

**Environmental and Social Oversight  
Consultant (ESOC) Services for the Skills for  
Employability and Productivity Project  
(SKILLS)**

**Pre-Proposal Meeting: November 7<sup>th</sup>, 2018**

**MCA-COTE D'IVOIRE/CNPC**

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# HOW IS PROCUREMENT ORGANIZED ?

**MCC** : Millennium  
Challenge  
Corporation:  
**Provider of the  
Grant**

**MCA-CI** :  
Millennium  
Challenge Account  
Côte d'Ivoire:  
**Management of  
the Fund**

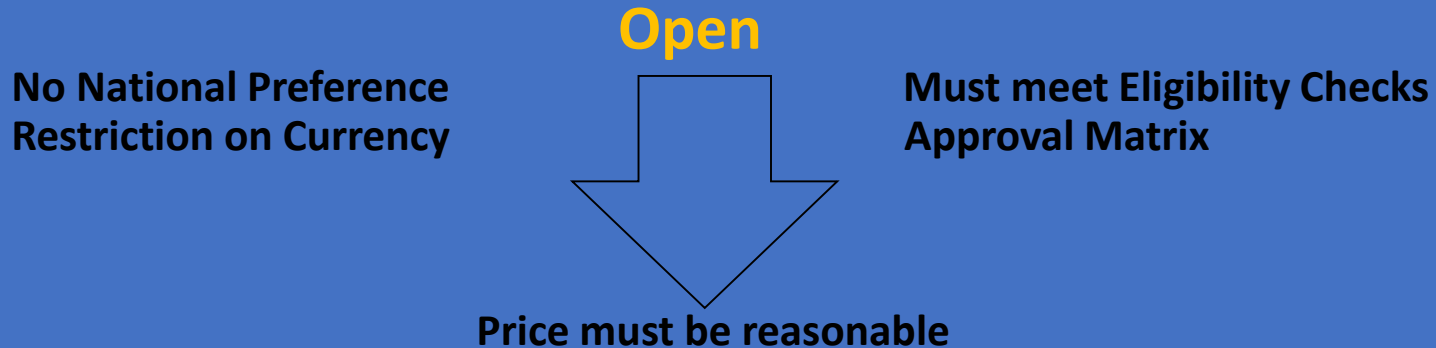
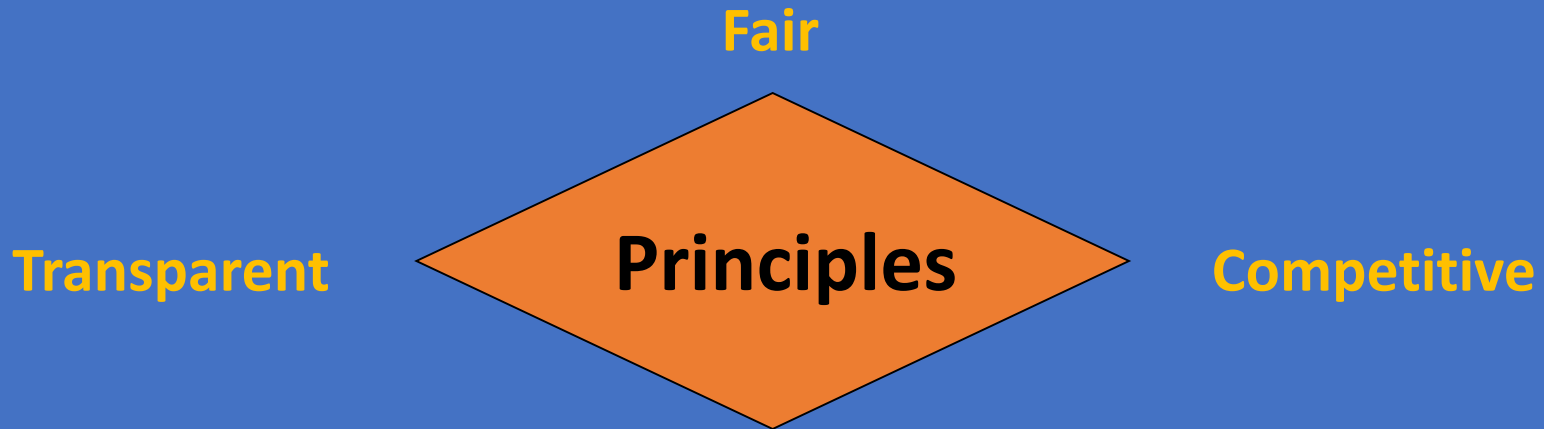
**Procurement  
Agent (PA):**  
Contracted to carry  
out the  
**procurement  
processes** on behalf  
of the MCA-CI

