CARITAS Schweiz Suisse Svizzera Svizra

24/03/25

INVITATION TO BID – Re-advertise
Caritas Switzerland invites all eligible company for a price quotation of Environmental and Social Impact Assessment (ESIA)

TENDER NOTICE	
Reference Number:	BID NUMBER CACH-CO-4173
Office	Caritas Switzerland, (CACH)
Submission Date	March 31, 2025, before 10:00 AM (Or Morning 4:00 local time)
Proposed bid opening date	March 31, 2025, at 10:30 PM (morning at 4:30 local time) It will be opened at CACH Country Office/AA, Meeting Room

Caritas Switzerland (CACH), in collaboration with the Ethiopian Catholic Church – Social Development Commission (ECC-SDCO), is implementing the project "Construction of Shaded Market and Processing Business Structures to Enable Ethiopian Entrepreneurs" in six districts of the Oromia Regional State, Ethiopia. The project aims to address unemployment among youth and women by constructing market and processing shades, enabling them to establish and operate Micro and Small Enterprises (MSEs).

Therefore, Caritas Switzerland is seeking an experienced consultancy firm to conduct a detailed Environmental and Social Impact Assessment (ESIA) for project IFE p-240046.

1. GENERAL TERMS AND CONDITIONS

1.1. All consultancy firms of category **tier 2 and 3 or above** who have valid licenses, renewed trade license of 2017 E.C along with a VAT registration certificate and similar work experience can obtain a complete set of bid document/ ToR from **Caritas Switzerland Country Office from 9:00 AM to 4:00 PM** starting from the first date of announcement on public medias until 11;30 AM in March 17, 2025.

1.2. Bidders can collect the bid document /ToR in the address given below **(bidders shall bring their licence or their legal delegation paper for document receiving).**

1.3. Duplicate copies of **BID OFFER** shall be produced in separate envelopes marked as **ORIGINAL** and **COPY**. A sealed and stamp envelope carrying the Bidder's Bid Security Cash Payment Order (CPO) should be included in the envelope carrying the original financial document. Bid security in the form of cash will not be accepted. All envelopes shall then be put in one big envelop together, sealed, stamped and submitted to **CACH** along with a **BID SECURITY** only in the form of CPO amounting 2**% of THE TOTAL BID OFFER FOR THE WORKS BEFORE THE DEADLINE OF SUBMISSION.**

1.4. **Essential (exclusion) Criteria**

1.4.1. Relevant & Valid Renewed licenses for Ethiopian fiscal year of 2017 E.C to operate in Ethiopia

1.4.2. Submission of bid security in the name of **Caritas Switzerland** from a recognized bank only in the form of CPO is a must. No other mode of guarantee or bid security other than CPO will be accepted.

1.5. The selection criteria will be based on **Technical (70 %)** and **Financial evaluation (30%)**

BID OPENING

1.1. The bid will be opened at Caritas Switzerland, Country Office at Addis Ababa, at the presence of bidders and/or their legal representatives who choose to attend on proposed opening date**.** Only financial offer shall be opened on the date of bid box opening.

2. TECHNICAL EVALUATION [minimum requirement]

2.1. **Previous Relevant Work Performance:** The consultancy firm should attach at least five previous relevant works performance letters from government organizations (GO), non-governmental organizations (NGOs), international non-governmental organizations (INGOs), or the United Nations (UN) related to similar types of work, including working tools and human resources available to execute the activities.

2.2. **Work Plan:** Adequate and elaborated work plan (Field assessment, designing, specification, and BOQ plan) starting from the date of agreement signing. This work plan should align with the timelines and deliverables specified in the technical proposal, demonstrating clarity in approach and methodology.

2.3. **Proposed Methodology:** The proposal must clearly outline the methodology for assessing environmental and social impacts in compliance with KfW's Sustainability

Guidelines, IFC Performance Standards, and Ethiopian regulations. This includes a detailed narrative (maximum 5 pages) describing:

- The approach for stakeholder engagement
- Mitigation strategies
- Compliance with KfW's Sustainability Guidelines, IFC Performance Standards, and Ethiopian regulations.

2.4. **Team CVs:** Up-to-date CVs of team members (especially those who will be deployed on field assessment, designing, and technical teams), detailing relevant experience and references from similar studies conducted in the past three years. The CVs should demonstrate the team's capability and expertise in handling ESIA.

2.5. **Experience with KfW's Sustainability:** Experience with KfW's Sustainability consultancy firm will be advantageous. Prior projects that comply with KfW's guidelines will be considered a strong asset.

2.6. **Consultancy Firm Profile:** The profile of the consultancy firm should include a renewed license along with a VAT registration certificate, demonstrating the legal and financial standing to carry out the proposed activities.

2.7. **Reference Reports:** The consultancy firm should provide three reference reports from similar past projects that demonstrate their experience and capability in conducting ESIA or related work. These references should be relevant to the current assignment and provide a comprehensive overview of the firm's qualifications.

3. FINANCIAL EVALUATION

3.1A detailed cost breakdown in Ethiopian Birr (ETB), including transportation and other logistics.

3.2 All expenses should be considered, related to the consultancy fee, including proposed days in the field, days for reporting and analysis, stationery, printing, binding, photocopying, etc.

3.3 A narrative breakdown of all costs included in the budget, with a clear indication of whether the budget includes or excludes VAT (The amount of VAT should be calculated from the total costs and should be summed up as a grand cost)

The Employer has the following address:

CARITAS Schweiz Suisse Svizzera Svizra

Caritas Switzerland,

Ethiopia Office

Bole Sub City, Woreda 5, Ho.No. 999/1, 2nd floor

Telephone +251-911488557/ +251-913744323/0913252432

P.O. Box 8715

Addis Ababa, Ethiopia

NB: CARITAS SWITZERLAND RESERVES THE RIGHT TO ACCEPT OR REJECT THE BID PARTIALLY OR FULLY.