

Call for Proposals

**Assessing SIFEM's Contribution to the Just Transition Agenda:
Employment Effects and Lessons Learned**

Executive Summary

The Swiss Investment Fund for Emerging Markets (SIFEM) is launching a call for proposals for an evaluation to assess the development impact of its climate investments on the local workforce, clients, and communities within the context of transitioning to low-carbon economies.

SIFEM, the Development Finance Institution (DFI) of the Swiss Confederation, is an integral part of Switzerland's International Cooperation Strategy. It is committed to promoting inclusive, low-carbon economic growth and sustainable development in emerging markets. SIFEM follows an indirect investment strategy by providing growth capital mainly to medium-sized or fast-growing companies through regional or local private equity or current income funds, or by providing credit lines to local banks and other financial institutions (together, the "Investees"), often in collaboration with other DFIs and private investors.

Among SIFEM's Strategic Objectives is to allocate at least 25% of new investments to opportunities in both climate change mitigation and adaptation, in line with the goals of the Paris Agreement. In April 2023, SIFEM published its Climate Approach, outlining its principles to address the urgent need for climate action.¹ A key component of this strategy is ensuring a 'Just Transition' where the benefits of green technologies and sustainable practices extend to the most marginalised and underserved populations.²

Given the increased risks that climate change and environmental degradation pose to economic growth and employment in emerging markets, this evaluation aims to assess the development impact of SIFEM's climate investments on jobs, the local workforce, and communities. Additionally, the evaluation will identify opportunities for SIFEM to improve future operational and strategic investment decisions, particularly in creating inclusive and decent jobs in low-carbon sectors for the most vulnerable, including women.

The selected consultant will be responsible for conducting the evaluation, including developing the research methodology, collecting data, analysing the findings and drafting the final reports. The evaluation will involve conducting interviews with key stakeholders among SIFEM's investees, including fund managers, enterprises and employees to understand the social risks of climate-related projects and how they are managed. The stakeholders involved are primarily based in Sub-Saharan Africa and Southeast Asia and are active mainly in renewable energy, energy efficiency, and agriculture.

This evaluation seeks to provide actionable insights to inform SIFEM's future strategies in supporting a Just Transition and enhancing development outcomes for local communities in emerging markets.

The deadline for application is **23rd August 2024 at midnight CEST**.

¹ SIFEM Climate Approach (2023). https://sifem.ch/wp-content/uploads/2024/02/SIFEM_Climate_Approach_2023.pdf

² According to the United Nations definition, a Just Transition is a strategy, policy and measure that ensures no one is left behind in the transition to low-carbon and environmentally sustainable economies and societies. It aims to create decent work opportunities and promote fairness and inclusivity while achieving net-zero emissions and climate resilience.

1 Background

About SIFEM

The Swiss Investment Fund for Emerging Markets (SIFEM) is the Swiss Development Finance Institution, owned by the Swiss Government and an integral part of economic development cooperation instruments. SIFEM's impact strategy is based on the Strategic Objectives set by the Swiss government for four-year cycles (current cycle: 2021-2024). SIFEM's development objectives focus on reducing poverty and fostering sustainable, inclusive, and resilient economies. This is achieved by creating and securing better jobs, expanding opportunities for underserved communities, and supporting projects that promote a Just Transition. SIFEM aligns its investments with the Paris Climate Convention (Paris Agreement) to address the global climate crisis and assist emerging markets in achieving low-carbon economic growth. Additionally, it contributes to closing financing gaps and mobilizing private capital to support the growth of local companies in developing countries.

Following an indirect investment strategy, SIFEM's portfolio encompasses a diverse range of investments aimed at promoting economic development and growth in developing countries. Since its inception, SIFEM has committed USD 1.44 billion in 80 countries across Africa, Asia, Eastern Europe, and Latin America. In 2023, Africa became the largest region in terms of investment commitments (38%), followed closely by Asia (33%). The portfolio primarily consists of private equity funds investing in growth companies and SMEs (63%), current income funds (16%), and other financial intermediaries (13%). Investments in microfinance comprise 8% of the portfolio, while infrastructure funds account for 3%. Between 2021 and 2023, SIFEM made 8 investments to address climate change, representing 36% (USD 115m) of the committed capital for the same period (USD 323m).

