

STANDARD PROCUREMENT DOCUMENT

Request for Expressions of Interest

TANZANIA FOREST SERVICES AGENCY



Agence Française de Développement



Date of publication: 19th May, 2025

Request for Expressions of Interest

Matrix template for evaluating Expressions of Interest

The table below may be used to establish the shortlist of Applicants. One table must be completed for each Applicant. For each experience submitted by the Applicant, check the boxes of the criteria which are met by the experience.

Name of the Applicant: _____

Criteria¹	[Experience A]²	[Experience B]	[Experience C]	[Experience D]	[Etc.]
Contract Size (Value)					
Nature of Services					
Technical Area/Expertise					
Location (East Africa)					
Total³					

The selection of Applicants to be shortlisted shall follow the rules as defined herebelow:

- The Applicant must have at least one experience in each criterion; otherwise the application will be disqualified.
- The ranking of Applicants is based on the greatest number of criterion fulfilled (boxes checked).
- For a Joint Venture, the experiences of all members will be added together for a combined total.

¹ Each criterion column should reflect the list of similar experiences provided in the Request for Expressions of Interest, such as (i) Nature of services, (ii) Technical expertise and (iii) Location.

² Each row will be a separate experience which is listed in the application.

³ The "total" for each column indicates the number of experiences which meet the criterion.

COUNTRY NAME : UNITED REPUBLIC OF TANZANIA

CONSULTANCY SERVICES FOR THE PROVISION OF SUPPORT ON TECHNICAL ADVISORY TO TANZANIA FOREST SERVICES AGENCY UNDER THE PROJECT ENHANCING MANAGEMENT OF STATE FOREST PLANTATIONS AND MANGROVES FOREST RESERVES IN TANZANIA.

CONSULTING SERVICES

Expressions of Interest

The **Tanzania Forest Services Agency** has received a financing from *Agence Française de Développement* ("AFD"), and intends to use part of the funds thereof for payments under the following project **Consultancy services for the provision of support on technical advisory to Tanzania Forest Services Agency under the project enhancing management of state forest plantations and mangroves forest reserves in Tanzania.**

A 5-year services of the consultant shall consist of preparation and implementation phases:

- During the preparation phase of the project: ***Development of the Project Implementation Manual (PIM) including the outcomes of all the design studies and consultations carried out during the preparation phase of the project, Financial Management Manual (FMM), Procurement Management Manual (PMM) and Monitoring and Evaluation System, Communication Strategy, Environmental and Social Management Plan (ESMP) and training plan for Project Management Unit personel, Project implementation Team (PIT) and other key stakeholders.***
- During project implementation: ***provide project implementation technical guidance, participate in project technical discussions, project implementation missions and negotiations with consultants, support and build the capacity of the Project Management Unit and the Project Implementation Team on reporting, monitoring and evaluation, financial management, compliance with Environmental and Social Safeguards, and procurement.***

The **Tanzania Forest Services Agency** hereby invites Applicants to show their interest in delivering the Services described above.

This Request for Expressions of Interest is open to:

☒ Consulting firms

☐ Individual consultants

☐ NGOs

☐ Joint Venture between NGO(s) and consulting firm(s)

Eligibility criteria to AFD financing are specified in sub-clause 1.3 of the "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>.

The Applicant shall submit only one application, either in its own name or as a member of a Joint Venture (JV). If an Applicant (including any JV member) submits or participates in more than one application, those applications shall be all rejected. However, the same Subconsultant may participate in several applications.

If the Applicant is a JV, the expression of interest shall include:

- a copy of the JV Agreement entered into by all members,

or

- a letter of intent to execute a JV Agreement, signed by all members together with a copy of the Agreement proposal,

In the absence of this document, the other members will be considered as Subconsultants.

Experiences and qualifications of Subconsultants are not taken into account in the evaluation of the applications.

