
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER 1-15.2-2018-F

**A SECOND INDEPENDENT TECHNICAL JOINT EVALUATION
OF THE GHANA LEGALITY ASSURANCE SYSTEM (GHLAS)**

1. TERMS OF REFERENCE

Introduction

1. Ghana and the EU concluded the negotiation of the Voluntary Partnership Agreement (VPA) in November 2009.¹ When fully operational the VPA will ensure that only legally verified timber from Ghana is imported into the EU. Central to the VPA is a Legality Assurance System (LAS) known in Ghana as the Ghana Legality Assurance System (GhLAS). This comprises in particular of:
 - (a) a multi-stakeholder agreed definition of legal timber based on an agreed set of Principles and Criteria that refers to Ghana's relevant laws, regulations and operating procedures;
 - (b) procedures for verifying compliance with both the definition of legal timber and supply chain controls in place;
 - (c) issuance of FLEGT licenses; and
 - (d) independent monitoring to assure that the system is working as planned.
2. The VPA requires the parties to commission an independent assessment of the scheme as outlined in Article 12 of the Agreement. Article 12 of the VPA provides that:
 1. "Both Parties shall notify each other through the Joint Monitoring and Review Mechanism [JMRRM] when they consider they have made the necessary preparations for the FLEGT Licensing Scheme to become fully operational.
 2. The Parties, through the Joint Monitoring and Review Mechanism, shall commission an independent assessment of the scheme using the criteria set out in Annex VII. The assessment will determine that the legality assurance system underpinning the FLEGT licensing Scheme as described in Annex V adequately fulfils its functions and that the systems in place in the Community for receiving, verifying and accepting FLEGT licenses, as set out in Article 5 and Annex III, are in place in the Community.
 3. On the basis of the recommendations of the Joint Monitoring and Review Mechanism, the two Parties shall agree on a date which the FLEGT Licensing Scheme should start full operation."
3. The criteria for an assessment of the Ghana Legality Assurance system is laid out in Annex VII of the Ghana-EU VPA entitled "Criteria to Assess the operational Legality Assurance System of Ghana", as attached to this Terms of Reference.
4. The assessment criteria as outlined in Annex VII states that the 'LAS will be subject to an independent technical evaluation before the licensing scheme becomes fully operational, the Terms of Reference for which will be jointly agreed between the Parties, the Joint Monitoring and Review Mechanism'. The independent technical evaluation of the GhLAS will ensure it is operating according to the specifications described in the VPA, and, therefore in line with the FLEGT Regulation. A first independent technical evaluation took place between April and

¹ The Ghana-EU VPA can be viewed and/or downloaded from the websites of the European Commission (www.ec.europa.eu/environment/forest/flegt.htm) or the Ghana Forestry Commission (www.fcghana.org/vpa).

September 2014 with a final evaluation report produced 25 November 2014. The report of that evaluation contained a number of findings (both positive and negative) and concluded that the GhLAS was not yet ready to commence with FLEGT licensing. Since November 2014, Ghana has been addressing the findings and recommendations as set out by the first joint evaluation.

5. The evaluation comprises of five elements:
 - (a) Definition of legality,
 - (b) Control of the supply chain,
 - (c) Verification,
 - (d) Licensing, and
 - (e) Third-Party Monitor.
6. In view of what of Article 12 and Annex VII, the purpose of this Terms of Reference is to lay out the work of experts assigned to undertake **a second independent technical evaluation** aimed at assessing the operational readiness of the GhLAS to commence FLEGT Licensing. The evaluation will be conducted in 3 phases.

Objectives of the assignment

7. The objectives of the **second independent technical evaluation** commissioned by the JMRRM are:
 - (a) Examine the functioning of the GhLAS in practice to determine whether it delivers the intended results, including whether relevant actors have sufficient capacity to implement the GhLAS effectively and;
 - (b) Examine any revisions made to the GhLAS after the first technical evaluation.
Consider all amendments to VPA annexes since signature.
8. Note: The results (including interim results) from this phased evaluation will be used in such a manner that it informs and/or supports any additional preparations needed to ensure that the FLEGT Licensing Scheme can become fully operational at the end of the evaluation process, or as soon as possible thereafter.

Scope and tasks

9. The scope of the independent technical evaluation is detailed in Annex VII of the Ghana-EU VPA and attached to this Terms of Reference. A first technical evaluation took place in 2014 and assessed the GhLAS within the scope put forward by Annex VII.