SIFEM's Operational Structure

SIFEM divides its operations into two core functions: portfolio management and business services management, managed by designated partner companies and overseen by SIFEM's Board of Directors. These expert teams collaborate closely with the Board of Directors to fulfil SIFEM's objectives and responsibilities and are empowered to represent SIFEM publicly.

- i) **Portfolio Manager: ResponsAbility Investments AG ("responsAbility")**
The Portfolio Manager sources, identifies and advises on investment opportunities, conducts the investment cycle management, monitoring and reporting, performs the business and strategic planning, financial, transaction, liquidity, development impact and ESG, and risk management, as well as other day-to-day operations.
- ii) **Business Services Manager: Tameo Impact Fund Solutions SA ("Tameo")**
The Business Services Manager performs policy-related activities in support of the Board of Directors. It is responsible for representative functions, administrative functions, the financial management of the Board's administrative expenses, external reporting, compliance with Swiss laws, and communication functions, and supports the Board in its strategic, planning and oversight roles.

The Business Services Manager will be responsible for overseeing this evaluation with the selected consultant.

SIFEM Climate Approach

In April 2023, SIFEM published its Climate Approach, outlining its principles to address the urgent need for climate action.³ This approach is aligned with Switzerland's International Cooperation Strategy, SIFEM's Strategic Objectives set by the Swiss government, and SIFEM's Approach to Responsible Investment.⁴ It aims to support the goals of the Paris Agreement and the goals of the UN 2030 Sustainable Development Agenda.

A key aspect of SIFEM's Climate Approach is investing in and mobilising funds for climate change mitigation and adaptation. This strategy emphasises ensuring a 'Just Transition,' where the benefits of green technologies and sustainable practices extend to the most marginalised and underserved populations.

The Importance of the Just Transition Agenda

Climate change and environmental degradation pose significant challenges to economic growth and employment, with risks expected to increase in the medium to long term.⁵ Transitioning to low-carbon economies and adapting to climate change bring both employment and social risks as well as opportunities for workers, businesses, consumers and local communities. The economic and social challenges include job loss, geographical imbalances between job loss and job creation, job quality deterioration and lack of necessary skills in the workforce to support a sustainable transition.⁶ The International Labor Organisation (ILO) estimates that, if the current global warming trends continue, 2.2% of total working hours will be lost due to heat stress by 2030.⁷ This represents a loss of productivity equivalent to 80 million full-time jobs.⁸

By contrast, the shift to a green economy can lead to opportunities for large-scale employment creation and upgrading, cost savings, the opening of new markets and investment avenues for enterprises, and access to clean energy. A net increase of approximately 18 million jobs worldwide could result from the adoption of energy-related measures and practices.⁹ According to the ILO, the goal of greening economies should be to create decent jobs throughout the supply chain in dynamic, high-value-added sectors. This approach should stimulate job and skill upgrading and enhance productivity in more labour-intensive industries that provide widespread employment opportunities.¹⁰

The G7 Impact Taskforce report on Capital Mobilisation for Just Transition identified the standards that Just Transition strategies must fulfil: 1) advance climate and environmental action, 2) improve socio-economic development and equity and 3) increase community voice.¹¹ Efforts to mitigate and adapt to climate

³ SIFEM Climate Approach (2023). https://sifem.ch/wp-content/uploads/2024/02/SIFEM_Climate_Approach_2023.pdf

⁴ SIFEM's Approach to Responsible Investment. 240417-SIFEM-Approach-to-Responsible-Investment-v2.2.pdf

⁵ ILO. (2021). *Climate Change and Financing Just Transition*. Retrieved from <https://www.ilo.org/resource/other/climate-change-and-financing-just-transition>

