

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)  
(CONSULTING SERVICES – FIRM SELECTION)**

**RECRUITMENT OF A CONSULTANCY FIRM  
TO CONDUCT A CAPACITY ASSESSMENT OF THE SOUTH ASIA CO-ORPORTAIVE ENVIRONMENT  
PROGRAMME (SACEP)**

**Country:** SRI LANKA

**Project:** PLASTIC FREE RIVERS AND SEAS FOR SOUTH ASIA (PLEASE) PROJECT.

**Grant No:** D648-8S

**Assignment Title:** RECRUITMENT OF A CONSULTANCY FIRM TO CONDUCT A CAPACITY ASSESSMENT OF THE SOUTH ASIA CO-ORPORTAIVE ENVIRONMENT PROGRAMME (SACEP)

**ASSIGNMENT PERIOD:** 80 MAN-DAYS (ON AN INTERMITTENT BASIS WITHIN 3 CALENDAR MONTHS)  
CONSULTING FIRM RECRUITMENT WILL BE ON CONSULTANTS' QUALIFICATION SYSTEM (CQS) BASIS

**STEP Reference No:** LK-SACEP-378241-CS-CQS

The South Asia Cooperative Environment Program (SACEP) has received financing from the World Bank toward the cost of the Plastic Free Rivers and Seas for South Asia (PLEASE) project and intends to apply part of the proceeds for consulting services.

Candidates should be nationals of member states of the South Asia Co-operative Environment Programme (SACEP), which consists of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka. While the leadership of SACEP and the World Bank are committed to having a diversity of candidates, women are encouraged to apply.

The consulting services ("the Services") include conducting a comprehensive capacity assessment of the South Asia Co-operative Environment Programme assessment of the SACEP Management structure, hierarchy, level of administration, staff, and experts' qualifications, along with the governing and organizational structure and level of member states representations to cater more effectively. At the outset, the consultant is required to focus on the present status as indicated in para 1-11 of the Terms of Reference (TOR -attached) and also propose aspirations included therein. The consulting firm needs to carry out a detailed Capacity assessment of the SACEP in the area of project management, staff qualifications in the environmental sector, technical knowledge of plastic pollution issues, finance, and procurement project management, contract management, intranational relations, policy and regulations development, etc. The consultant needs to identify all gaps and make suggestions and needs to address the requirements indicated in items 10 and 11 in the TOR.

Therefore, the proposed capacity assessment of the South Asia Co-operative Environment Programme will serve as a mechanism for restructuring the SACEP's organizational structure, and policy directions to cater to the demand driven by the member states and market interventions. Additionally, the report on the capacity assessment of the South Asia Co-operative Environment Programme and its recommendations will provide the basis for the World Bank, PARLEY for the Ocean, and the management of SACEP, to identify their strengths, weaknesses, opportunities, and threats that will provide the consultants to form concrete recommendations to harness the best of the strengths and opportunities be capitalized and to prepare in advance to take action on the threats and to minimize the weaknesses, in the structure and capacities and attain the target achievements in the Results framework of the Project Appraisal Document(PAD), on these requirements.

The detailed Tasks are given in the TOR Attached. The detailed activities to be carried out are included in the Scope of services in the TOR attached.

Consultancy assignment shall be completed by intermittent 80 man-days inputs, within 3 calendar months (intermittent) effective from the date of signing of the Contract. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: [sacep.org/consultancy-opportunities](http://sacep.org/consultancy-opportunities).

