

**Financial Cooperation between the Federal Republic of Germany  
and the  
East African Community (EAC)**

**EAC Scholarship Programme  
(Leadership to Foster Regional Integration)**

**Invitation to Prequalification**

**for the provision  
of  
Consulting Services**

**BMZ Nr. 2017 67 896**

**June 2018**

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## **1. Brief Project Description**

Within the framework of Financial Cooperation between the East African Community (EAC), the Inter-University Council for East Africa (IUCEA), located in the Republic of Uganda, and the Federal Republic of Germany, the German Government committed a Financial Contribution (FC) amounting to Euros 5 (five) million via the KfW Development Bank (BMZ Nr. 2017 67 896) for the EAC Scholarship Programme (Leadership to Foster Regional Integration), further referred to as “the Project”.

The EAC Secretariat will channel the FC funds to their institution mandated for higher education, IUCEA which will act as Project-Executing Agency (PEA) for the Project. Both will work in close collaboration with each other. Public and private universities which still have to be selected will implement the Project.

This Project aims at creating future Changes Agents, who identify themselves with the integration agenda of the EAC and dispose of economical and development-oriented expert knowledge. The overall approach is to support highly qualified students who are not in the position to finance the master course on their own. In order to achieve these impacts, the Project offers a comprehensive package including scholarships for master courses<sup>1</sup>, exchange with another EAC country, internships, mentoring, networking events and further leadership training activities. The aim is to include a female rate of minimum 30% to support particularly women’s participation and increase gender equality.

An implementation Consultant (Consultant) will be selected through international competitive bidding to support EAC and IUCEA throughout the whole implementation process of the Project. Together with the Consultant, IUCEA will be responsible for the management of the FC-funds. As an independent legal entity IUCEA will be liable for the use of FC-funds. In accordance with KfW guidelines, an independent auditor will analyse and evaluate the proper management of funds annually.

### **1.1 Project Implementation**

A Consultant will be appointed to assist and co-manage the preparation and execution of the Project. The Consultant shall work in close cooperation with a coordinator, selected and appointed by IUCEA but financed from the FC. The FC-financed Consultant together with IUCEA will prepare the Project and to guarantee a transparent selection process, regarding universities, candidates for the scholarships and other institutions for extra-curricular activities. One activity, comprising extra-occupational short-time trainings for chosen EAC employees, will be implemented by the Consultant with the EAC Secretariat. A precondition for this activity is a demand analysis conducted by EAC and approved by KfW in order to allow monitoring and evaluation.

The FC-financed Consultant shall assure that the FC-funded activities are executed in line with KfW-regulations and in a timely manner. Therefore, the duties of the

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<sup>1</sup> Main focus on Mathematic, Informatics, Science, Technology (MINT) or Business Science

Consultant shall comprise the following activities:

- In collaboration with the PEA plan project implementation including defining criteria and execution of the selection process for universities and scholars;
- Conceptualize and identify extracurricular activities for Master Students including a transparent selection process of institutions to conduct those activities
- Support the development of a long term sustainable funding strategy for IUCEA in order to increase financial sustainability of the Project (incl. identifying and attracting possible other funders)
- Support the planning and selection of extra-occupational short-time trainings for chosen EAC employees (upon approval of demand-analysis), together with EAC Secretariat including the selection of institutions to undertake those trainings
- Support the institutional establishment of the Project within IUCEA and secure knowledge transfer between the participating institutions especially regarding the new established coordinator at IUCEA
- Continuous monitoring and supervision of the Project to ensure quality
- Continuous evaluation regarding the achievement of impact indicators and data preparation which can be used for publications and agency reporting
- Support PEA in tendering mid-term evaluation and auditor
- Support the disbursement procedures, co-signing of the Disposition Fund and simplified direct disbursement

### **1.1.1 Project Planning Activities**

Includes an Inception Phase comprising the set-up of the Project Management Unit (PMU), the preparation of an Inception Report summarizing all individual activities to be undertaken as well as developing cost estimates, timetables etc. The main tasks of the Consultant comprise:

#### **Selection criteria for students and universities**

- Develop selection criteria for students also under MPI<sup>2</sup> considerations;
- Develop and set country quotas;
- Develop selection criteria for universities;
- The process of awarding universities and scholarships shall be under EAC guidelines, however the KfW guidelines shall be observed;

#### **Support the Selection Process of universities and students**

- Support the Prequalification process;

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<sup>2</sup> Multidimensional Poverty Index developed by Oxford University

- Prequalification shall take place in the universities;
- Final decisions shall be taken by? the PEA assisted by the Consultant;

### **Concept for extra-curricular activities**

- The process of awarding contracts to external providers shall be under local procurement guidelines, however through the KfW procedures and processes;
- Procurement is done jointly between the PEA and the Consultant

### **Consultant's support of Project Implementation, including Monitoring and Evaluation**

- Evaluating of tracer studies showing the career path of graduated students;
- Randomly check of money flow to scholarship students;
- Monitoring of short term trainings for EAC employees.