⁶ ILO. (2022). *Just Transition Finance Tool for Banking and Investing Activities*. Retrieved from <https://www.ilo.org/publications/just-transition-finance-tool-banking-and-investing-activities>

⁷ ILO (2019). *Working on a Warmer Planet: The Impact of Heat Stress on Labour Productivity and Decent Work*. Retrieved from https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@dgreports/@dcomm/@publ/documents/publication/wcms_711919.pdf

⁸ ILO. (2022). *Finance for a Just Transition and the Role of Transition Finance*. Retrieved from <https://www.ilo.org/publications/finance-just-transition-and-role-transition-finance>

⁹ ILO. (2018). *World Employment Social Outlook 2018: Greening with Jobs*. Retrieved from https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@dgreports/@dcomm/@publ/documents/publication/wcms_628654.pdf

¹⁰ International Labour Organisation. (2015). *Guidelines for a Just Transition Towards Environmentally Sustainable Economies and Societies for All*. ILO. https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@ed_emp/@emp_ent/documents/publication/wcms_432859.pdf

¹¹ Impact Taskforce. *Time to Deliver: Mobilising Private Capital at Scale for People and Planet*. Retrieved from (2021). <https://www.impact-taskforce.com/media/gq5j445w/time-to-deliver-final.pdf>

change must prioritise the interests of those most affected by the transition to a low-carbon economy. This is particularly important in highly exposed regions such as Africa and Asia, where SIFEM has its largest investment exposure. In these regions, people and communities vulnerable to climate change and the transition to greener economies include:

- **Workers in roles requiring fewer formal qualifications:** those with lower levels of education and fewer transferable skills may find it harder to transition to new roles in the green economy.
- **Women and gender minorities** Women are overrepresented in sectors that are negatively impacted by the transition, increasing their risk of job loss (e.g., agricultural or service industries) and/or worsening job quality.¹²
- **Indigenous and local communities** are impacted by large-scale renewable energy projects, which are often land-intensive and require more natural resource extraction, potentially resulting in land displacement or conflicts over land rights.¹³

Retaining and upskilling workers, creating jobs in green sectors, and ensuring inclusive dialogue are therefore essential to addressing the needs of vulnerable groups and ensuring an inclusive transition process.

2 Objectives of the Evaluation

In the context of climate change and environmental degradation disrupting millions of jobs and livelihoods, this evaluation aims to assess the development impact of SIFEM's climate investments. The goal is to understand how SIFEM can improve future operational and strategic investment decisions to create inclusive and decent jobs, particularly for vulnerable groups in emerging markets.

The expected outcomes of the evaluation are:

- **Review of existing research:** Examine the available research on how investment funds, and specifically climate funds, can contribute to a Just Transition.
- **Gathering insights:** Collect insights from fund managers, portfolio companies, employees, and local communities to understand the opportunities and impact of SIFEM's investments on end-beneficiaries (refer to Annexe 1 for more details on SIFEM's structure).
- **Identifying drivers of impact:** Determine key factors driving development outcomes and determine areas where further support could improve these outcomes, focusing on:
 1. Supporting long-term, quality jobs in line with SIFEM's Approach to Responsible Investment, while promoting equitable access to opportunities (e.g. inclusion of low-income workers, workers with few transferable skills, women, etc).
 2. Offering products and services tailored to the local context and delivering Just Transition outcomes.
- **Evaluating strategies:** Assess the effectiveness of strategies and engagement approaches of funds with their portfolio companies on social policies and climate action. Highlight strengths and areas needing improvement. Propose solutions for adopting more inclusive policies and strategies.

¹² ILO. (2023). *The Potential of Skills Development and Recognition for Advancing Gender Equality in Green Jobs*. ILO. https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@dgreports/@gender/documents/publication/wcms_905739.pdf

¹³ World Economic Forum. (2023). *How Renewable Energy Projects Can Benefit Indigenous and Local Communities*. World Economic Forum. <https://www.weforum.org/agenda/2023/05/renewables-indigenous-local/>

- **Documenting lessons learned:** Identify and document lessons learned to inform future strategic planning and improve investment analysis.
- **Providing evidence-based insights:** Offer insights on job quality, product design, and community engagement to support the Board and Investment Committee in making informed investment decisions.
- **Contributing to knowledge repository:** Enhance a repository of knowledge for DFIs and impact investors, promoting best practices and avoiding duplication of efforts.