The SACEP/PLEASE now invites eligible consulting firms to indicate their interest in providing the requested Services. Interested Consultants should provide the information that was requested in the proposal that demonstrates that they have the required qualifications and relevant experience and qualification to perform the Services as indicated below;

Recruitment Qualifications and Experience:

- a) The experience and expertise required for the consulting firm are listed below:
  - i. In addition to the qualification requirements of the individual consultants indicated in TOR, the Consulting Firm shall have general consulting experience of a minimum of 7 years. The firm has had an average consulting turnover of Rs 25 Mn in the past 3 years.
  - ii. A consulting firm shall indicate a minimum of 2 reference projects/contracts of the services carried out in the past 5 years which are similar to the activities included in the TOR. The minimum value of each activity shall be not less than LKR 5 Mn.
  - iii. PLEASE project reserves the right to contact the companies provided as references by bidders (proposed consultants).
  - iv. References will be requested by PIU/SACEP to provide feedback on the following aspects of service delivery similar to services expected in the TOR on the reference 2 projects listed by the consultants: (i) Management capabilities of the firm, (ii) Accuracy and quality assurance of the administrative processes, (iii) Efficiency and cost-effectiveness in terms of delivery of services and timeliness, and (iv) responsiveness to the client services,
  - v. The Consulting Firm shall provide a detailed approach and methodology for capacity assessment of the South Asia Co-operative Environment Programme to cover the proposed scope of work including task description and how such tasks will be performed on the given timeline in their submissions.

### **Required Team Composition**

The consulting team should have experienced consultants in the disciplines as requested in the TOR. The REOI submissions will be evaluated in two stages: The first stage will evaluate functionality according to the criteria of;

The submission for the EOI will be evaluated according to the criteria indicated below;

i. Past experience; The Consulting Firm shall have at 7 years of general consulting experience and with an average turnover of LKR 50 MN within the last 3 years with at least two traceable references relating to consulting services undertaken on capacity assessment of the South Asia Co-operative Environment Programme or similar reviews in the past five years. Provide a brief description of the scope and scale of the work undertaken for each and indicate the value of each contract.

Points will be awarded to affirmative compliance to the Experience and qualification requirements of the firm indicated in the Recruitment Qualifications and experience listed in the TOR.

(45 points- (Compliance general Experience-5 , Turnover-10, two qualified projects- 15 each )

ii. Team capacity- 6 Positions: The Consulting Firm should demonstrate the capacity of the project team recommended to be engaged and to be utilized in the execution of the contract. Their skills, qualifications, experience, (the individual consultant's qualification and experience) etc. The CVs of staff should not be longer than 2 pages for each position and should be structured as follows:- (i) Professional qualification/s, (ii) Brief description of individuals' experience of similar work in the last five years. (iii) Name of previous employer/s and position.(iv) Role in the services to be provided in this bid.

(50 points –the Team leader 17, Financial Specialists 13, and others each qualified get 5 marks. )

iii. Value-added services (these are the services that can add value to the Consulting assignment (capacity assessment) (5 points) Recognition, Appreciation, awards, etc

The highest ranks Consulting Firm scored on the qualification grounds shall be called up for its detailed technical submission (program) and financial bid submission along with the request for contract negotiation on a lumpsum basis. The highest ranks Consulting Firm scored on technical grounds shall be called up for its financial bid submitted along with the technical proposal of any further information and for contract negotiation.

The successful Consulting Firm will be requested to enter into a contract on a lumpsum basis to compete for the total capacity assessment of the South Asia Co-operative Environment Programme activities as indicated in the TOR provide deliverables.

The attention of interested Consultants is drawn to Section III, paragraph, 3.17 of the World Bank's 'Procurement Regulations for IPF Borrowers' (*Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018*), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment:

*3.17 Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:*

*d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:*

- i. the preparation of the TOR for the assignment;*
- ii. the selection process for the contract; or*
- iii. the supervision of the contract, may not be awarded a contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.*

The Firm will be selected based on the qualification and experience (CQS basis) , in accordance with the procedures set out in the 'The World Bank Procurement Regulations for IPF Borrowers Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016, Revised November 2017' and August 2018' and as per the Financing Agreement of the project.

Further information can be obtained at the address below during office hours 08.30 to 16.30 (Sri Lanka Time).

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by no later than 14.00, Sri Lanka time on 20 September 2023. Plastic-free Rivers and Seas for South Asia (PLEASE) Project

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