### **Support the short-term trainings of EAC employees in cooperation with EAC Secretariat**

- The Consultant validates the needs assessment/demand analysis for these trainings;
- The needs assessment shall be developed by the EAC
- Support ins election process of providers to conduct the short-term trainings

## **1.2 Consulting Services to Support the PEA Implementing the Project**

The main responsibility of the Consultant is to assist and advise the PEA and EAC as well as the participating universities in all aspects of the Project implementation. In particular:

- designing/ planning of the Project, implementation, monitoring and evaluation;
- elaboration of final needs assessment;
- planning and supervision (including needed procurements);
- financial management of Project funds, especially a KfW Disposition Fund established at IUCEA and reporting;
- supervision and monitoring
- Project Management.

## **1.3 Cost and Financing**

The estimated total Project costs underlying the Project appraisal is approximately EUR 5 million. The FC contribution is EUR 5 million and the partner contribution consists in supporting the Project with the staff time necessary within their structures (a not yet quantifiable number of working hours).

#### **1.4 Required Expertise and Time Frame**

The planned duration of the Project is 66 consecutive calendar months. The Project start is expected for the third quarter 2018.

The consulting services shall comprise a team of international and as required also national experts. The team leader shall be familiar with KfW guidelines and procedures, be fluent in English and have a solid background in the setup and management of scholarships for universities in developing countries. The Consultant team will also comprise all required expertise and in particular in the field of higher educational programmes, its development, implementation and financial management. The Consultant's team working place shall be at the PEA in Kampala however regular intermittent presence by team members at the regional level (universities) is required to better support the beneficiaries.

The continuous presence of the Consultant international team throughout the total duration of the Project is not needed.

## **2. Procedure of Procurement**

The procurement procedure for the consulting services will be conducted with Prequalification in two stages. In the first stage the submitted prequalification documents are examined in order to establish whether the applicants are capable of delivering the required consultancy services duly and properly. A maximum of five applicants will be chosen who appear best qualified to perform the consultancy services required. The applicants passing this stage will be invited in writing to submit their bids in the second stage. The rules of the present tender are in accordance with the latest version of the KfW Guidelines for the Assignment of Consultants in Financial Cooperation with Developing Countries. These guidelines can be obtained from the KfW internet site:

<https://www.kfw-entwicklungsbank.de/Download-Center/PDF-Dokumente-Richtlinien/Consulting-E.pdf>

During the procurement process the PEA will be assisted by a procurement Consultant (herein referred to as "Tender Agent"), Mr. Reinhard Paul.

The PEA is not bound to select any Consultant.

### **2.1 Language**

The Applicants shall prepare all required Prequalification documents in English language.

### **2.2 Registration of Applicants**

After having received the Prequalification documentation Applicants are requested to register with the Tender Agent to be included into the distribution list at the address given under 2.3.

### **2.3 Request for additional information**

Any questions, communication or request for additional information concerning this call for Prequalification is permitted in writing by letter, fax or e-mail at the addresses below to the Tender Agent not later than fourteen (14) calendar days before the deadline for the submission of applications. If any clarification of the call for applications proves necessary, the answers will be communicated simultaneously in writing to all registered Applicants.

Contact Tender Agent:

**Mr. Reinhard Paul**  
e-mail: [rp@rpaul-consulting.de](mailto:rp@rpaul-consulting.de)  
Phone: +49-611-3757055, Mobile: +49-171-2283863  
Fax: +49-611-373376  
Postal Address: Uhlandstrasse 5b  
65189 Wiesbaden  
Germany

### **2.4 Amendments to the Prequalification Documents**

Any change made to the Prequalification documents during the tender period will be communicated forthwith in writing to all prospective Applicants which have been provided with the Prequalification documents and have been registered as to clause 2.2 together with a notice of any extension of the tender period which project

executing agency in agreement with KfW may consider necessary to enable Applicants to take account of such a change.