The scope of this second technical evaluation is also based on Annex VII, however, will particularly focus on

- 1) the findings and recommendations of the first technical evaluation and
- 2) changes made to the Agreement since that evaluation that have impacted the system.

A copy of the first technical evaluation findings will be made available to the Experts.

10. The outputs of this assignment are:

- (a) Inception report: An inception report setting out the proposed methodology and a phased programme of work (consideration be given to proposed schedule of work below for purposes of initial guidance). The inception report will further include a desktop analysis informed by both document review and then consultations held in Ghana during Phase 1 of the evaluation.
- (b) Interim report: This report will be compiled at the end of Phase 2 and will mainly be informed through the findings of field visits using appropriate sampling methodologies. If any findings relate to aspects that may adversely affect the commencement of FLEGT licensing, Ghana will have an opportunity to address such findings prior to the 3rd Phase of the evaluation.
- (c) Final report: This report will contain the final findings of the second joint evaluation which will be informed by a final field visit during Phase 3. The experts are expected to present the main findings to a stakeholder workshop prior to the conclusion of the evaluation. The final draft report will be shared with the focal points and the Facility respectively for comment. A final report will then be completed and presented to the parties through the focal points and subsequently if needed to the JMRRM.

The experts will be equally accountable for all the above deliverables.

Methodology

11. Both parties have appointed Focal Points (FPs) with whom the experts should coordinate, and to whom the outputs should be submitted for approval. Should the FPs disagree amongst themselves, then the matter should be brought to the attention of the JMRRM for consideration. The Facility will receive all reports and ensure they are in line with the contract specifications.

Focal point for Ghana:
Mr. Chris Beeko
Director, Timber Validation Department (TVC)
Forestry Commission of Ghana

Focal point for EU:
Mr. Benoist Bazin
Head of Section: Infrastructure and Sustainable Development
European Union Delegation to Ghana

12. Whilst the methodology developed for the evaluation will be based on the criteria and key questions laid out in Annex VII of the VPA, the focus of the evaluation will be informed by the findings and recommendations of the first technical evaluation and the changes made to the Agreement that have impacted on the system. The assessment should as much as possible base its findings on tangible evidence to be documented in the report.

13. There are general principles guiding all phases of the evaluation including:

- (a) It is expected the preliminary findings of each phase be presented to the Focal Points
- (b) All findings be presented and discussed with the Focal Points at the conclusion of each phase

- (c) There could be further review needed or asked of the experts on individual aspects of the GhLAS throughout any of the phases. Experts will be informed on these individual aspects by the Facility based on discussions with the Focal points, or agreed to at the conclusion of each evaluation phase.
 - (d) The process of improvement on the corrective action raised during any phase will be acknowledged in subsequent evaluation phases and also be reflected in the final report.
 - (e) *The final report is to contain a recommendation on whether the GhLAS is ready to commence with FLEGT licensing at the end of the evaluation process, or as soon as possible thereafter. This recommendation is to be based on an holistic assessment of all findings and corrective actions raised during the evaluation process*
14. Once appointed, the experts will propose a detailed methodology and programme of work in line with Annex VII of the VPA and findings of the first joint evaluation as well as the phased approach contemplated below under the Section: Time Table and Reporting. This methodology and programme of work may further be informed through discussions with the FPs, including:
- (a) Compilation of data, legislation, guidelines, operating instructions and other relevant documents concerning the functioning of the GhLAS, on the basis of which a first desk study report will be drawn up;
 - (b) The desk study will include a proposal for key indicators and threshold values that will be assessed to determine the effectiveness of GhLAS;
 - (c) A programme of field visits to undertake to a geographically and thematically representative sample of forest processing industries and forest production areas, including on-reserve, off-reserve and plantation forest areas;
 - (d) An indicative list of stakeholders to be met, including representatives from government institutions (including Forestry Commission divisions, regional and district offices), the timber industry, civil society, and other stakeholders with relevant information and expertise relevant to the implementation of the GhLAS;
 - (e) The rationale for the methodology and the sampling frame;
 - (f) Reporting framework (including staged review of remedial actions);
 - (g) A workshop to present the main findings of the assessment – date to be agreed with the FPs.
15. In addition to institutions to be contacted by the evaluation team identified through its desktop review, additional institutions will also be highlighted, or included, during the actual fielding of the evaluation team in Ghana.
16. The experts should ensure that the process is consultative and involves relevant stakeholders within the time and resources available.