**Fiscal Agent  
(FA):** Contracted  
to **administer  
the finances** of  
the MCA-CI

**PROCUREMENT  
PROCESS**

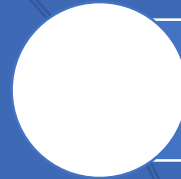
**HOW DO WE PROCURE ?**

# MCC Program Procurement Guidelines

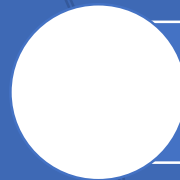


## SUCCESSFUL COMPACT

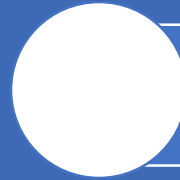
# MCC Procurement Core Principles



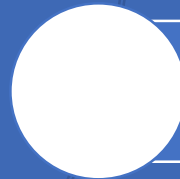
**Open, fair, and competitive procedures** used in a transparent manner to solicit, award, and administer contracts to procure goods, works, consultant, and non-consultant services;



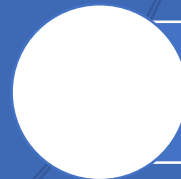
**Solicitations based on clear and accurate descriptions** of the goods, works, consultants, or non-consultant services to be acquired;



**Contracts awarded only to qualified and capable** suppliers and contractors with **capability and willingness** to perform the works in most cost effective and timely basis.



**No more than a commercially reasonable price shall be paid**



**No Preference treatment shall be given to any contractor or group of Contractors**

# Procurement Selection Method

## Quality Cost Based Selection (QCBS)

- Used for the selection of consultants
- Takes into account both Quality and Cost (Quality : **80%** / Cost : **20%**)
- Two Envelope System
- Financial Offers for unselected technical offers are returned unopened
- Strict adherence to Evaluation Grid (Marks Awarded according to the Grid/ Evaluation Criteria)
- The firm with the highest combined score is invited for negotiations

Duration of QCBS : 4 Months

# Specific Requirements to PPG Price Reasonableness Analysis

- **What is the Policy?:** “No more than a commercially reasonable price shall be paid to procure goods, works, consultant and non-consultant services.”
- **Why?:** To ensure quoted prices of selected contractor/supplier/consultant are neither unreasonably high nor unreasonably low

Also to make sure that:

- MCC Funds will be used in a cost-effective manner
- The selected contractor/supplier/consultant will be able to meet the requirements of the procurement.

- **When?:** Shall be conducted on the potential winner's price



# Eligibility Criteria

- Country Eligibility: Individuals and Firms from all countries except those subject to sanctions or restricted by law or policy of the U.S.A. or the U.N security council
- Firm including their Associate and Sub-Consultant / Individual Eligibility on the following lists:

World Bank Debarred List:	<a href="http://web.worldbank.org/external/default/main?theSitePK=84266&amp;contentMDK=64069844&amp;menuPK=116730&amp;pagePK=64148989&amp;piPK=64148984">http://web.worldbank.org/external/default/main?theSitePK=84266&amp;contentMDK=64069844&amp;menuPK=116730&amp;pagePK=64148989&amp;piPK=64148984</a>
SYSTEM FOR Award Management (SAM)	<a href="http://www.sam.gov">http://www.sam.gov</a>
US Govt Consolidated Screening List	<a href="https://www.export.gov/csl-search">https://www.export.gov/csl-search</a>