2.1 Specific Focus Areas and Investigation Questions

2.1.1 Employment effects

Objectives:

- Assess how SIFEM's investments contribute to inclusive and quality jobs in green projects (e.g., construction of renewable energy, waste management, etc), including re-skilling.
- Identify the types of portfolio companies with the highest potential for creating inclusive green jobs and determine the success factors.

Investigation questions:

- What is the profile of the workforce and clients of SIFEM's investees in climate change mitigation and adaptation (e.g., income level, gender, skills, rural/urban, temporary/outsourced)?
- What types of jobs are offered by SIFEM's portfolio companies (e.g. working conditions, social benefits, and protection)?
- What are the challenges and opportunities to enhance the impact of SIFEM's climate investments on the workforce, including women and indigenous communities? Specifically, are SIFEM's investments in climate change mitigation and adaptation:
 - Generating long-term, quality jobs for the local workforce (e.g., wages, working conditions, social protections) in compliance with SIFEM's Approach to Responsible Investment?
 - Displacing jobs (direct, indirect, induced)?
 - Promoting gender equity in newly created jobs?
 - Integrating the local workforce and promoting skills development?
 - Creating and strengthening value chain linkages with the local economy?
 - Supporting indigenous communities in the Just Transition?
- To what extent do SIFEM funds engage with investees on quality/decent jobs, is there any social dialogue?¹⁴ What are the good practices funds can implement to enhance quality/decent jobs?

2.1.2 Impact on consumers

Objectives:

- Evaluate the types of products and services offered by SIFEM's investees, focusing on their accessibility, affordability, and contribution to Just Transition goals.

¹⁴ The ILO defines social dialogue as all types of negotiation, consultation or information sharing among representatives of governments, employers and workers, or between those of employers and workers, on issues of common interest relating to economic and social policy

- Assess the impact of these products and services on consumers, particularly in terms of improving social and environmental outcomes.

Investigation questions:

- What types of products and services are provided by SIFEM's climate investments? Are these offerings affordable and do they promote low-carbon solutions and Just Transition outcomes? (e.g. by increasing the social impact considerations of climate-related products)?
- How do the products and services from SIFEM's investees impact consumers (e.g., expanding waste management solutions to new areas, technological innovation to make food chains more efficient)?

2.1.3 Social strategies and climate action

Objectives:

- Evaluate the effectiveness of strategies for achieving gender balance, skills development, and technology transfer in SIFEM's climate investments.
- Assess the level of engagement between the funds and portfolio companies.
- Understand the positive and negative impact on affected people and communities.

Investigation questions:

- What strategies and policies do the funds and financial institutions (FIs) in SIFEM's climate portfolio have in place to incorporate social factors and mitigate social risks for workers and communities? How do these funds/FIs consider who gets jobs in green activities/gets green funding? Identify the drivers of positive and negative impacts on affected people and communities.

2.1.4 SIFEM's role and opportunities

Objectives:

- Explore how investors can drive positive change for the workforce and local communities, and determine SIFEM's role in this mission as an indirect investor.
- Identify and evaluate potential activities and business models that support the Just Transition (e.g., agriculture adaptation, waste management, green jobs, technology investments).
- Derive lessons for future investment decisions.

Investigation questions:

- What opportunities does SIFEM have to expand investments and support activities in funds/FIs for the Just Transition? How can SIFEM better support businesses, communities, workers, and consumers for a Just Transition?
- How can SIFEM identify and leverage successful business models and activities that promote the Just Transition across various sectors?