17. The assessment should indicate the opportunities and constraints in implementing the GhLAS that are likely to arise for different actors in the forestry sector and how quickly they are likely to be able to overcome any constraints.
18. Should the experts disagree amongst themselves on a finding, or issue relevant to the assessment, the matter should be brought to the attention of the FPs for consideration.
19. The FPs may at any point decide to extend or repeat elements of the assessment, for example in the event that they are found to be unsatisfactory (e.g. because of lack of availability of data).
20. Once the methodology and work programme is approved through the FPs, conduct the assessment within the agreed time frame.

The personnel for this assignment

21. The review team will consist of two experts (both with international experience and an understanding of the Ghana forest sector, including forest law and Ghana's timber legality assurance system) tendered by the European Forest Institute (EFI).

The service provided by the two experts will require close coordination to ensure that each deliverable jointly represents the views of both experts.

Please note that the tender is divided into two lots to be able to guarantee the best possible combination of skills required for fulfilling the tasks. A tender may contain tendering for Lot 1, Lot 2 or both lots. For each lot, one expert will be contracted to carry out the tasks in the Terms of Reference. The same individual cannot be nominated both under Lot 1 and Lot 2.

Timetable and reporting

22. The assessment is scheduled to commence as soon as possible. Two experts will spend approximately 90 days conducting the evaluation (approximately 45 man-days per expert). It is further anticipated that the work will be implemented in accordance with a phased approach in line with Annex VII, the findings of the first evaluation, and the proposed "Schedule of Work" below.

Tentative Schedule		
Phase 1: Preparatory and Initial Evaluation Phase	Start of assignment	Weeks 1- 2 <small>(It is anticipated 5 days desk work, 5 days in country)</small>
<ul style="list-style-type: none"> • Review of documentation 	Not limiting it to the following, documents include: <ol style="list-style-type: none"> 1. VPA and its Annexes; 2. FLEGT Briefing Notes; 	Week 1

	<ol style="list-style-type: none"> 3. GhLAS Verification system documentation including any information and/or procedures relating to the Wood Tracking System (WTS), verification protocols, licensing procedures and documents relating to system administration; 4. Information on complaints 5. Information on non-compliance management. 6. Information and documentation relating to the independent monitor and its operation; 7. Report of the first Ghana Joint Evaluation; 8. Report and findings of the Independent Monitor; 9. Any other information needed or considered relevant for the purpose of this evaluation. 	
<ul style="list-style-type: none"> • Interviews, questions, clarifications in country 	Forestry Commission Headquarters or with stakeholders as needed	Week 2
<ul style="list-style-type: none"> • Detailed debriefing to EUD and Forestry Commission 	Forestry Commission Headquarters, Accra: <ol style="list-style-type: none"> 1. General debrief and discussions 	End of Week 2
Phase 2: Primary Evaluation Phase	Field work	Weeks 6 -8
<ul style="list-style-type: none"> • Detailed/ further briefing 	Forestry Commission Headquarters, Accra: <ol style="list-style-type: none"> 1. Submission / presentation of inception report by experts; 2. Agreement of evaluation activities planned for Phase 2 	Weeks 6 – 8
<ul style="list-style-type: none"> • Targeted consultation with specific FC Divisions/ Units 	Forestry Commission Headquarters, Accra and in field (various districts).	As above

<ul style="list-style-type: none"> Targeted field auditing of GhLAS system at various districts and business units of the FC 	As above	As above
<ul style="list-style-type: none"> Detailed debriefing to EUD and Forestry Commission 	Forestry Commission Headquarters, Accra: <ol style="list-style-type: none"> Approval of Inception Report ; Submission of preliminary findings; Agreement on findings and actions to be implemented from 2nd Phase. 	End of Week 8
Phased 3: Follow-up phase and close of Evaluation	Field work	Weeks 12-13
<ul style="list-style-type: none"> Detailed/ further briefing 	Forestry Commission Headquarters, Accra: <ol style="list-style-type: none"> Progress report on evaluation findings and remedial action taken by FC; Submission of proposal on the methodology to be followed by team for remainder of evaluation; Endorsement of methodology of 3rd Phase. 	Weeks 12-13
<ul style="list-style-type: none"> Evaluation continues and closure of findings 	Field work	As above
<ul style="list-style-type: none"> Detailed debriefing to EUD and Forestry Commission 	Forestry Commission Headquarters, Accra: <ol style="list-style-type: none"> Submission of final findings; Conclusion of second evaluation. 	End of Week 13
Post-Phase 3: Conclusion		
<ul style="list-style-type: none"> Finalisation of evaluation report and formal submission 		