# DEBRIEFING PROCESS

- **Debriefing Exercise**
  - Within **two (2) business days** of the notification of technical scores and/or award of contract, any bidder/consultant wishing to ascertain the grounds on which its proposal was not selected, may request an explanation from MCA Côte d'Ivoire as to why it was unsuccessful.
  - MCA Côte d'Ivoire shall promptly provide the explanation as to why such Bid/proposal was not selected, in writing and/or in a debriefing meeting within **three (3) Business days** of receiving the request for Debriefing.
  - This should assist Bidders/Consultants in improving future Bids/Proposals

# The Interim Bid Challenge System (IBCS)

*First Level Review:* **MCA-COTE D'IVOIRE**  
*Second Level Review:* **MCC**



11/07/2018

# Overview of the RFP

## Section I: Instructions to Consultants

This section provides information to help potential Consultants prepare their Proposals.

It also provides information on the submission, opening, and evaluation of Proposals and on the award of the proposed Contract.

## Section II: Proposal Data Sheet (PDS)

This section includes provisions that are specific to this procurement and that supplement Section 1, Instructions to Consultants.

## Section III: Qualification and Evaluation Criteria

This section specifies the qualifications required of the Consultant and the criteria which will be used to evaluate the Proposal.

# Overview of the RFP

## Section IVA: Technical Proposal Forms

This section provides the Technical Proposal Forms which are to be completed by the candidate and submitted in a separate envelope as part of a potential candidate's Total Proposal.

### IMPORTANT NOTE

Consultant needs to include the following document as Annexes to TECH-1:

- Power of Attorney demonstrating that the person signing has been duly authorized to sign the Proposal on behalf of the Consultant and its associates;
- Letter(s) of Incorporation (or other documents indicating legal status); and
- Joint Venture or Association Agreements (if applicable, but without showing any Financial Proposal information).

# Overview of the RFP

## Section IVB: Financial Proposal Forms

This section provides the Financial Proposal Forms which are to be completed by a potential Consultant and submitted in a separate envelope as part of a potential Consultant's total Proposal.

### IMPORTANT NOTE

- In form FIN 3, names of activities (phase) should be the same as or correspond to the ones indicated in the second column of Form TECH-10 (project management is supposed to be included at task level and is not considered as a separate activity).
- Form FIN-4 shall be filled in for the same Key Professional Personnel and other Personnel listed in Forms TECH- 8 and 9. Indicate separately person-monthly rates for home and field work. Provide fully loaded prices (including international travel, communication, local transportation, office expenses, and shipment of personal effects, direct and indirect rates and profit).

# Overview of the RFP

## Section V: Terms of Reference

This section includes the detailed Terms of Reference for this procurement that describe the nature, tasks and duties of the consultant services to be procured.

## PART 2: Contract Agreement:

- I Contract Agreement
- II General Conditions of Contract
- III Special Conditions of Contract
- IV Appendices

## IMPORTANT NOTE

- Conditions of Contract are not subject to negotiations. The Consultant should review the Conditions of Contract, by submitting a proposal, the Consultant is deemed to agree to those conditions.

# Overview of the RFP

## Electronic submission of Proposals

- ▶ Each Consultant will be provided a File Request Link (via email) and shall use the said link to submit its Entire Proposal. For the avoidance of doubt, Entire Proposal = Technical Proposal + Financial Proposal. The File Request Link shall expire on the proposal submission deadline, specified in ITC 18.1.
- ▶ Financial Proposals shall be password-protected for access i.e. the pdf file(s) cannot be opened without the password. See instructions in Annex 1 to Section II.
- ▶ The Technical and Financial Proposals shall be submitted in separate pdf(s) files/folders/zipped folders and not exceed 10GB each.
- ▶ Consultants are informed that the capability of their internet bandwidth will determine the speed in which their proposals are uploaded via the File Request Link. Consultants are therefore advised to commence the process of uploading their proposals via the File Request Link in good time before the proposal submission deadline.