3 Scope

3.1.1 Sample

The Business Services Manager will select a sample of 3-4 climate investments (funds/financial institutions) and 6-8 underlying portfolio companies within SIFEM's climate portfolio. The pre-selected sample includes one financial institution and nine funds, with average sizes ranging from USD 150 to 500 million,

covering various regions: four funds in Africa, four in South Asia, and two global funds. These investments focus on sectors such as renewable energy, clean technologies, green finance, water and waste management, and sustainable agriculture.¹⁵ The consultant will be responsible for onboarding the investees for this evaluation.

3.1.2 Data collection and analysis

Data collection:

- **Quantitative surveys:** Conduct surveys with the sampled portfolio companies, and a sample of their employees and clients to gather data on their social background and wider socio-economic impacts, including job satisfaction, income levels and the types of products offered.
- **Qualitative interviews:** Conduct interviews with fund managers, portfolio companies, and employees to understand the social risks of climate-related projects and how they are managed.

Examples of indicators:

- **Socio-economic impact:** changes in income levels and employment rates of employees; quality of life improvements or deteriorations; general awareness and knowledge of climate projects, community perceptions of the impact.
- **Job quality:** number of jobs created; job security and safety, access to training and development opportunities; job retention rates; training on environmental awareness.
- **Company's products:** types of products developed and offered to clients
- **Community impact:** Understand, through clients' and employees' perception, the effects on land use and access to resources; levels of community engagement of the companies.
- **Fund manager engagement:** frequency of interactions regarding Just Transition issues; how funds can integrate Just Transition issues in their operations and what support can be provided to companies for adopting sustainable practices; effectiveness of engagement strategies.

Data analysis:

- **Exploratory analysis:** Examine how the activities of the selected funds and portfolio companies contribute to the Just Transition agenda. Identify specific actions, practices, and policies that support or conflict with Just Transition principles.
- **Thematic analysis:** Identify common themes related to workforce development, community engagement, and environmental practices. Highlight the impact of these themes on Just Transition objectives.
- **Gap analysis:** Identify areas for improvement in addressing social risks and enhancing positive outcomes for SIFEM and fund managers. Provide recommendations for closing gaps, such as enhancing training programs and improving community engagement.

4 Responsibilities of the Consultant

The evaluation will be carried out by an independent consultant with expertise in the selected topic. Ideally, the consultant will have a local presence in the countries where the evaluation is conducted. The consultant will be responsible for planning and executing the data collection, analysing the data, and preparing the final deliverables.

¹⁵ More details on SIFEM's portfolio are available at: <https://sifem.ch/portfolio/>

1. Planning and coordination:

- Coordinate with the Portfolio Manager and Business Services Manager to onboard the selected investees.
- Plan the evaluation process, ensuring all logistical details are managed effectively.

2. Desk research:

- Conduct desk research on the selected topic, including reviewing any published research or evaluations by DFIs or development agencies.
- Analyse existing data collected by SIFEM from the investees relevant to the evaluation topic.

3. Survey and interview development:

- Develop the survey and interview questions tailored to gather relevant data from the sampled investees (fund managers, portfolio companies, company employees, and clients).
- Ensure the questions are designed to capture both qualitative and quantitative insights, addressing the specific investigation questions outlined in Section 2.

4. Data collection:

- Collect the data, including conducting interviews and administering surveys to employees, and clients, (as community members) associated with the sampled investees.

5. Data analysis:

- Analyse the collected data and research to address the investigation questions.

6. Preparation of deliverables:

- Prepare reports summarising the findings of the evaluation.
- Provide actionable recommendations based on the data analysis to inform SIFEM's future strategic and operational decisions.

5 Deliverables

The consultant is expected to prepare the following deliverables:

- Annotated bibliography of sources identified during desk research.
- Database with all data collected. Qualitative data from the interviews should be coded, analysed and synthesised in an appropriate format.
- Two final reports: one for internal use and an external version to be published on the SIFEM website
- 3-page Executive Summary on the evaluation with lessons learned, key success factors and recommendations.
- Investee-level snapshots of results for each participating fund or financial institution, providing actionable insights.