<ul style="list-style-type: none"> • 9th JMRRM 	Possible presentation to JMRRM (if requested).	
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23. Total man days allocated to this assignment is 90 broken down as follows:

- (a) 1st expert (international expert, Lot 1): 45 working days with full contract total contracted by the EU FLEGT Facility, European Forest Institute.
- (b) 2nd expert (expert with local experience, Lot 2): 45 working days with full contract total contracted by the EU FLEGT Facility, European Forest Institute.
- (c) Travel and other direct costs in Ghana for both experts need to be factored in the financial proposals of the tenderers (3 missions indicatively).
- (d) The Government of Ghana will provide administrative support to help organise the travel itineraries, workshops and other meetings for the experts.
- (e) The Government of Ghana will provide administrative support, such as letters of recommendations, to facilitate the experts' contacts with stakeholders.

24. Reporting:

- (a) The experts will regularly report to EFI. Reports will include progress reports on their activities under this contract as well as the reports to be submitted to the FPs.
- (b) The experts will regularly report to the Focal Points as identified by the respective parties copying EFI in all communication. Official reports will be first submitted to EFI to ensure format and key aspects of report have been addressed as outlined in contract.
- (c) The reports will be drafted jointly by the experts and will be submitted to the FPs. The reports will be written in English.

2. TENDER DOCUMENTATION

Please note that the tender is divided into two lots.

A tender may contain tendering for Lot 1, Lot 2 or both lots.

For each lot, one expert will be contracted to carry out the tasks in the Terms of Reference.

The same individual cannot be nominated both under Lot 1 and Lot 2.

EFI will reject the tender if the same individual is nominated as expert for both Lot 1 and Lot 2.

A separate contract will be awarded for each of the lots, but should the same Tenderer be awarded the contract for both lots, they will be covered by the same contract.

Required documentation	Further information
All tenders	
General information	Page 12
Lot 1	
Administrative documentation Lot 1	Page 14
Technical proposal Lot 1	Page 14-16
Financial proposal Lot 1	Page 16
Lot 2	
Administrative documentation Lot 2	Page 18
Technical proposal Lot 2	Page 18-20
Financial proposal Lot 2	Page 20

General information required by all tenders

2.1. General information

All tenders submitted shall contain the following documentation:

- (1) Identification form (Annex 1) including supporting documentation
- (2) Bank identification form (Annex 2)
- (3) Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- (4) Information on lots (Annex 4)

The consortium agreement (Annex 5) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 5) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

This documentation shall only be submitted once, even if a tender is submitted for both Lot 1 and Lot 2.

LOT 1 (INTERNATIONAL EXPERT)

2.2. Administrative Documentation

A tender for Lot 1 shall contain the following documentation:

- (i) Cover letter, Lot 1 (Annex 6)
- (ii) Nomination of Expert form, Lot 1 (Annex 7)
- (iii) Declaration on exclusion criteria and Absence of Conflict of interest for the Expert, Lot 1 (Annex 8)
- (iv) Minimum criteria declaration, Lot 1 (Annex 9)

2.3. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria for Lot 1, the Tenderer shall submit a technical proposal consisting only of the following elements (1), (2) and (3):

1. A nomination of one Expert to carry out the tasks in the Terms of Reference.

- The same individual cannot be nominated both under Lot 1 and Lot 2.
- The technical proposal shall include CV of the nominated Expert. The Tenderer shall be able to certify the information contained in the CV for the nominated Expert at EFI's request.
- The Expert nominated for Lot 1 must meet the following **minimum criteria**:

N°	Criteria description
M.I.	Master degree in forestry, forest science, wood technology, natural resources, law, certification systems or related field.
M.II.	At least 10 years' global multi-country experience in the forestry or related sector, including areas such as forest and factories compliance auditing, timber legality assurance systems, certification and forest policy and governance.
M.III.	Experience from international timber trade and legality issues and policies such as the EU Timber Regulation (EUTR) and Voluntary Partnership Agreements (VPA).
M.IV.	Knowledge of Ghana's timber legality assurance system and regulatory framework.

M.V.	Understanding, speaking and writing English as demanded with respect to all tasks covered by the Terms of Reference in this Tender.
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Tenders nominating an expert not fulfilling the minimum criteria will be rejected.