# Overview of the RFP

## Electronic submission of Proposals

- ▶ Consultants who attain the minimum technical pass-mark required to pass shall be asked to provide the passwords for their Financial Proposals at a later date. Consultants who send in their passwords for their Financial Proposals before being officially requested to do so shall have their proposals rejected.
- ▶ The Technical and Financial Proposals shall be submitted via the File Request Link only. Proposals submitted by email shall not be accepted. Also, only Entire Proposals shall be submitted by the proposal submission deadline.
- ▶ A Consultant who submits only the Technical Proposal or only the Financial Proposal shall have its Proposal rejected. Similarly, a Consultant who submits only its Technical Proposal by hard copy and only the Financial Proposal electronically – or vice versa – shall have its Proposal rejected.
- ▶ Consultants should use the filename framework for the Proposals as instructed in Annex 1 to Section II.

# DATES TO REMEMBER

N.	Description	Date
1	Request for Clarifications	Clarifications may be requested by e-mail not later than: <b>November 23<sup>rd</sup>, 2018</b>
2	MCA-CI will respond	Responses shall be <b>November 27<sup>th</sup>, 2018</b> .
3	Submission Date	Proposals must be submitted no later than <b>14:00pm</b> Abidjan time on <b>December 7<sup>th</sup>, 2018</b> .
4	Technical Proposals Opening	Technical Proposals will be opened publicly at <b>14:30pm</b> Abidjan time in Abidjan, <b>December 7<sup>th</sup>, 2018</b> via web conference.

# The Compact Program

Compact Cote d'Ivoire includes two (2) projects

**The Skills for Employability and Productivity Project (Skills Project)** aims (i) to increase the number of years of education received and improve the acquisition of quality, in-demand basic skills, including reading, math, and soft skills, for lower secondary students; and (ii) to improve the acquisition of quality, in-demand technical skills and increase job placement rates among graduates of Compact-supported technical and vocational education and training (“TVET”) centers



**The Abidjan Transport Project (ATP)** aims to reduce vehicle operating costs and travel times along targeted road segments, while improving overall pedestrian. The Transport Project will include infrastructure and institutional strengthening investments designed to improve traffic fluidity and decongest a central corridor of the city linking the Port of Abidjan to points north, west and east.



# The Skills Project

The Skills Project includes two (2) activities

**The Secondary Education Activity** aims to increase access to lower secondary education in two regions of Côte d'Ivoire, Gbèkê and San Pedro, and improve the quality of secondary education and governance of the sector.



**The TVET Activity** will be carried out using a new approach to technical and vocational education and training in Cote d'Ivoire that emphasizes training students in the skills and knowledge that are in greatest demand by the private sector while preparing them for future employment. This new TVET model, called “Partenariat pour le Développement des Compétences (PDC)”, is intended to be realized through public-private partnerships through which new training centers will be developed.



## SECONDARY ACTIVITIES

### 4 Sub- activities

Constructing 74-84 new secondary schools to improve access in the regions of Gbèkê and San Pedro

Revision of Pre-Service Training to increase quality

Gender Action Unit and Gender Policy in education to support efforts to reduce inequalities

Improve education data and data management information systems

**the construction of new secondary schools component is in line with the existing AFD C2D program which started a few years ago and aims to build a large number of colleges in regions other than Bouakè and San Pedro**

## TVET ACTIVITIES

### 2 Sub- activities

Grants for the creation of 3-4 new public-private TVET centers in new model for demand-driven professional and technical training through policy reform

Policy Reform and Quality Management

# The periods of performance

The consultancy is divided in five (5) periods: one (1) base period and four (4) optional periods.