6 Indicative Timeline

Tasks/Milestones	Timeline
Deadline for submission by the consultants	23 August
Selection of the consultant	6 September
Start date	16 September
Preparatory work <ul style="list-style-type: none"> • Briefing with SIFEM • Preparation of work plan • Analysis of portfolio documentation and related documents • Definition of research methodology • Desk research • Investee onboarding • Survey and interview development <p><i>Milestones: 1) a short methodology paper, including survey and interview questions; 2) an updated work schedule with precise dates for carrying out the activities.</i></p>	11 October (4 weeks)
Data collection and interviews <ul style="list-style-type: none"> • Conduct interviews with stakeholders 	8 November (4 weeks)
Preliminary analysis <i>Milestones: 1) Database of all data collected; 2) briefing note with preliminary findings</i>	22 November (2 weeks)
Presentation of preliminary findings and collecting feedback from the SIFEM Board of Directors (Business Services Manager)	28 November
Analysis of findings and drafting of final report <ul style="list-style-type: none"> • Prepare and submit the draft report • Prepare a 3-page Executive Summary Report on the evaluation 	13 December (3 weeks)
Feedback to consultant	20 December
Prepare and submit all deliverables (incorporating feedback received following the SIFEM Board meeting) <i>Milestone: final report and consolidation of data from questionnaire – including qualitative and quantitative information</i>	16 January (2 weeks)
Publication of the report	by March 2025

7 Budget

The maximum budget available for this evaluation is **CHF 85,000**, including taxes. The consultant will be asked to provide a financial offer, which must contain the following information:

- Breakdown of costs and person-days per task (as outlined in Section 4).
- Personnel costs, including the daily rate charged and person-days of work estimated per team member.
- Travel and all related incidental expenses, if necessary, (tickets, accommodation, per diem, etc.), itemised with the unit cost and number of units.
- Total cost excluding taxes and including taxes (if applicable).

8 Procurement Process and Consultant Selection

Any qualified consultant (please refer to Section 9) is invited to submit a proposal. Interested consultants will be requested to confirm their interest, and subsequently, submit their technical and financial offers by **23 August 2024 midnight CEST** electronically to the following email address: **procurement@sifem.ch**

The proposals will be reviewed based on the selection criteria outlined in Section 9. The selection panel may decide to interview the main experts presented in the offer based on the selection criteria before deciding on the selected consultant.

Any subcontracting is allowed but the consultant will remain entirely responsible towards SIFEM for the execution of the contract in its entirety. If the consultant expects to subcontract parts of the evaluation work, this needs to be indicated clearly in the proposal.

9 Selection Criteria

The assignment will be carried out by an impact assessment/consultancy firm with a proven track record in carrying out similar impact studies. Particularly, the proposal must include a technical and a financial offer (details outlined below.)

Panel members will perform the technical evaluation (weighted 80% in the overall score) using the following evaluation grid. This grid could be adapted to each operation if necessary. This grid should be part of the documents that form the request for proposal sent to tenderers.

	Maximum Score
Understanding of the context and topic	10
Methodology and approach	40
Workplan and timeline	30
Team composition, expertise and competencies	30
Total technical score	100

Panel members will perform the financial evaluation (weighted 20% in the overall score) using the following evaluation grid

	Maximum score
Lowest total offer amount / considered bidder's total offer amount X 100 Total offer amount = fees + all other costs exclusive of taxes	100
Total financial score	100

Overall Score (out of 100) = 80% x final technical score + 20% x financial score

10 Contents of the Offer

The offer must include a Technical Offer and a Financial Offer, submitted electronically in two separate files.