## **2.5 Submission of Applications**

The Applicant shall enclose the original of the Prequalification documents in accordance with the instructions to Applicants, in a sealed envelope, duly marked as "ORIGINAL". This envelope containing the original documents shall then be enclosed in another single envelope. One memory stick containing a complete set of documents in PDF format shall also be inserted into this envelope. The inner and outer envelope sent to the addressee shall bear the following markings:

**Mr. Reinhard Paul  
Tender Agent**

Financial Cooperation with the East African Community (EAC)  
EAC Scholarship Programme  
e-mail: [rp@rpaul-consulting.de](mailto:rp@rpaul-consulting.de)  
Phone: +49-611-3757055, Mobile: +49-171-2283863  
Fax: +49-611-373376  
Postal Address: Uhlandstrasse 5b  
65189 Wiesbaden  
Germany

**The documents must arrive at the above address not later than**

**12:00 am (local time) on July 09<sup>th</sup>, 2018**

**All applications received after that deadline will be rejected automatically without being evaluated.**

1 (one) extra hardcopy of the application shall be sent in a sealed envelope duly marked as "COPY" and in electronic form as PDF on memory stick to:

**Mr. Patrick Banura**

Financial Cooperation with the Federal Republic of Germany  
EAC Scholarship Programme  
e-mail: [pbanura@iucea.org](mailto:pbanura@iucea.org)  
Phone: +256772503819/+256414256251/5  
Postal Address: Plot M833 Kigobe Road, Kyambogo.  
P.o Box 7110, Kampala  
Republic of Uganda

Important notes:

- For timely delivery, submission of the Original to the Tender Agent in Wiesbaden / Germany shall be decisive
- In case of discrepancies between the original and the copies, the original will prevail.

## **2.6 Cost of Application**

The Applicant shall bear all costs associated with the preparation and submission of his application. The PEA, KfW or the Tender Agent shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **3. Rules concerning submission of Applications**

#### **3.1 Applicants Eligibility and Qualifications**

Prequalification documents from Applicants will be admitted to the procedure provided that none of the following reasons for exclusion or conflicts of interest apply:

- a. Sanctions or embargoes of the Security Council of the United Nations, the EU or the German government preclude the participation of a bidder.
- b. The bidder is excluded from the tendering process with legal effect in the Client's country on the grounds of punishable offences, especially fraud, corruption or other economic crimes.
- c. The bidder or a subcontractor to be subcontracted for significant parts of the contract has economic links to the Client and/or is a state-controlled company in the partner country that is not legally or economically independent.
- d. The bidder or individual members of the bidder's staff or a subcontractor has economic links or family ties with personnel of the Client who are involved in preparing the tender documents, awarding the contract or supervising the execution of the contract, insofar as the conflict of interests could not be resolved to KfW's satisfaction in advance of the contract award and execution phase.
- e. The bidder or individual members of the bidder's staff were directly involved in drawing up the terms of reference and/or other information for the tendering procedure. This shall not apply to Consultants who have produced preparatory studies for the contract or who were involved in a preceding phase, insofar as the information they prepared in this connection, especially feasibility studies, was made available to all bidders and the preparation of the terms of reference for the invitation to tender was not part of the activity.
- f. The bidder is not or was not during the last 12 months prior to publication of the invitation to tender indirectly or directly linked to the project in question through employment as a staff member or advisor to the Client and is not or was not able in this connection to influence the award of the contract for services, or the bidder is not or was not otherwise able to influence the award of the contract for services.

By signing the Declaration of Undertaking (see Annex C), the bidder attests that none of these reasons for exclusion or conflicts of interest apply. In case of doubt, when tendering the bidder in question shall furnish proof to the satisfaction of the Client and KfW that the aforementioned reasons do not apply.

#### **3.2 Independence of Consultants**

The Consultant must always be neutral and independent vis-à-vis potential suppliers for the project in question. Members of associated firms may participate in a project only as either Consultant or manufacturer/supplier/construction firm. When submitting proposals, Consultants must disclose any links with other firms and give a binding declaration that should they be awarded the contract, the firms with which they are associated do not intend to take part in the project in any other form. In a joint venture, this also applies to participating professionals and other consultancy firms. These regulations do not apply to Build-Operate-Transfer (BOT) projects or operator models.

Consultancy firms that belong to the same group, or are linked in another way financially, organisationally or through personnel, can participate in the competitive tendering procedure individually only if none of the other consultancy firms with which they are associated participate.

