



*Italian Agency for
Development Cooperation*
NAIROBI OFFICE

**NOTICE OF EXPRESSION OF INTEREST IN THE FRAMEWORK OF A
NEGOTIATED PROCEDURE UNDER THE THRESHOLDS (SIMPLIFIED
PROCEDURE) FORESEEN IN POINT 2.6.4 OF THE 'PRACTICAL GUIDE FOR
PROCUREMENT AND GRANTS FOR EUROPEAN UNION EXTERNAL
ACTIONS (PRAG)'**

CIG 8720901B29

SUBJECT: Invitation to tender by negotiated procedure under threshold for the service of Monitoring and Evaluation of acceleration and incubation projects in Kenya for a duration of 42 months.

HEAD OF AICS OFFICE IN NAIROBI

Bringing attention to resolution no. 17 and resolution no. 18 of 22/04/2021 which provides for the identification of economic operators to be invited by means of a notice to be published on the buyer's profile in order to acquire interest in participating in the selection;

GIVEN THAT it is necessary for this Office to purchase the Monitoring and Evaluation service for a maximum eligible amount of € 110,000.00;

CONSIDERING, therefore, the need to activate a negotiated procedure below the thresholds;

TAKE NOTE

Companies interested in participating should submit an application to the following e-mail address mario.brataj@aics.gov.it by **16:00 on May 22nd 2021**, using forms Annex 1 and Annexes 2 and 3, which are an integral part of this notice. Applications submitted after this deadline will be null and void.

If you have any questions, please contact the office on the following telephone number +254 793706677, from 9 a.m. to 4 p.m., Monday to Thursday.

The person in charge of the procedure is Mario Brataj

The overall objective of the Monitoring and Evaluation strategy will be to analyze and evaluate the progress of activities and to issue recommendations, in relation to the objectives and expected results to be pursued.



*Italian Agency for
Development Cooperation*
NAIROBI OFFICE

The final evaluation report will also be a key tool for understanding the impact and results achieved.

Participating companies must meet the following requirements:

- 1) possession of the general requirements, which will be further explained in the Single Requirements Document (Annex 2);
- 2) having carried out, in the period from 01/01/2018 until 01/01/2021, experience in the management of Monitoring and Evaluation services, for a total amount no less than EUR 110,000.00 (excluding VAT) (Annex 2);
- 3) registration in the Companies' Registry (to be attached) or equivalent professional or trade register in the country of establishment, for activities appropriate to those covered by the contract (if not required to register, the reasons must be given, indicating any other documentation that would entitle the tenderer to perform the contractual service) (Annex 2);
- 4) any necessary certifications relating to the service provided (Annex 2);
- 5) at least 3 years' experience in Monitoring and Evaluation of projects in the field of international cooperation (a brief description of the tender's experience showing the required experience) - (Annex 2);
- 6) a good knowledge of the thematic scope of the project (start-ups and SMEs in developing/emerging countries).

The administration reserves the right to hold a draw at a public meeting, should the number of interested operators exceed eight, on a date to be announced at a later date. The draw will take place anonymously by means of the prior allocation of reserved correspondence numbers to the operators concerned.

The technical characteristics of the service as well as the contracted service are as follows:

- definition of M&E strategies;
- development of M&E methodologies;
- development of tools for internal monitoring of acceleration and incubation initiatives;
- development of tools for regular monitoring and evaluation;
- maintaining regular contact with project partners, meetings with companies and start-ups participating in acceleration programs;
- visits to accelerator project partners in Kenya;
- drafting and delivering half-yearly (and annual) interim evaluation reports;

The contract will run for 42 months from the start of the project, and will therefore end with the expiry of the deadline



*Italian Agency for
Development Cooperation*
NAIROBI OFFICE

The basis for the auction is EUR 110,000.00.

The criteria for selecting the economic operator is the economically most advantageous offer.

Finally, it should be noted that this notice is merely a call for expressions of interest and does not entail any obligation on the part of the Administration towards the economic operator. The contracting authority reserves the right not to progress with this procedure.

This notice is published on the Authority's website: <https://nairobi.aics.gov.it/> in the 'opportunities' section for a period of 15 days and in the local newspapers 'Standard' and 'Daily Nation'.

Attachments:

- Annex 1 - Declaration of expression of interest
- Annex 2 - Single document of requirements
- Annex 3 Privacy policy

Nairobi, 07/05/2021

Fabio Melloni
Head of AICS Office