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PHONE:	/
E-mail:	vincent.lecomte@expertisefrance.fr
NOTIFICATION TECHNICAL:	YES
NOTIFICATION PUBLICATION:	YES

## Contract notice

### Services

#### Legal Basis:

Directive 2014/24/EU

#### **Section I: Contracting authority**

##### I.1) **Name and addresses**

Expertise France  
808 734 792 00027  
73 rue de vaugirard  
Paris  
75006  
France  
Contact person: Jérémy Casteuble  
E-mail: [jeremy.casteuble@expertisefrance.fr](mailto:jeremy.casteuble@expertisefrance.fr)  
NUTS code: FR101  
**Internet address(es):**  
Main address: <http://www.expertisefrance.fr>

##### I.2) **Information about joint procurement**

##### I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.expertisefrance.fr/collaborer-avec-nous?tab=0>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted to the abovementioned address

##### I.4) **Type of the contracting authority**

National or federal agency/office

##### I.5) **Main activity**

Other activity: International technical cooperation

#### **Section II: Object**

##### II.1) **Scope of the procurement**

###### II.1.1) **Title:**

Team Leader in preparing CBD COP 15 process  
Reference number: 2018-M-57

###### II.1.2) **Main CPV code**

79421000

###### II.1.3) **Type of contract**

Services

###### II.1.4) **Short description:**

The Team leader (TL) will be responsible for the development and the implementation of the programme activities and for the efficient use of projet funds. The TL will be responsible for the management of the team of experts, subcontractors, and for overall quality, coordination, achievement of the activities and outputs, as well as reporting.

Under the supervision of the Project Steering Committee and in constant liaison with the programme manager based in Paris, he/she will be responsible for the overall management of the project.

II.1.5) **Estimated total value**

Value excluding VAT: 300 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: FR

Main site or place of performance:

Paris or Brussels

II.2.4) **Description of the procurement:**

The Team leader (TL) will be responsible for the development and the implementation of the programme activities and for the efficient use of project funds. The TL will be responsible for the management of the team of experts, subcontractors, and for overall quality, coordination, achievement of the activities and outputs, as well as reporting.

Under the supervision of the Project Steering Committee and in constant liaison with the programme manager based in Paris, he/she will be responsible for the overall management of the project.

**Key Responsibilities**

**Project Management**

- Provide dynamic, strategic leadership and direction for the programme. Be responsible for meeting the targets and objectives set forth in the logframe and delivery of annual reports and work plans
- Effectively oversee the delivery of the programme activities in an effective and efficient manner, close collaboration with the Programme Manager and other colleagues as required.
- Lead, manage, motivate and develop programme staff, encouraging their commitment to programme objectives, and meeting their personal development needs.
- Monitor the technical and financial implementation of the project activities including all operational, technical, administrative, accounting and financial documentation. This includes inter alia, the manual of procedures, the operational plans, intermediary reports, budgets, tenders and procurement dossiers for supplies and services, contracts, payment orders, etc. ;
- Identify the needs for short-term assignments within the available budget, planning and steering the assignments, and support for the local and international short-term experts;
- Liaise with relevant European and international counterparts to ensure a smooth implementation of the action, avoid overlapping and maximize synergies;
- Ensure visibility for actions of the project in line with the Communication and visibility plan and with the communication and visibility manual for European Union external actions ;
- Liaise and represent the programme at the steering committee.

**Components Management**

The team leader, with the support of the long term experts, will also be responsible for the following activities:

- According to EU biodiversity strategy, identify and establish a list of priority issues to be addressed during the project.
- Identify and established a list of partner countries, based on their leading role regarding the issues selected.

- Identify and establish liaison teams in partners countries
- Identify and establish a roster of European experts on biodiversity and environment policies.
- Draft country profiles and country engagement strategies.
- Coordinate thematic workshops, exchanges of experts and study visits (logistical aspect should be subcontracted)
- Coordinate awareness raising campaign and communication campaign (with the assistance of a communication specialist).
- Provide needed coaching and guidance for components in the performance of their activities;
- Ensure a quality control of the work performed by the subcontractors;
- Monitor action plans and progress reports;
- Coordination with the European institutions

This job description is not exhaustive at this point. The Team Leader will be in charge to ensure the achievement of the contractual objectives of the project and will carry out any activity necessary for the proper execution of the program.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: 300 000.00 EUR

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Initial duration of 12 months from the date of notification of the contract. It is renewable two times 12 months.

The total duration of the contracts shall not exceed 36 months.

Renewal is by tacit agreement and does not imply any modification of existing obligations. In case of non-renewal, Expertise France shall notify its decision at least two months before the end of the ongoing period.

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

1) Skills

- Fluency in English, both written and spoken; French (working language at headquarters) will be an advantage;  
5 points

2) Professional experiences

- Relevance of experiences in environment related subjects / CBD negotiations at the highest level and supporting parties in the preparation of their international commitments; 30 points

- Relevance of experiences in coordination, and leading complex projects in donor funded projects; 20 points

- Relevance of experiences in staff management; 15 points

- Relevance of experiences in biodiversity projects; 15 points

- Relevance of experiences in subjects related to knowledge management and workshops / seminar organizations; 10 points

- Relevance of experiences in awareness raising campaign mechanism and communication mechanism; 5 points

**II.2.10) Information about variants**

Variants will be accepted: no

**II.2.11) Information about options**

Options: no

**II.2.12) Information about electronic catalogues****II.2.13) Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: yes

Identification of the project: Follow up to the strategic plan for biodiversity

**II.2.14) Additional information****Section III: Legal, economic, financial and technical information****III.1) Conditions for participation****III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the conditions mentioned in Article 45 and 48 of the French order n°2015-899 of July 23rd, 2015.