- The Expert nominated must
 - presently be;
 - not have for the past 12 months been; and
 - until EFI has awarded the contract under this procurement process will (if the Tenderer is awarded the Contract, until entry into force of the Contract) be:
 - independent from forest management, timber processing, trade in timber or control of the forest sector in Ghana; and
 - independent from all components of the GhLAS and Ghana’s forest regulatory authorities and other voluntary scheme.

- 2. A description** of no more than five pages – using separate headings and making reference to the Terms of Reference and the previous experience of the Expert – showcasing the Tenderer’s knowledge and understanding of:
 - the FLEGT Action plan, VPAs and TLAS development processes;
 - the VPA process in Ghana and its Legality Assurance system (GhLAS)
 - the aims and context of the Expert’s tasks/activities
 - the special character of the forest sector in Ghana

- 3. A presentation** of no more than 20 pages on the Tenderer’s methodology for implementing this assignment.
 - This presentation must build upon the current Terms of Reference and clearly demonstrate how the approach of the Tenderer, linked with both the previous experience and competencies of the Expert, will allow for the fulfilment of the assignment.
 - The Tenderer shall in the presentation address the following elements under separate headings:
 - A practical and logical approach for the achievement and realisation of the aims of this assignment in the timeframes available;
 - Successfully implementing similar assignments in similar countries and contexts.

- Verification and/or certification systems, forest legality verification, supply chains and information management systems and their procedures.
- Clear means of integrating and/ or liaising with key stakeholders' groups in Ghana relevant to the implementation of the VPA.
- Related aspects needed or relevant for the implementation for the realisation of this assignment.

2.4. Financial Proposal

The Tenderer shall submit a financial proposal for Lot 1, which shall be completed by using the form in Annex 10 and by following the instructions therein.

LOT 2 (EXPERT WITH LOCAL EXPERIENCE)

2.5. **Administrative Documentation**

A tender for Lot 2 shall contain the following documentation:

- (i) Cover letter, Lot 2 (Annex 11)
- (ii) Nomination of Expert form, Lot 2 (Annex 12)
- (iii) Declaration on exclusion criteria and of Absence of Conflict of interest for the Expert, Lot 2 (Annex 13)
- (iv) Minimum criteria declaration, Lot 2 (Annex 14)

2.6. **Technical Proposal**

In order to evaluate the tender against the minimum criteria and the award criteria for Lot 2, the Tenderer shall submit a technical proposal consisting only of the following elements (1), (2) and (3):

1. A nomination of one Expert to carry out the tasks in the Terms of Reference.

- The same individual cannot be nominated both under Lot 1 and Lot 2.
- The technical proposal shall include CV of the nominated Expert. The Tenderer shall be able to certify the information contained in the CV for the nominated Expert at EFI's request.
- The Expert nominated for Lot 2 must meet the following **minimum criteria**:

N°	Criteria description
M.I.	Master degree in forestry, forest science, wood technology, natural resources, law, certification systems or related field.
M.II.	At least 10 years' experience in the forestry or related sector, including areas such as certification systems and standards, capacity building in forest related issues, community forestry, timber industry management and timber trade.
M.III.	Experience from international timber trade and legality issues and policies such as the EU Timber Regulation (EUTR) and Voluntary Partnership Agreements (VPA).
M.IV.	At least 5 years working experience West Africa with regards to implementation of legality and sustainability standards in forestry, as well as environmental and social issues related to forest sector in West Africa.

M.V.	Understanding, speaking and writing English as demanded with respect to all tasks covered by the Terms of Reference in this Tender.
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Tenders nominating an expert not fulfilling the minimum criteria will be rejected.

- The Expert nominated must
 - presently be;
 - not have for the past 12 months been; and
 - until EFI has awarded the contract under this procurement process will (if the Tenderer is awarded the Contract, until entry into force of the Contract) be:
 - independent from forest management, timber processing, trade in timber or control of the forest sector in Ghana; and
 - independent from all components of the GhLAS and Ghana’s forest regulatory authorities and other voluntary scheme.

