

PROGRAM OF REQUIREMENTS

This chapter includes the requirements set by the Contracting Authority concerning the requested services and the prices and rates.

By submitting a Proposal, you unconditionally agree to the set of requirements. Failure to comply with one or more requirements will result in your Proposal being disqualified from the assessment process and therefore excluded from the tendering process.

By submitting a Proposal, you as Contractor, explicitly consent to all requirements and conditions specified in this Tender document and declare that you will continue to comply with these throughout the entirety of the contract period. Furthermore, you confirm that you will comply with all the specified prices and rates, including any agreed indexation. Failure to comply with one or more requirements will result in your Proposal being disqualified from the assessment process and therefore, excluded from the tendering process.

1.1 Requirements relating to the contractor (RF)

RF1	The Contractor is a reputable, internationally active firm with at least 5 years' experience in evaluating public infrastructure.
RF2	The Contractor will work in collaboration with Laos firm(s) and/or Laos individual experts.

1.2 Requirements relating to the services requested (RS)

RS1	Contractor commits to the contents of the Terms of Reference (Appendix X) in executing the Assignment.
RS2	The language for the performance of the contract is English. This includes all activities and submitted documentation, communication, interim and final reports, and other information throughout all phases of the assignment and necessary to achieve full execution of the contract. Executive summaries of final reports shall be submitted in both English and Lao. Key experts must demonstrate their command and proficiency of spoken and written English. For non-native speakers, a proficiency level of at least C1 is required, according to the Common European Framework of Reference for Languages, or an equivalent system. The additional experts must be able to demonstrate competence at a minimum level of B2 or equivalent.
RS3	The reports and results used by the Contractor for the purpose of the (feedback) sessions with the Contracting Authority, Competent Authority and the Project Steering Committee should be sent at least two weeks before each session: • to the Competent Authority (Ministry of Foreign Affairs); • to the members of the Project Steering Committee; • to the Contracting Authority. Comments provided to the Contractor before and during the session will be dealt with within two weeks from the (feedback) session date.
RS4	If reports and/or tasks and deliverables are not accepted, with good reason, by the Competent Authority (Ministry of Foreign Affairs), the Project Steering Committee and/or the Contracting Authority, the Contractor will make the necessary adaptations without impact on the overall planning.
RS5	All reports and other information prepared and/or adapted by the Contractor must be delivered in electronic version to the Competent Authority, the Project Steering Committee, and the Contracting Authority. The Contractor together with the Competent Authority take responsibility for the timely dispatch of these documents in full to other required and/or interested parties and/or authorities.
RS6	The (feedback) sessions that need to be organized with the Competent Authority (Ministry of Foreign Affairs) and the Project Steering Committee are included in the proposed coordination plan. These are necessary and instrumental to achieve per phase a final Go/No Go decision by the Contracting Authority.
RS7	If necessary, it is expected from the Contractor that additional (feedback) sessions will get organized without impact on the overall planning.

1.3 Requirements relating to the study team (RT)

RT1	The consultant team must comprise an international Team Leader, a local contact point and a mix of international and national experts that together cover the main topics and aspects according to the Terms of Reference, chapter 7 (Appendix 12).
RT2	The team must have at least an ESG professional with experience in evaluation of projects
RT3	If necessary for the execution of the assignment, additional expertise is recruited within the proposed budget. Each change in the team, including the replacement of key and additional experts, is to be submitted to the Contracting Authority for prior approval.
RT4	Team members are replaced by individuals with at least the same knowledge and experience (quality)
RT5	The evaluation team has experience with quantitative and qualitative evaluation skills that allows them to define research methodologies, use experimental designs and implement in-depth field research, in order to cover the activities as indicated in the Terms of Reference.

1.4 Requirements relating to project coordination (RC)

RC1	The Contractor is fully responsible for the structured execution of the assignment, ensuring the achievement of the specific objectives, tasks and deliverables per phase and will monitor the progress of each task, including the status of the deliverables and the level of use of project resources. The Contractor must inform the Contracting Authority timely with a complete, real and accurate report and in full on the progress throughout the studies, in line with and congruent to the identified phases, tasks and deliverables. If deemed necessary and/or desirable by the Contractor this can be deviated from if instrumental to the full execution of the assignment (see also RC2), but only after a request to do so has been timely submitted to the Contracting Authority for prior approval.
RC2	The Contractor shall immediately inform the Contracting Authority if it expects a negative impact on the results of the assignment, for example because one or more tasks and/or deliverables cannot be carried out as planned and/or expected per phase, with due attention, with the expected accuracy, with the agreed methodology and/or expected outcome.
RC3	The Contractor will proactively maintain relationships with other projects, initiatives, activities and stakeholders related to or with an effect on public infrastructure in the project area. Where appropriate, it will integrate relevant elements into the inception phase, mid-term or endline evaluations.
RC4	In order to achieve all DRIVE relevant requirements, the Contractor, for the purpose and throughout the execution of the assignment, needs to ensure that the DRIVE Policy Rules and Criteria https://wetten.overheid.nl/BWBR0046711/2022-05-28/0 are applied and adhered to whilst developing the infrastructure project solution.

1.5 Requirements relating to security and safety (RSR)

RSR1	The Contractor has procedures regarding internal safety management to ensure business continuity. E.g., for staff safety, pandemics, natural disaster, conflict, and other risks. It will provide a description of its monitoring and crisis management system.
RSR2	In the proposal the Consultant produces a modus operandi that would result as much as possible in maintaining progress even if restrictions due to the covid-19 pandemic continue.
RSR3	The Contractor has a contract for overall support, assistance, and repatriation services for all its employees abroad. The Contractor will provide the supporting contracts and/or certificate(s).

1.6 Requirements relating to prices/rates (RP)

RP1	Discounts are not allowed or should be internalised in the final prices and rates.
RP2	If the Contractor indicates that no VAT is applicable, it undertakes to provide documentary proof of this to the Contracting Authority within 15 calendar days of the request.
RP3	Prices/rates are all inclusive. This means that they include wage costs, overheads (such as business premises and wage costs of non-production workers), costs of support activities, costs of using equipment (such as computers) arising from the contract, the Contractors costs related to (feedback) sessions, profits, expense insurance, travel and accommodation costs, use of innovative technologies, etc.
RP4	Additional costs and/or costs under any name above the proposed price are not legally due by the Contracting Authority.

1.7 Invoicing requirements (RI)

RI1	The disbursement schedule will be finalised during the contract phase with the winner of this Tender based on the proposed schedule (Concept Agreement, Appendix 8).
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1.8 Environmental requirements (RE)

RE1	The Contractor must possess all environmental permits and certifications required to fulfil this assignment and provide proof thereof.
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