Specific Content of the Application;

Interested Applicants must provide information evidencing that they are qualified and experienced to perform those Services. For that purpose, documented evidence of recent and similar services shall be submitted:

- (i) Submission letter should comprise the firm's name, address, contact person, telephone and email, if applicable mention the association for this project with a letter of authorization to sign and stamped the Eol.
- (ii) Indicate the firm's main activities, year of establishment, number of permanent staff, fields of expertise, yearly turnover for the previous 5 years (2019-2024), as well as the list of its ongoing projects. In case of an association, it must include clear statements regarding the nature and type of the association as well as the competence and responsibilities of each association member.
- (iii) Statements and Declarations :
 - Declaration of Association – presenting the intended contractual arrangement between the joint venture members and/or sub- consultants, nominating the lead consultant and including letters of intent of participating as described above, with regards to JV arrangements. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case award is made to that JV group.
 - Statement of Integrity signed following the template in Appendix 1.
- (iv) List of Project References; references on the similar assignments with a similar size and nature whose completion date is not older than 10 years (from submission date of the Eol) must be provided. This list shall include the value of consulting services and value of works, location, number of staff involved in the contract, name of the Client, name of partners for contract execution and share of services, source of financing, type of services provided, contract commencement and completion dates, brief description of the contract. The consultants are free to present two different tables, one showing their project specific experience, one showing their regional/local experience.

Determination of the similarity of the experiences (**minimum 5 experiences**) will be based on:

- The contracts size: **Applicants with a proven track record of managing TA contracts valued at 250,000 EURO or higher in the past 10 years, particularly those focused on the strategic oversight, coordination, and delivery of forest plantation and mangroves management initiatives**
- The nature of the Services; **provision of technical assistance and various project deliverables during initial stage, implementation, monitoring and evaluation phases. (Please provide details regarding the nature of the deliverables and services).**

- The technical area and expertise; ***project management, public procurement and procurement under international donor-funded projects, finance and accounting, sustainable forest plantations management, biodiversity, sustainable mangroves management, environmental and social safeguards, gender study and livelihoods restoration programmes. Experience in managing plantation projects of at least 10,000 ha and 20,000 ha of forest plantations and mangroves respectively developed in the past ten years would be an asset.***
- The location; **provision of technical assistance on managing similar projects in East Africa**

Security risk¹,

Due to the security risk in the areas where the Services are to be performed, the evaluation of Expressions of Interest will verify that the applications meet the following criteria:

- The Applicant has at least one experience providing services in an area with a similar security risk, for which it shall provide proof of implementation of security measures (invoice or contract with a security service provider, proof of security awareness training before departure on-site, etc.).
- The Applicant has set up internal security management procedures: it shall provide a description of its monitoring system and crisis management system.
- For services provided abroad, the Applicant has entered into an assistance and repatriation contract for its employees: it shall provide the certificate evidencing such contract.
- The Applicant shall describe its standard preparation process for departure on assignment in sensitive areas, and shall attach documents proving its implementation (service orders with related instructions, certificates of awareness-raising or training actions, etc.).

For a JV, its leader and any member that has its registered office outside the Client's country shall fulfil each of these criteria.

An application that does not meet any of these requirements will be rejected.

Among the submitted applications, ***Tanzania Forest Services Agency (TFS)*** will shortlist a maximum of **six (6) Applicants**, to whom the Request for Proposals to carry out the Services shall be sent.

The Expressions of Interest must be submitted to the address below no later than ***09th June, 2025.***

Secretary of the TFS Tender Board

Tanzania Forest Services Agency (TFS)

Misitu House, 21 JPM Street,

P. O. Box 2228, Itega

41108 DODOMA-TANZANIA

Telephone: +255 753 935 667

Email: pmu@tfs.go.tz, fridolin.matembo@tfs.go.tz

Interested Applicants may obtain further information at the address above during office hours: 09:00 am to 3:30pm

¹ In accordance with Article 1.5.2 – Security of the Procurement Guidelines for AFD-Financed Contracts in Foreign Countries, if the Services to be performed are located in an area labelled as orange or red by the French Ministry of European and Foreign Affairs (or any other French Ministry responsible for the ranking of foreign countries' security conditions, if applicable), the Client shall include in the Requests for Expressions of Interest requirements relating to security.

**Appendix to The Request for Expressions of Interest
(To be submitted with the application, signed and unaltered)**

Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference name of the Bid/Proposal/Contract signed² _____ (the “**Contract**”)

To: _____ (the “**Contracting Authority**”)