- **The base period will run for 15 months after contract signature;**
- **The option periods will cover a total of 48 months and will run through the end of the Compact program through a series of four option years** (with potentially a few months into the Compact closeout period depending on the contract award date).
- The award of the Consultant ESOC for the optional period depends on the satisfactory performance of the Consultant during the Base Period, especially the delivery of a high quality ESMS

# ESP policies, guidelines and norms

The consultant will be bound to ensure that all activities covered in these terms of reference are consistent with:

- 1) MCC Environmental and Social Guidelines;
- 2) IFC Performance Standards (IFC PSs) regarding Environmental and Social Sustainability;
- 3) The Environmental, Health and Safety Guidelines of the World Bank that the IFC PSs refer to;
- 4) MCC Gender Policy and Gender Integration Guidelines;
- 5) MCC Guidelines for Economic and Beneficiary Analysis;
- 6) MCC Program Procurement Guidelines;
- 7) MCC Policy for Monitoring and Evaluation of Compacts and Threshold Programs;
- 8) MCC's Data Documentation and Anonymization Guidelines;
- 9) MCC Counter Trafficking in Persons Policy;
- 10) Ivorian Environmental and Social Regulations;
- 11) Ivorian Resettlement requirements;
- 12) MCA-CI Social and Gender Integration Plan.

# SCOPE OF SERVICES

## Overall duties of the ESOC

- The ESOC will provide assistance in the Environmental and Social Performance (ESP) management of the Compact program from design through construction, commissioning, and closeout period for the Skills Project.



# SCOPE OF SERVICES

## Specific duties of the ESOC

- Ten (10) main specific tasks;
- The Task Categories 1, 2 3, 4 and 10 include tasks and outputs that will need to be completed specifically by ESOC, while the Task Categories 5, 6, 7, 8 and 9 require that ESOC intervenes in a role of supervision and oversight

# Specific duties of the ESOC

## **Task Category 1 – Service Initiation**

- organize and facilitate a kick-off meeting with MCA-Côte d'Ivoire/CNPC;
- establish its program head office in Abidjan as well, in the regions of Gbèkê and San Pedro, with provision of staff accommodation, vehicles, furniture, equipment, computers, tablets, consumables, utilities and all other items;
- prepare and submit an initial detailed Skills ESP Program Work Plan and Quality Assurance documents

MCA-CI will provide in the regions (offices and access to photocopiers, internet, scanners, etc.)

## **Task Category 2 – Completing the Environmental and Social Management System**

- The ESOC will review and complete the ESMS by adding chapters and procedures specific to the Skills project; The ESMS includes the Stakeholders Engagement Plan, which will also need to be reviewed and completed
- The ESOC will support MCA-Côte d'Ivoire/CNPC in the training of staff assigned to lead / participate in the implementation of the Skills ESMS;
- The ESOC will support MCA-Côte d'Ivoire/CNPC in the implementation, further development, refinement, monitoring, and continuous improvement of the ESMS

# Specific duties of the ESOC

## ***Task Category 3 – Preparing a « Cadre de gestion environnementale et sociale »***

- The ESOC shall prepare the “Cadre de Gestion Environnementale et Sociale (CGES)” for the Collège de Proximité (CDP) component activities. Without being limited to, the CGES will include (i) a generic ESMP, (ii) a Health and Safety Plan, (iii) an HIV / AIDS plan (iv) an assessment of the risks of child labor and gender-based violence (e.g. sexual harassment) etc.

## ***Task Category 4 –Preparing a Resettlement Policy Framework***

- The ESOC shall prepare a Resettlement Policy Framework (RPF) for the Skills Project, which will guide the preparation of Resettlement Action Plans (RAP) and Livelihood Restoration Plans (LRP) when required. The ESOC shall prepare the RPF during the base period.

MCA CI will make available to the selected ESOC the CGES and RPF that AFD made for its projects to serve as base of work.

