Expression of Interest (EOI)

For

Consultancy Services

June, 2019
## INDEX

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advert</td>
<td>3</td>
</tr>
<tr>
<td>2. Letter of Invitation</td>
<td>4</td>
</tr>
<tr>
<td>3. Background</td>
<td>5</td>
</tr>
<tr>
<td>4. Objectives</td>
<td>6</td>
</tr>
<tr>
<td>5. Scope of Work &amp; Services</td>
<td>6</td>
</tr>
<tr>
<td>6. Instructions to Consultants</td>
<td>7</td>
</tr>
<tr>
<td>9. Formats</td>
<td>10</td>
</tr>
</tbody>
</table>
Seychelles Meteorological Authority

Ref: 59/EoI/ 2019

Dated: 14th June 2019

INVITATION FOR EXPRESSION OF INTEREST

The Seychelles Meteorological Authority (SMA) seeks an Expression of Interest from suitably experienced Consultant/consultancy firm who wish to submit a bid to provide a cost recovery scheme for aeronautical services. The expected start date for the provision of the services would be August 2019.

The EOI Document containing:
1. qualification criteria,
2. submission requirement,
3. brief objective & scope of work and
4. evaluation criteria

can be obtained from the SMA website www.meteo.gov.sc or from our office at 14th June 2019 -19th July 2019

Chief Executive Officer
Seychelles Meteorological Authority
Seychelles International Airport, Pointe Larue
Phone: +(248)4384352/3
Email: nawal.barra@meteo.gov.sc

The eligible consultants/consultancy firm may submit their responses in sealed envelope to the above mentioned address or through the e-mail address by Friday 19th July 2019 at 1500hrs.

Applicants meeting the qualification criteria shall be shortlisted. Bid Document will be subsequently issued to the short listed applicants only.
LETTER OF INVITATION

Seychelles Meteorological Authority

Ref; 59/EoI/ 2019

Dated: 14th June 2019

Dear Sir/Madam,

The Seychelles Meteorological Authority invites sealed Expression of Interest (EOI) from consultants / individuals/consultancy firm to provide a cost recovery scheme for aeronautical services.

Please find enclosed the EoI Document which contains the following;

1. Background
2. Objective of the Consultancy
3. Terms of Reference
4. Instructions to Consultants

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 19th July 2019 at 1500hrs.

Queries if any may be referred in writing to the undersigned.

Yours faithfully,

Chief Executive Officer
Seychelles Meteorological Authority
Seychelles International Airport
Pointe Larue Mahe
Phone 4384352/3
Email: nawal.barra@meteo.gov.sc
Please address all correspondence to the CEO

14th June 2019

Procurement of Consultancy Services to develop a cost recovery scheme for Seychelles Meteorological Authority (SMA) aeronautical services.

1 Background:
The Seychelles Meteorological Authority (SMA) is mandated to provide quality meteorological services needed to safeguard life and property. Historically SMA has channelled most of its resources towards the provision of aeronautical services who were their main clientele. However, with climate change and the evolving and diversifying societal needs, there is an increasing pressure to provide more diverse, accurate and timely forecasts and warning services for severe weather and climate events as well as continually monitoring climate change trends which have tremendous impacts on national development and economy.

New specialized units such as climate change, water, agriculture among others have been included in the new SMA structure to address this emerging needs and clientele. On the other hand, this means that new resources (human, financial and infrastructure) have to be channelled towards the continuous operation and improvement of these services without compromising on the level of service delivery for the aviation industry. In light of an already inadequate operational budget and the impeding risk that the authority may face a reduction in government funding, the authority needs to actively consider finding alternative options of supplementing its operational budget. The additional budget will serve to improve especially the provision of information on weather and climate in Seychelles.

SMA with recommendations form WMO and ICAO has identified cost recovery from services offered to the aviation industry as a means of way to strengthen its financial capacity and resources. Presently, few staffs from SMA are familiar with cost recovery requirements as stipulated by WMO and ICAO guiding documents however the details of the details of the cost recovery processes remain a challenge because of its extensive details and background knowledge requirements. SMA therefore requests support in engaging the services of a consultant who will work with SMA to develop policies and systems to improve SMA’s ability to fully recover costs associated with aeronautical
meteorological service delivery and the subsequent use of the resources in improving its services for the support of weather and climate activities in Seychelles.