1. We recognize and accept that Agence Française de Développement (“**AFD**”) only finances the projects of the Contracting Authority subject to its own conditions, as set out in the Financing Agreement that directly or indirectly binds it to the Contracting Authority. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the Contract. Consequently, no legal exists between AFD and our company, our joint venture, and our subcontractors. The Contracting Authority may also mean the Client, Employer or Purchaser, as the case may be, for the procurement of works, goods, plants, equipment, consulting services , or non-consulting services.
2. We hereby certify that neither we, nor any person acting on our behalf,³ nor any of the members of our joint venture, nor any of our subcontractors, are in any of the following situations:
 - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, or being in any analogous situation arising from any similar procedure;
 - 2.2 Having been, within the past five years, subject to a final administrative sanction, a final conviction issued by a competent authority, or any other non-court resolution⁴ having notably an extinctive effect on public action, either (i) in the country where we are constituted, (ii) in the country of performance of the Contract, (iii) in the context of the procurement or performance of an AFD-financed Contract, (iv) pronounced by a European Union institution, or (v) pronounced by a competent authority in France, for:
 - a) Prohibited Practices, as defined in Article 6.1 below, or for any other offence committed in the context of the procurement or performance of a Contract (in the event of such sanction, conviction or non-court resolution, we may attach additional information to this Statement of Integrity, such as a compliance program, showing that we (or the person acting on our behalf, the member of our joint venture, or our subcontractor) consider that this sanction, judgement or non-court resolution is not relevant in the context of the Contract, where applicable);
 - b) Participation in a criminal organization, terrorist offences or offences related to terrorist activities, child labor, or other offences related to human trafficking;
 - c) Having created an entity in a different jurisdiction (i) with the the intention of avoiding tax or social obligations, or any other legal obligation applicable in the jurisdiction of its registered office, central administration or principal place of business, or (ii) for being an entity created with the intention of avoiding such obligations;

² In the case of a Contract already signed to be refinanced.

³ Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees, or agents (be them declared or not).

⁴ Including the Judicial Public Interest Agreement (CJIP), a decision following an Appearance on Prior Recognition of Guilt (CPRC), a negotiated resolution agreement, or any other similar form of transaction terminating criminal proceedings.

- 2.3 Having been subject within the past five years to a Contract termination fully settled against us for significant or persistent breach of our contractual obligations during the performance of the Contract, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
- 2.4 Having been declared ineligible by one of the multilateral development banks signatories to the Mutual Recognition Agreement of 9 April 2010⁵ (in the event of such ineligibility, we may attach additional information to this Statement of Integrity showing that we consider that such ineligibility is not relevant in the context of the Contract, where applicable);
- 2.5 Not having fulfilled our fiscal obligations relating to the payments of our taxes or social contributions in accordance with the legal provisions of our country of incorporation or of the country of the Contracting Authority;
- 2.6 Having created falsified documents or committed misrepresentation when providing the information requested by the Contracting Authority in the context of the procurement and award process for this Contract.
3. We hereby certify that neither we, nor any party acting on our behalf⁶, nor any members of our joint venture, , , nor any of our subcontractors, nor any of our direct or indirect shareholders, nor any of our subsidiaries acting with our knowledge or consent:
 - a. Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **individual sanctions measures** adopted by the United Nations, the European Union and/or France;
 - b. Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **sectoral sanctions measures** adopted by the United Nations, the European Union and/or France;
 - c. Are ineligible for the implementation of the Project owing to any other international sanctions measures pronounced by the United Nations, the European Union or France.
4. We hereby certify that neither we, nor any party acting on our behalf,² nor any of the members of our joint venture, nor any of our subcontractors, are [nor have been (*in the case of refinancing for a Contract already awarded*)] in any of the following situations of conflict of interest:
 - 4.1 Being a shareholder controlling the Contracting Authority or a subsidiary controlled by the Contracting Authority, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction.
 - 4.2 Having business or family relations with a member of the Contracting Authority's services involved in the procurement process or the supervision of the resulting Contract, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 4.3 Controlling or being controlled by another applicant, bidder or consultant, or being under common with another applicant, bidder or consultant, receiving subsidies from another applicant, bidder or consultant, or granting subsidies to another applicant, bidder or consultant, directly or indirectly, having the same legal representative as another applicant, bidder or consultant, maintaining direct or indirect contacts with another applicant, bidder or consultant allowing us to (i) have given and/or give access to information contained in our respective applications, bids or proposals likely to distort competition (ii) influence them, or (iii) influence the decisions of the Contracting Authority;
 - 4.4 Being engaged for a consulting services mission which, by its nature, is or may be in conflict with the mission envisaged for the Contracting Authority;
 - 4.5 Having prepared ourselves, being or having been associated with a natural or legal person who has prepared, specifications, terms of reference or other documents that have been

⁵ World Bank, Inter-American Development Bank, African Development Bank, Asian Development Bank, and European Bank for Reconstruction and Development.