### **3.3 Cooperation between Bidders**

Consultants can participate in the competitive tendering procedure as companies in any legal form, and in conjunction with other Consultants. After the completion of the Prequalification procedure, cooperation between the prequalified Consultants is permitted only with the approval of the Client and KfW, and only if sufficient competition continues to be guaranteed.

In projects financed by KfW, major importance is attached to cooperation with experts or companies with a background of local experience and those with international experience. Such cooperation can be made binding in the Prequalification notification or in the request for tenders. The listing and selection of the experts and consultancy firms concerned is solely at the discretion of the bidder. The Client may not prescribe cooperation with specific local experts, firms or groups of firms.

Should such cooperation be proposed the documents submitted for the Prequalification process must contain the necessary information on all the intended partners. In particular, they must include a binding description of their competences, fields of work, and the form the cooperation will take. The documents must include a declaration of intent signed by all the partners and naming the consultancy firm that will direct the work. If they are awarded the contract, the partners undertake to take all the steps necessary to perform the work described in the documents as stated and in the form of cooperation as stated. Groups of bidders<sup>3</sup> are required to enter into an agreement with joint and several liabilities. In particular cases (e.g. large projects), the request for tenders may require presentation of a detailed and binding agreement between the partners in a group (e. g. in the form of a preliminary contract).

### **3.4 Required documentation**

The requested consultancy services shall be provided by a Consultant firm with sound experience executing similar projects in the sector of higher education. The documentary evidences of the Applicants qualifications shall establish to the employer's satisfaction that the Applicant has the financial and technical capability necessary to perform the contract. In connection with this clause the submitted documentation must include:

- **Cover letter**, comprising the companies name, address, contact person, telephone, fax and email if applicable mention the association for this project.
- The **Qualification Form** as to Annex B, duly signed by the Applicant or a person duly authorized to sign on behalf of the Applicant. The authorization shall consist of a written Power of Attorney confirming the name(s) of the

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<sup>3</sup> Consortia, joint ventures etc.

persons authorised to sign on behalf of the Applicant and shall be attached to the Qualification Form. The name and position held by each person signing the authorization must be typed or printed below the signature.

- The duly signed **Declaration of Undertaking** as per Annex C
- A copy of **Applicants registration** in accordance with his national law, if applicable. In case of a co-operation the intended contractual arrangement with international or local firms and the lead Consultant has to be stated (including letter of intent of participating firms).
- **Presentations of company** (maximum 10 pages), inclusive clear statements of type, property and key task of the association, if applicable. A brief description of the Applicants organisation and activities, including staffing (number and qualification) and facilities (company profile).
- Applicant shall demonstrate, that he has sufficient equity as well as access to or has available liquid assets and lines of credit sufficient to meet the cash flow requirements for the requested consultancy services. This may be in the form of a bank reference, or Applicants own declaration, based upon audited Balance Sheets and Profit & Loss **Financial Statement** for the last three (3) years as submitted which shows a minimal turnover of 1,0 Mio. EUR per year.
- **Project References** of the execution of similar tasks internationally, in developing countries, in EAC member states as the Republic of Uganda and/or other African countries within the last 5 years (show not more than 15 projects) including the value of such projects (use form as to Annex A).
- **List of available personnel structure** (use the scheme as to annex D) including backstopping and home office support for the envisaged services with information about professional experience, regional experience, years with firm, specific project-related experience for the required scope of work as to clause 1.1 and experience in similar assignments. The personnel structure list shall allow a profound judgement on the Consultants' general ability to provide the required personnel in terms of sufficient personnel capacity (quantity-aspect) and having the specific education, professional-, regional- and project-related experience as well as practical knowledge in similar post and years with firm for the project (quality-aspect) in case of an offer. Personal belonging to the firm or having a long cooperation gets more points. **Any staff not in permanent employment (e. g. freelance) with the firm shall be displayed separately.**

Applicants are requested to submit concise and clear, but substantial documents according to the above structure. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the person signing the application. Incomplete documentation, non-compliance or faulty information shall be a reason for disqualification. Any surplus of information not specific to the material requested shall be penalized.

#### **3.4.1 Subcontractors, Affiliations and Associations (if applicable)**

The Applicant shall clearly specify the services to be carried out by subcontractors other than those being part of the Consulting association. This basically includes all additional services. He shall indicate the companies to whom he intends to subcontract such services. The Consultant shall provide the following declarations issued after the date of the invitation letter if applicable:

- **Statement on affiliations** of any kind with other companies which may present a conflict of interest in providing the envisaged services shall be submitted and duly signed by all partners.
- **Declaration of association** in case of an association – the intended contractual arrangement with international and local companies, nominating the lead Consultant and including letters of intent of participating companies (in case of local partners a fax copy of such letter of intend is sufficient).