10.1 Technical Offer (weighted 80% in the overall score)

- **Executive summary:**
 - A brief overview of the proposal, demonstrating a good understanding of the topic, the context and the sectors, highlighting key aspects of the suggested approach of the evaluation, the team's expertise and the expected objectives and outcomes of the evaluation based on the topics and investigation questions outlined in Section 2.
- **Methodology and approach:**
 - The proposed methodology for conducting the evaluation should be defined, encompassing data collection methods, the analytical framework and the evaluation criteria. We expect the consultant to offer suggestions and improvements regarding the scope, approach and the methodology in the submission proposal.
- **Work plan and timeline:**
 - A detailed work plan outlining the key tasks, including intermediary phases and milestones to achieve the objectives of the evaluation, along with a realistic timeline for each phase.
 - The timeline should be in chronological order and include the length of each task.
 - The proposal should also include a short description of the deliverables and an overview of how the results obtained will be integrated into the final document.
- **Team composition and expertise:**
 - A presentation of the proposed evaluation team, highlighting each member's name, qualifications, relevant experience, and specific role in the project. In particular, the proposal should clearly emphasise the team's experience with similar evaluation topics in the context of climate-related projects in Sub-Saharan Africa and South Asia. Attach the CVs of the team members, including their current position, past professional experience and relevant project references.
 - A presentation of potential support resources that will be made available to the team of experts during the execution of the contract, such as a list of permanent staff and their number, the capacity of the staff to intervene on similar projects, expertise that will be provided and any other methods or tools to support the evaluation.
- **Team competencies**
 - The consultant should propose a team of experts with the following competencies:
 - Experience in conducting impact evaluations, particularly related to climate change mitigation and adaptation, including in energy efficiency, renewable energy and green financing.

- Strong background in qualitative and quantitative research methods, including expertise in collecting data, conducting interviews, analysing data, and producing reports based on the results.
- Experience working on projects in Sub-Saharan Africa and South Asia.
- Familiarity with impact investing, development finance, private sector development in emerging markets, and knowledge of DFIs would be preferred (but not mandatory).
- Professional experience, and references of consultant in the field of the evaluation
 - Presentation of at least two impact evaluation references in Sub-Saharan Africa and/or South Asia.
 - The person in charge of the team should have at least 7 years of relevant experience.

10.2 Financial Offer (weighted 20% in the overall score)

The financial offer must be in a separate document from the technical offer and must contain a letter of submission (dated and signed) and comply with the following rules:

- **Detailed budget** (as described in Section 7).
- **Payment schedule** that aligns with the key milestones and deliverables of the project should be proposed.

10.3 Supporting documents

Supporting documents required for the bidder and each subcontractor:

- **If the Consultant is an individual:**
 - Copy of passport or national identity card.
 - Proof of residence less than a year old.
 - Bank account details.
- **If the Consultant is a legal entity:**
 - Articles of Association.
 - Extract from the commercial register:
 - For bidders non-domiciled in Switzerland: a certified extract of the current commercial register (not older than 3 months) or a similar official confirmation.
 - For bidders domiciled in Switzerland: the internet link of the commercial register extract.
 - If not specified in the registration documents, obtain a legal document certifying the representative's authority to act and sign on behalf of the company.
 - Bank account details.

These documents must not be more than a year old on the submission date. Supporting documents and declarations may be provided as electronic copies. The originals must be sent to the contracting authority if requested.

Bidders are reminded that providing false information in this call for tenders can lead to the rejection of their offer and exclusion from any EU-funded procurement and contracts.

11 Information on Participation

11.1 General Information

11.1.1 Contracting authority

SIFEM AG (Swiss Investment Fund for Emerging Markets)
c/o Tameo Impact Funds Solutions SA
Rue de l'Arquebuse 12
CH-1204 Geneva

11.1.2 Organizer

The mandate is organised by the Business Services Manager of SIFEM (in collaboration with the Portfolio Manager of SIFEM):

Tameo Impact Fund Solutions SA
rue de l'Arquebuse 12
CH-1204 Geneva

11.1.3 Recipient of offers

The offer must be sent to the following e-mail address: procurement@sifem.ch

11.1.4 Deadline for submitting offers

23 August 2024 23:59 CEST (Email timestamp)

11.1.5 Format rules for submitting offers

The offer should be submitted electronically. It must be signed with a qualified electronic signature. The offer must be signed by one or more signatories according to the signature rules and powers set out in the extract of the commercial register.