⁶ Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees or agents (be them declared or not).

- used for the procurement process in question, and that contain provisions likely to favor an application, bid or proposal;
- 4.6 Having or having had access to, having prepared ourselves, being or having been associated with a natural or legal person who has or has had access to or prepared, specifications, plans, calculations, studies, or other documents that have not been communicated to all the applicants, bidders or consultants in the context of the present procurement procedure, and which thereby confer us an unfair competitive advantage;
- 4.7 In the case of a procurement procedure for works, plants, equipment or goods, having been selected ourselves or proposed to be selected (or any of our subsidiary companies having been or being proposed to be selected) to carry out supervision or inspection of the services in the context of this Contract.
5. If we are a state-owned entity or a public enterprise, to participate in a competitive procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
6. In the context of the procurement and performance of the Contract:
- 6.1 Neither we, nor any party acting on our behalf,² nor any members of our joint venture, nor any of our subcontractors, have committed or shall commit a Prohibited Practice as defined in the document entitled “AFD Group’s Policy to Prevent and Combat Prohibited Practices” available on AFD’s Website.⁷
- 6.2 Neither we, nor or any party acting on our behalf,² nor any members of our joint venture, nor any of our subcontractors, shall acquire or provide [have acquired or provided (*in the case of refinancing for a Contract already awarded*)] in sectors subject to an embargo by the United Nations, the European Union or France.
7. We hereby undertake to, and we undertake to ensure that any party acting on our behalf,² any members of our joint venture, and any of our subcontractors undertake to:
- 7.1 Comply with the environmental standards recognized by the international community, including the international conventions for the protection of the environment and, in particular, take all reasonable steps to avoid or limit negative effects on vegetation, biodiversity, soils, groundwater and surface water, and on persons and property resulting from pollution, noise, vibration, traffic and other effects resulting from our activities, in accordance with the laws and regulations applicable in the country of performance of the Contract.
- 7.2 Implement measures to mitigate environmental and social risks when they are indicated in the environmental and social management plan provided by the Contracting Authority, and ensure that the emissions, surface discharge and effluents produced by our activities respect the limits, specifications or requirements applicable to the Contract.
- 7.3 Respect the rights of workers related to wages, working hours, rest periods and vacations, overtime, minimum age, regular payments, compensation and benefits, in accordance with the standards recognized by the international community, including the fundamental conventions of the International Labour Organization (ILO), in accordance with the laws and regulations applicable in the country of performance of the Contract; indicate these elements in a document annexed to the employment contracts of our employees and made available to the Contracting Authority; and respect and facilitate the rights of workers to organize themselves and set up a complaints management mechanism for direct or indirect workers.
- 7.4 Implement practices for non-discrimination and equal opportunities, and ensure the prohibition of child labor and forced labor.
- 7.5 Keep a record for each member of the local staff recording the hours worked by each person, the type of work, the wages paid and the training undertaken, and ensure that these records are available at all times to be inspected by the Contracting Authority and the authorized representatives of the government, in accordance with the laws and regulations applicable to the protection of personal data in the country of performance of the Contract.

⁷ For informational purposes, this policy can be accessed via the following link: <https://www.afd.fr/en/combating-corruption>.

8. We, any party acting on our behalf,² the members of our joint venture, our subcontractors, our direct or indirect shareholders, and our subsidiaries, authorize AFD to conduct investigations and, in particular, inspect the documents and accounting records relating to the procurement and performance of the Contract, including, but not limited to, our internal processes and rules related to the respect of international sanctions pronounced by the United Nations, the European Union and/or France, and to have them verified auditors appointed by AFD.
9. We declare that we have paid, or that we shall pay, the commissions, benefits, fees, gratuities or charges relating to the procurement procedure or the performance of the Contract to the following third party/parties (for example, an intermediary/agent)(*):

Name of beneficiary	Contact details	Purpose	Amount (indicate the currency)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(*): If no amount has been paid or is to be paid, indicate "None".

10. We undertake to promptly inform the Contracting Authority, which shall inform AFD, of any change of circumstance regarding the sections above, including in case of any sanctions or embargo measures adopted by the United Nations, the European Union and/or France, after we have signed the present Statement.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of:⁸ _____

Signature: _____

Dated: _____

⁸ In the case of a joint venture, insert the name of the joint venture. The person signing the bid, proposal or application on behalf of the bidder, consultant or applicant, shall attach a power of attorney from such bidder, consultant or applicant.