# Specific duties of the ESOC

## ***Task Category 5 –General Environmental and Social Management***

- ESMS Implementation and Updating
- Design Reviews
- Environmental and Social Impact Assessment
- Many Other Environmental and Social Assessment Activities related to pre-construction, construction and post-construction period

# Specific duties of the ESOC

## ***Task Category 6 – Resettlement Oversight***

- The ESOC will review the assessment reports prepared by the Design Consultants in order to ensure that the land ownership status and the importance of the owner's losses have been properly assessed;
- The ESOC will also revise the estimates of the potential losses due to physical and/or economical displacement and the associated compensation;
- The ESOC will supervise the implementation of the resettlement activities in the field to be carried out by the Community Mobilization Consultant;
- The ESOC will also support the land transfer process to ensure that proper land titles are issued for each of the site where Collège De Proximité (CDP) or other facilities are built by the Skills Project
- The ESOC will design and implement an on-going monitoring program to ensure that resettlement activities are on-track and on-schedule as planned in the RAPs/LRPs;
- the ESOC will assist MCA-CI in planning, preparing terms of reference and overseeing annual independent evaluations, in order to determine if the resettlement activities are meeting their objectives
- The ESOC will train MCA-CI senior staff manager and ESP manager, Contractor, Design Consultant and the regional and local authorities

# Specific duties of the ESOC

## **Task *Category 7* – Stakeholder Engagement**

- The ESOC will support and guide the MCA-CI in the stakeholder identification and analysis process
- The ESOC will develop and enhance any stakeholder engagement strategies previously established in the context of the Skills Project.
- The ESOC will provide support, detailed guidance, and expertise to MCA-CI, Design Consultants and Implementing Entities to ensure that required Stakeholder Engagement Plans (SEPs) are developed, updated, and implemented throughout the life of the Project;
- The ESOC will support MCA-CI in planning public disclosure and public consultations activities required for the Skills Project;
- The ESOC will support the MCA-CI and Design Consultants in the preparation of ANDE validation meetings for ESIA's.

# Specific duties of the ESOC

## ***Task Category 8 –Health and Safety Management***

- Prepare a risk analysis to identify and evaluate H&S risks associated with MCA-CI Skills Project activities;
- Develop and maintain an incident/accident reporting system in compliance with the MCA-CI Quality Assurance Manual and reporting requirements;
- Oversee training of workers;
- Oversee emergency prevention, preparedness, and response arrangements regarding safety of the surrounding populations
- Evaluate the overall HS performance and review the HSMP at least once a year;
- Conduct HS audit of local building practices on each construction's site;
- Develop training programs for contractors,

## ***Task Category 9 - Data and GIS Management Services***

- Collect and integrate ESP data related to the Skills Project in the Compact management system;
- Develop training programs for contractors and facilitate training sessions;
- Provide field workers with GPS-enabled tablets or smartphones for field data collection
- Assist all Contractors in helping them purchase their own ArcGIS Online Licenses

# Specific duties of the ESOC

## ***Task Category 10 – Program Close-Out***

- Plan the Program Close-out No later than 18 months years prior to the Compact closure date
- Conduct the preliminary environmental and social reception of the works
- Review and approve safety and emergency equipment
- Carry out an Environmental, Social, Hygiene and Safety (ESHS) review
- Conduct an environmental, social health and safety audit
- Conduct a resettlement audit
- Review the status of the land title transfer process for each site and preparing a status report
- Carry out a “Close-out Workshop”



# Main deliverables

**Inception Report**

**Work Plan and Quality Assurance Documents**

**Updated and complete ESMS**

**Training sessions report with lists of attendance**

**Cadre de gestion environnementale et sociale**

**Resettlement Policy Framework**

**Updated ESMS presented each year**

**ESMS implementation activities report**

**Design Review Recommendations presented according to deadlines and paid as part of the Monthly Progress Reports (MPRs)**

**ESIA Review Recommendations presented according to deadlines and paid as part of the MPRs**

**Site Review Reports presented according to deadlines and paid as part of the MPRs**

**RAP/LRP Review Recommendations presented according to deadlines and paid as part of the MPRs**

**Training sessions reported in the MPRs with lists of attendance**

**SEP as part of the ESMS and subsequent updates**

**Program Close-out Report including the Skills ESP sections of MCA-CI's Program Close-out Plan**

**Close-out Workshop documented in the MPR with attendance list**

**Residual Environmental and Social Risk Sheets (RESR)**

**Resettlement Gap Report**

**LETS WORK  
TOGETHER AND  
IMPLEMENT THE  
*COMPACT!!!***

**THANK YOU**