2. A description of no more than five pages – using separate headings and making reference to the Terms of Reference and the previous experience of the Expert – showcasing the Tenderer’s knowledge and understanding of:

- the FLEGT Action plan, VPAs and TLAS development processes;
- the VPA process in Ghana and its Legality Assurance system (GhLAS)
- the aims and context of the Expert’s tasks/activities
- the special character of the forest sector in Ghana

3. A presentation of no more than 20 pages on the Tenderer’s methodology for implementing this assignment.

- This presentation must build upon the current Terms of Reference and clearly demonstrate how the approach of the Tenderer, linked with both the previous experience and competencies of the Expert, will allow for the fulfilment of the assignment.
- The Tenderer shall in the presentation address the following elements under separate headings:
 - A practical and logical approach for the achievement and realisation of the aims of this assignment in the timeframes available;
 - Successfully implementing similar assignments in similar countries and contexts.

- Verification and/or certification systems, forest legality verification, supply chains and information management systems and their procedures.
- Clear means of integrating and/ or liaising with key stakeholders' groups in Ghana relevant to the implementation of the VPA.
- Related aspects needed or relevant for the implementation for the realisation of this assignment.

2.7. Financial Proposal

The Tenderer shall submit a financial proposal for Lot 2, which shall be completed by using the form in Annex 15 and by following the instructions therein.

Award criteria

2.8. Award Criteria, Lot 1

Tenders for Lot 1, which fulfil the minimum criteria, will be evaluated using the following award criteria:

A. Technical component (maximum 80 points)		
N°	Award criteria	Max points
A.I.	Understanding of:	30
i.	the FLEGT Action plan, VPAs and TLAS development processes	10
ii.	the VPA process in Ghana and its Legality Assurance system (GhLAS)	10
iii.	the aims and context of the Expert's tasks/activities	5
iv.	special character of the forest sector in Ghana	5
A.II.	Proposed methodology for the implementation of the tasks	50
i.	A practical and logical approach for the achievement and realisation of the aims of this assignment in the timeframes available	15
ii.	Successfully implementing similar assignments in similar countries and contexts.	15
iii.	Verification and/or certification systems, forest legality verification, supply chains and information management systems and their procedures	10
iv.	Clear means of integrating and/or liaising with key stakeholders groups in Ghana relevant to the implementation of the VPA	5
v.	Related aspects needed or relevant for the implementation for the realisation of this assignment	5

The Technical component (TC) is calculated according to the following formula:

TC = A.I. + A.II.

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 20 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 67 000 will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (F_{min} / F_o) \times 20$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

2.9. Award Criteria, Lot 2

Tenders for Lot 2, which fulfil the minimum criteria, will be evaluated using the following award criteria:

D. Technical component (maximum 80 points)

N°	Award criteria	Max points
A.I.	Understanding of:	30
i.	the FLEGT Action plan, VPAs and TLAS development processes	10
ii.	the VPA process in Ghana and its Legality Assurance system (GhLAS)	10
iii.	the aims and context of the Expert's tasks/activities	5
iv.	special character of the forest sector in Ghana	5
A.II.	Proposed methodology for the implementation of the tasks	50
vi.	A practical and logical approach for the achievement and realisation of the aims of this assignment in the timeframes available	15
vii.	Successfully implementing similar assignments in similar countries and contexts	15
viii.	Verification and/or certification systems, forest legality verification, supply chains and information management systems and their procedures	10
ix.	Clear means of integrating and/or liaising with key stakeholders groups in Ghana relevant to the implementation of the VPA	5
x.	Related aspects needed or relevant for the implementation for the realisation of this assignment	5

The Technical component (TC) is calculated according to the following formula:

TC = A.I. + A.II.

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

E. Financial component (maximum 20 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 67 000 will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (F_{min} / F_o) \times 20$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and
Fo is the total sum in the financial proposal being considered.

F. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Identification form
Annex 2	Bank identification form
Annex 3	Declaration of exclusion criteria and absence of conflict of interest
Annex 4	Information on lots
Annex 5	Consortium agreement
Annex 6	Cover letter, Lot 1
Annex 7	Nomination of Expert form, Lot 1
Annex 8	Declaration of exclusion criteria and absence of conflict of interest for the
Expert, Lot 1	
Annex 9	Minimum criteria declaration, Lot 1
Annex 10	Financial Proposal form, Lot 1
Annex 11	Cover letter, Lot 2
Annex 12	Nomination of Expert form, Lot 2
Annex 13	Declaration of exclusion criteria and absence of conflict of interest for the
Expert, Lot 2	
Annex 14	Minimum criteria declaration, Lot 2
Annex 15	Financial Proposal form, Lot 2
Annex 16	Model contract