The candidate must provide a declaration of honour mentioning that he isn't subjected to a submission ban to public contracts detailed in article 45 and 48 of the hereabove regulation order.

1. Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed. Participation is also open to international organisations.

2. All eligible natural and legal persons (as per item 1 above) or groupings of such persons (consortia) may apply. The participation of an ineligible natural or legal person (as per item 1) will result in the automatic exclusion of that person.

Evidence of the company registration (legal personality of the expert)

**III.1.2) Economic and financial standing****III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required:

\* At least 10 + years' experience as a team leader or similar position in the management of Environment projects;

\* University Degree at Master level or MBA or PhD in the field related to the tender

**III.1.5) Information about reserved contracts****III.2) Conditions related to the contract****III.2.1) Information about a particular profession****III.2.2) Contract performance conditions:****III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

**Section IV: Procedure****IV.1) Description****IV.1.1) Type of procedure**

Competitive procedure with negotiation

- IV.1.3) **Information about a framework agreement or a dynamic purchasing system**
- IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**
- IV.1.5) **Information about negotiation**  
The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations
- IV.1.6) **Information about electronic auction**
- IV.1.8) **Information about the Government Procurement Agreement (GPA)**  
The procurement is covered by the Government Procurement Agreement: yes
- IV.2) **Administrative information**
- IV.2.1) **Previous publication concerning this procedure**
- IV.2.2) **Time limit for receipt of tenders or requests to participate**  
Date: 06/08/2018  
Local time: 17:00
- IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**  
English
- IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**  
Duration in months: 3 (from the date stated for receipt of tender)
- IV.2.7) **Conditions for opening of tenders**

#### **Section VI: Complementary information**

- VI.1) **Information about recurrence**  
This is a recurrent procurement: no
- VI.2) **Information about electronic workflows**
- VI.3) **Additional information:**  
Applicable regulation: French Ordonnance n° 2015-899 of 23.7.2015 and implementing Decree n° 2016-360 of 25.3.2016 (articles 71 to 73).  
The procedure will take place in 2 stages. The candidate is invited to submit his expression of interest to the tender within the time limit indicated by the present notice by email to [jeremy.casteuble@expertisefrance.fr](mailto:jeremy.casteuble@expertisefrance.fr) .  
The content of your expression of interest for this phase:
  1. Resume/CV stating credentials and references
  2. Evidence of the company registration (legal personality of the expert) ;
  3. Cover letter ( english version);
 For the next step, unless a candidate express formerly his disagreement, the tendering period shall last at least 8 days. Shortlisted experts will then be invited to submit a technical and financial offer and to take part to an interview. Only experts who provided the documentation as set forth in section III will be assessed on the basis of their capacity to fulfil the tasks set out in this call for expressions of interest.  
Only experts who provided the documentation as set forth in section III will be assessed on the basis of their capacity to fulfil the tasks set out in this call for expressions of interest.  
Expertise France, the French technical cooperation agency, is about to work with European Union for preparing CoP 15, held in China, and post-2020-process under the Convention on Biological Diversity (CBD).  
The project aims at contributing to the development of an effective European Union environment diplomacy in the field of biodiversity at global level by framing the Convention for Biological Diversity process. Specifically, the projects seeks to,

- Enable, at multilateral level, advances in the Convention on Biological Diversity context, towards the adoption at CBD COP15 of an ambitious follow-up to the Strategic Plan for Biodiversity that includes measurable (SMART) targets, measurable national commitments and tools for strengthening implementation such as a mechanism to review national implementation and the adequacy of commitments and targets;
- enhance the EU bilateral cooperation on environmental challenges and increase knowledge in selected key partner countries, in particular China, with a view to build support for addressing key priorities when implementing the new global framework and influencing their approach towards the adoption of strong general and specific, measurable commitments;
- influence processes at multilateral and bilateral levels to anchor commitments and create/maintain momentum for further commitments in view of post CBD COP 15 and further

The results expected are as follows :

R1: Improved understanding and support among partner countries and EU for an ambitious follow-up to the Strategic Plan for Biodiversity

R2: Support among strategic partner countries for an ambitious follow-up to the Strategic Plan and for a mechanism to review implementation, in particular as regards voluntary national commitments;

R3: Awareness raising targeted at the Public and the specific stakeholders in view of gaining support to measurable targets.

**VI.4) Procedures for review**

**VI.4.1) Review body**

The Paris Administrative Court

7, rue de Jouy

Paris

75004

France

E-mail: [greffe.ta-paris@juradm.fr](mailto:greffe.ta-paris@juradm.fr)

**VI.4.2) Body responsible for mediation procedures**

**VI.4.3) Review procedure**

**VI.4.4) Service from which information about the review procedure may be obtained**

Registry of the Paris Administrative Court

7, rue de Jouy

Paris

75004

France

E-mail: [greffe.ta-paris@juradm.fr](mailto:greffe.ta-paris@juradm.fr)

**VI.5) Date of dispatch of this notice:**

06/07/2018