11.1.6 Tendering procedure

Direct award procedure: Mandates for services with a mandate value of less than CHF 150,000 can be awarded under the direct award procedure. Under this procedure, SIFEM awards the mandate to a supplier directly without an open tendering procedure for public procurement. When reviewing the bids received before making the award decision, SIFEM complies with the requirement to use public funds efficiently and economically.

11.1.7 Duration of the agreement

6 months from the date of signature of the contract.

11.2 Conditions

11.2.1 Pricing and payment conditions

Payment will follow within 30 days after receipt of each invoice in the offer currency, including VAT, assuming the invoice is correct, if not otherwise agreed in the contractual agreement.

Pricing and payment conditions must be included in the contractual agreement with calculation details as mentioned in section 10.2. The payment under this contract will be made in the currency of the offer according to the milestones defined.

11.2.2 Subcontractors

Subcontractors are permitted. If the bidder involves subcontractors for contract performance, the bidder will assume overall responsibility. They must list all subcontractors with their assigned roles.

11.2.3 Compensation for the offer

No costs incurred by the bidder for offer preparation and submission are compensated. All these costs are the bidder's responsibility, even if they do not get the award. For example, in the case of an interview with the proposed experts, costs are borne by the bidder.

11.2.4 Language of the offer

English

11.2.5 Offer validity

The offer must be valid for 90 days after the deadline for submission.

11.3 Other information

11.3.1 Terms and conditions

The contract will be subject to the "General Terms and Conditions for Service Contracts" (GTC) of the Swiss Confederation (attached).

Edition: September 2016

State: January 2021

The "General Terms and Conditions for Service Contracts" can also be downloaded in English or the official languages of the Swiss Confederation from <https://www.beschaffung.admin.ch/bpl/de/home/auftraege-bund/agb.html>

11.3.2 Negotiations

The right to negotiations is reserved. The contracting authority does not enter any negotiations on price.

11.3.3 Compliance

The contracting authority will only award the mandate to a bidder who guarantees both to observe the provisions relating to health and safety at work and working conditions for their employees and to treat male and female employees equally regarding rates of pay.

If the service is provided abroad, the bidder must ensure adherence to at least the ILO Core Conventions.

11.3.4 Confidentiality

All documents and data of this Call for Proposals remain the property of the procurement and contracting authority. The proposals will become the property of the contracting authority after delivery and will not be returned to the bidder after the completion of the evaluation.

Parties to this procurement treat any facts and information as confidential which are neither manifest nor generally available and for which confidentiality reasons exist due to their nature in keeping with the principle of utmost good faith. Facts and information are to be held confidential in case of doubt. Parties commit themselves to taking all and every economically reasonable, technical and organizational measures necessary to ensure that confidential facts and information are effectively protected against access by and knowledge of third parties. The obligation of secrecy exists before closing any contract and continues after the end of any contractual relationship between the parties.

Transmission of confidential information by the bidder within his concern (or within SIFEM or the federal administration) or to third parties involved in this specific mandate is not a breach of this obligation of secrecy.

This applies to the contracting authority as far as the transmission is necessary for fulfilling the contract or if provisions of the contract are transmitted within the concern.

The parties ensure that their employees, subcontractors, suppliers and any other third parties involved adhere to this obligation of secrecy.

11.3.5 Integrity clause

The bidder and the contracting authority undertake all necessary measures to avoid corruption, in particular that no payments, gifts or other advantage will be offered or accepted.

The bidder must pay a contract penalty in case of any infringement of this integrity clause. The penalty will amount to 10 % of the contract value or a minimum of CHF 3,000 per infringement.

The bidder shall take note that an infringement of the integrity clause generally results in the cancellation of the mandate and the premature termination of the contract for important reasons by the contracting authority.

Annexe 1: SIFEM Investment Value Chain

In this document, **funds and financial institutions** relate to SIFEM **investees**, while **portfolio companies** are the **underlying investees** in which funds have invested through SIFEM's investment.

Where the document refers to **the employees and clients**, it concerns the workforce and clients of the portfolio companies/underlying investees.

