s) for which the data is provided.*

14.2 Professional capacity

Based on items 4 of the application form.

Legal persons:

- (a) The number of the permanent staff of the candidate (individual legal entity or consortium overall) currently working in fields related to this contract (see description of the services provided in section 2), must be at least 5 for each of the last 3 years (2021, 2022 and 2023).

Note to candidates: *In the tender form, please make sure to specify the actual year for which the data is provided.*

14.3 Technical capacity

Based on items 5 of the application form.

Legal persons:

- a) The candidate (individual company or consortium altogether) has implemented at least **3** project(s) compliant with the following characteristics:

Period of implementation	From 01/01/2019 to deadline for submission
Minimum contract value (EUR)	300,000
On-going assignments eligible?	Yes
Country/region	OECD-DAC countries
Minimum participation (%)	50%
Scope of eligible activities carried out	Advisory services and/or capacity building to Financial Institutions in the areas of urban finance and/or green finance.
Other characteristics and/or requirements	Financial Institutions must be commercial banks (public or private), national development banks, funds or cooperatives.

- b) The candidate (individual company or consortium altogether) has implemented at least **2** project(s) compliant with the following characteristics:

Period of implementation	From 01/01/2019 to deadline for submission
Minimum contract value (EUR)	100,000
On-going assignments eligible?	Yes
Country/region	OECD-DAC countries
Minimum participation (%)	50%
Scope of eligible activities carried out	Advisory services, capacity building or technical assistance to subnational public authorities in relation to the financing of urban climate projects.
Other characteristics and/or requirements	<p>Subnational public authorities should be understood as local government authorities exercising administrative and public service responsibilities over subnational territorial units (e.g., counties, townships, cities, districts, communes, provinces, states, and regions). This includes companies wholly owned and controlled by such authorities for the purpose of delivering public services such as transport, water supply and waste management.</p> <p>Experience in advisory services with governments, national agencies/utilities, ministries and international organisations shall not be considered eligible.</p> <p>Urban climate projects should be understood as projects promoted by subnational public authorities to increase the climate-related resilience of their cities and reduce carbon emissions.</p>

Note to Candidates

- i. Each project presented as reference may be used to fulfil one or more criteria.
- ii. The number of references to be provided must **not exceed 10 references**.

- iii. The project references submitted must have been completed at any time within the reference period, although they may have started earlier.
- iv. Projects presented as references must consist of a single contract (and addenda). In the case of framework contracts/agreements, only specific contracts corresponding to assignments implemented under such framework contracts (call-offs) shall be included and shall be considered. Cumulating several call-offs contracts implemented under a specific framework contract/agreement is not permitted and will not be considered.
- v. **Only for the selection criteria for which on-going contract are accepted:** The candidate may present as reference a part of a contract which has been successfully completed, even though the contract is still on-going. In this case, only the portion of the services that have been successfully completed will be considered and must comply with all the selection criteria (notably in terms of date of completion, value of services, % of participation of the entity). As for any other references (see below), the candidate must be able to provide documentary evidence to prove the accuracy of the information provided in the references.
- vi. Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, their respective percentages shall be added together, in order for the application to be assessed on the basis of the consortium as a whole.
- vii. Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.
- viii. **The documentary evidence for the references presented must be provided as part of the application (see section 16 below).** The document(s) presented as documentary evidence (such as performance or completion certificates from the client) should clearly mention, as a minimum, the title of the project, the name of the entity, the dates of implementation and the value of the services provided.
- ix. The information provided in the reference must be accurate and explicit enough with regards to the selection criteria. The evaluation committee will assess the references against the selection criteria solely on the basis of the information provided in the reference.

14.4 Criteria for the re-examination and ranking of the applications

In case more than the maximum number of candidates to be short-listed, as defined in section 11, meet the above selection criteria, the applications of these candidates will be re-examined to rank the best candidates. The only factors which will be taken into consideration during this re-examination are, in order of precedence and until the maximum number of candidates to be short-listed is reached:

- 1. the highest number of projects in criteria 3(b);
- 2. the highest number of different geographical regions, covered by the references eligible under criteria 3(a) or (b). Geographical regions are the following: (1) Asia/Pacific, (2) Latin America, (3) Sub-Saharan Africa and (4) EU Neighbourhood and accession countries, and
- 3. the cumulative value of the references compliant with criteria 3(a) and 3 (b).

15 Award criteria

Best price-quality ratio.

16 Content and format of the application

The Application must include the following documents:

(1) The Application form

(2) **Declarations, legal and administrative files.**

For each legal entity identified in section 1 of the Application form, the following documents should be submitted:

- a) The signed candidate's declaration
- b) The signed Declaration(s) of honour on exclusion and selection criteria and on the absence of conflict of interest. *This declaration must also be provided by capacity-providing entities (i.e., entities providing letters of undertakings, if any).*

(3) **The Application form Datasheet**

(4) **Documentary evidence for the references presented for the technical capacity**

The templates of the documents listed above are available at the web address mentioned in section 5.1.11 of the Contract Notice. Their content and instructions must be strictly observed.

Any additional documentation (brochure, letter, etc.) sent with an application **will not be taken into consideration**.

17 How applications must be submitted

Applications must be submitted in English to the contracting authority by e-mail in electronic form to the following addresses by 14 June 2024 12:00 noon CET:

o.stourm@eib.org AND glo-cpcm-procurement@eib.org

The application must be sent in **4 separate files** attached to the email, including:

- 1. One (1) PDF file including the Application form;
- 2. For each legal entity identified under section 1 of the Application Form, one (1) PDF including a) the candidate's declaration, b) the signed Declaration(s) of honour on exclusion and selection criteria and on the absence of conflict of interest);
- 3. One (1) EXCEL file including the Application form Datasheet;
- 4. One (1) PDF file for the documentary evidence for each reference presented in section 5 of the Application Form (one file per reference). Each file must clearly be labelled with the same number as the one of its corresponding reference (e.g." *Ref 1_ - <short title>*").

The evidence to be provided may be a completion certificate issued by the Client. In the absence of such document, a copy of the contract accompanied by a proof of payment of the final invoice (or, for on-going contracts, a proof of payment of the invoices paid so far) may be provided.

The size of the message, including attachments, **must not exceed 12 MB**. In case the size of the attachment exceeds 12MB, the candidates may request a link (by email at the addresses mentioned above) to upload their file on the EIB's secured SharePoint platform at least 24 hours before the deadline for submission of applications.

The **subject of the message** must be precisely worded as follows:

AA-011969-001 — APPLICATION — < NAME OF CANDIDATE >

In the options of the message, applicants must request an acknowledgement of receipt, which may serve as proof of submission.

Applications submitted by any other means will not be considered.

18 Amendment or withdrawal of applications

Candidates may amend or withdraw their applications prior to the deadline for submission of applications by submitting a request by email to the addresses mentioned in section 17 above. No application may be amended after this deadline.

19 Additional information

None.

20 Privacy Statement

During a Public Procurement procedure, the EIB may get access to certain personal data (information related to an identified or identifiable natural person). EIB's Privacy statement, available at <https://www.eib.org/en/privacy/procurement.htm>, provides information about the collection and use of personal data in the context of procurement procedures.