## **4. Evaluation of Applications**

### **4.1 Opening of Applications**

The opening of applications will be at the Tender Agents property at Uhlandstrasse 5b, in 65189 Wiesbaden, Germany, **on July 09<sup>th</sup>, 2018 at 2 pm (local time)**. The presence of each of the requested documents as to clause 3.4 shall be verified. Applications with missing required documents shall be rejected and no further evaluation takes place. The preparation and the submission of the prequalification document is the responsibility of the Applicant and no relief or consideration can be given for errors and omissions.

The opening of the applications shall be monitored by 2 (two) witnesses.

The Tender Agent, Mr., Reinhard Paul, shall prepare a record of the openings. This record includes as minimum: the name of the Applicant and whether there is a withdrawal, substitution or modification as well as names and coordinates of the witnesses.

After opening the prequalification documents until preparation of the short-list of the qualified Consultants, no communication of any type shall be entertained unless called for by PEA and/or the Tender Agent.

### **4.2 Examination of Prequalification Documents and Evaluation**

The evaluation procedure for the pre-qualification process will follow the latest version of the Guidelines for Assignment of Consultants in Financial Cooperation with Partner Countries. Only financially sound and experienced companies will be selected. The specific evaluation criteria determined for the Prequalification are lined out in Annex E.

The assessment will take into account the Applicant's financial and technical capabilities, including quality standards. It will be based upon an examination of the evidence of the Applicant's qualifications submitted by the Applicant.

The following qualification criteria will be applied to Applicants:

- a. Eligibility
  - in accordance with Clause 3.1
- b. Technical capability, experience and track record on similar projects in developing countries, in member states of the East African Community (EAC), in southern Africa or in other African regions.
- c. The quality of the available personnel structure shall be assessed to judge the Consultants' general ability to perform the envisaged services. The main assessment criteria are:
  - experience in implementing provisions in facilities for higher educational facilities like universities in developing countries, in EAC member states and/or the Southern African Region
  - experience in planning and evaluation of projects in the sector of higher education

- experience in project management under KfW guidelines and procedures especially for management of a disposition fund.
  -
- External staff shall be assessed as to the above criteria; however, the rating will be lower than for Applicants own staff. Permanent staff or staff with a long-lasting cooperation with the company gets more points.
- d. Assessment of the quantity of staff in permanent and non-permanent employment in regard of the tasks expected.
  - e. Financial capabilities
    - the Applicant has to show a minimum turnover 1,0 Mio. EURO per year
  - f. Presence of Qualification Form as per Annex A and the Declaration of Undertaking as per Annex C.

Only applications with an affirmative determination will be considered for an invitation to tender. A negative determination will result in rejection of the application.

After having completed the evaluation of the Prequalification documents, the results of which shall be approved by both the project executing agency and KfW, five (5) Applicants receiving 70 points or more as result of the evaluation will be invited in writing to submit their bids. If more than five Applicants achieve 70 or more points the five with the highest number of points will be selected. Not qualified Applicants with less than 70 points or having submitted incomplete qualification documents will be informed accordingly.

Although details presented in this invitation for Prequalification have been compiled with all reasonable care, it is the Applicants' responsibility to verify that the information is adequate and that there are no conflicts between various statements. The preparation and the submission of the requested documentation is the responsibility of the Applicant and no relief or consideration can be given for errors and omissions, even if these lead to a rejection of the application.

#### **4.3 Clarification of submitted Applications**

To assist in the examination, evaluation and comparison of applications, the Tender Agent, at his discretion, may ask the Applicant for a clarification of its documentation. The request for clarification and the response shall be in writing by letter, fax or email. If an Applicant does not provide clarifications of the information requested by the date and time set in the Tender Agents request for clarification, his application can be rejected.

#### **4.4 Accepting or Rejecting Applications**

The PEA reserves the right to accept or reject any application, and to annul the Prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

#### **4.5 Changes in Qualification of Applicants**

Any change in the qualification status of an Applicant after being prequalified shall be subject to the written approval of PEA. Any such change shall be submitted to PEA and/or the Tender Agent not later than fourteen days after the date of the invitation to tender. Such approval shall be denied if as a consequence of any change,

- The prequalified Applicant, after the change, no longer substantially meets the qualification criteria set forth in clause 4.2.
- A new partner that had not been preselected as an Applicant is added to a prequalified Applicant.

## Annex A Reference Projects

Statement of major relevant contracts completed in the last five (5) years related to this project (show not more than 15 )

Name of Applicant : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Reference (max 15)	Project title .....						
Name of legal entity	Country	Overall project value (Euro)	Number of staff provided	Name of client	Origin of funding	Name of partners if any	a. date started b. date of completion
.....	.....	.....	.....	.....	.....	.....	.....
Description of project					Type of services provided		
.....					.....		

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

**Annex B      Qualification Form**

*(This form may be reproduced by Applicants as necessary and is to be completed and submitted in triplicate in accordance with the instructions for qualification).*

**EAC Scholarship Programme**

Having examined the invitation for Prequalification for the provision of consultancy services, we, the undersigned, submit our application in conformity with the invitation for Prequalification.

We hereby enclose the qualification documentation, required as per clause 3.4 of the instructions to Applicants.

If our application is short-listed, we fully intend to submit a tender to execute a contract or contracts of professional services in accordance with the tender documents.

Date: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Capacity of person having signed: \_\_\_\_\_

Name of company: \_\_\_\_\_

Address (incl. fax and e-mail): \_\_\_\_\_

**Annex C Declaration of Undertaking**

(on letterhead of firm, each member in case of association)

Project: EAC Scholarship Programme

BMZ Number: 2017 67 896

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect, we have neither offered nor granted directly or indirectly any inadmissible incentives to any public servant or other person nor accepted such incentives in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or in in in in we are awarded the con- tract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines.<sup>2</sup>

We also underscore the importance of adhering to environmental and social standards in the implementation of the Project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfil this Declaration of Undertaking and to obey the laws of the **Republic of Uganda**.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the client and/or KfW, the client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

..... (Place) (Date)  
(Name of the company)

..... (Signature(s))

\_\_\_\_\_

<sup>2</sup> See "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries" and "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"

## **Annex D      Presentation of Personnel**

The list below must be completed to demonstrate the extent to which the Applicant has access (internally / externally) to expertise required for this assignment / for the project team available for the project implementation. Apart from candidates for the Project team Home office project management / administration and backstopping personnel must be included. Freelance personnel and sub-consultant staff can be included as well, if applicable. CVs are not required as no detailed evaluation of candidates for the project team shall be carried out at the prequalification stage. However, in case of doubt more detailed information may be requested.

At this stage, the Applicant shall not present a potential project team. The focus is on availability of and access to project relevant expertise. It is understood that prequalified Applicants are not required to include staff named below into the proposal.

The following criteria must be observed when completing the tables:

Professional education:

Professional experience:

Employment status:

Project name:

Similar project:

Fields/sectors:

Period:

Role:

Key tasks:

Please complete the format below for presenting your **project-relevant personnel** resources. A presentation of a potential project team is not required. List all experts in the company incl. freelancer covering expertise with max. Five (5) persons per specialisation. Use only one line per person! The expected format is a searchable PDF (searchable image). Backstoppers shall be included in this list!

Name	Specialisation <sup>4</sup>	Education/Degree	Years of Professional Experience	Years within the Firm	Country/Regional Experience	Relevant Project References (Description of project-related experience)	Languages

Specialisation	Overall number of staff		Total number related to this tendered project (corresponding to the specialisations in the table above)
	Freelancer	Permanent staff in the company	

<sup>4</sup> The specialisation should describe the “core know-how” of the expert and not fields in which he has some knowledge

**Annex E: Evaluation Table**

Criteria	max. points
<b>Evidence of relevant experience gained over the last 5 years</b>	<b>35</b>
Experience in handling similar projects of similar nature with similar tasks (managing higher education development programmes; scholarship establishment, implementation and management/operation)	30
Experience with working conditions in EAC member states, in the region and in emerging / developing countries, preferably in the above type of projects	5
<b>Access to expertise required for the assignment / Human re- source capacity – average of available candidates</b>	<b>60</b>
Qualitative assessment of the Applicant’s candidates for the international Team Leader – average of available candidates	25
Qualitative assessment of the Applicant’s candidates for the international Key experts – average of available candidates	15
Qualitative assessment of the Applicant’s candidates for the national Key experts – average of available candidates	15
Qualitative assessment of the Applicant’s candidates for backstopping – average of available candidates	5
<b>Completeness, form, clarity and significance of the application documents</b>	<b>5</b>
<b>Total points</b>	<b>100</b>
<b>Ranking</b>	