2 Objectives:
The main objective of the project is to develop a cost recovery system to help SMA recover cost associated with aeronautical service delivery and the subsequent use of the resources in improving its services for the support of weather and climate activities in the Seychelles.

The successful bidder will work alongside the SMA, to accomplish the agreed task in a timely manner.

The Procuring Entity is looking for optimum cost effectiveness and will seek a consultant who can deliver this tasks in 3 months.

3 Scope of Work & Services: (TOR)

a. Envision the standards, quality level of service for aeronautical meteorological services in the Seychelles at the end of the project and in the future;
b. Identifying the main users of aeronautical meteorological services in Seychelles;
c. Based on consultations with users of aeronautical meteorological services, listing facilities and services which will meet the aeronautical requirements in Seychelles and which are exclusively intended to serve aeronautical requirements;
d. Determining additional services needed in consultation with the Seychelles Civil Aviation Authority (SCAA) and service users (airlines, airports, pilots, military, general aviation);
e. Defining and agreeing on the Core services provided by SMA in close consultation with users and SCAA which can serve both aeronautical and non-aeronautical users;
f. Estimate core and direct costs of providing aeronautical meteorological services in Seychelles at the end of the project and in future in cooperation with SMA;
g. Develop a cost recovery system that is accountable and transparent i.e. thus paying customers could specify their needs and requirements in detail;
h. Propose a mechanism for regular consultation between SMA with users and SCAA so that fair, equitable cost recovery system is maintained and cost recovery can be agreed continuously.
i. Written training material explaining how to apply the proposed cost recovery method with accompanying tools.
j. Training on the cost recovery method and how to apply it within SMA’s finance system (aimed at finance staff)

4 Duration of Engagement:
The engagement shall be for a period of 3 months.
5. **Instructions to the Consultant.**

5.1 **Submission**

The Procuring entity has adopted a two-stage process (collectively referred to as the "Bidding Process") for award of the Consultancy Contract. The first stage (the "Qualification Stage") of the Bidding Process involves qualification (the “Prequalification”) of interested parties who submits an EOI in accordance with the provisions of this EOI (the "Applicant").

The applicant can be companies or individuals. At the end of this stage, qualification Stage, the Procuring Entity expects to announce a list of all prequalified applicants (the “The Short listed Bidders”) who will be eligible for participation in the second stage (the “Bid Stage”) of the Bidding Process.

Interested consultants may obtain further information in writing at the address below from 0800 hours to 1600 Hours during week days.

The bidders are expected to examine all instructions, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI Document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder’s risk and may result in rejection of the EOI.

The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged task mentioned in the EOI. However, superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.

Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project.

5.2. **Qualification Criteria:**

The following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.
<table>
<thead>
<tr>
<th>No.</th>
<th>Pre-qualification Criteria</th>
<th>Supporting Compliance document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Have at least 5 years of experience in providing consulting services in cost recovery practices in meteorological services.</td>
<td>A copy of the business registration documents</td>
</tr>
<tr>
<td>2.</td>
<td>Have strong experience with financial systems within governmental or organizations providing aeronautical meteorological services</td>
<td>To provide at least 2 references</td>
</tr>
<tr>
<td>3.</td>
<td>Have strong knowledge of ICAO / WMO guidelines and procedures and their application into practice.</td>
<td>ICAO/WMO guidelines &amp; procedures</td>
</tr>
<tr>
<td>4.</td>
<td>The Consultant has to be registered for Tax purposes</td>
<td>Provide copy of the Seychelles Tax Identification Number (TIN)</td>
</tr>
<tr>
<td>5.</td>
<td>Should have proven professional experience on conducting Cost Recovery Systems analysis or Business Models on Aeronautical Meteorological Services.</td>
<td>Document to justify past experience</td>
</tr>
<tr>
<td>6.</td>
<td>Should have excellent communication skills; and excellent knowledge of English language (both spoken and written)</td>
<td>Curriculum Vitae (CV)</td>
</tr>
</tbody>
</table>

### 5.3 Evaluation Criteria and Method of Evaluation of the EOI:

a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

b. The EOIs will be evaluated for short listing inter alia based on their past experience of handling similar type of project and strength of their manpower.

c. The Seychelles Meteorological Authority will take up references and reserves the right to pay due heed to the Bidder’s performance elsewhere and any past experience.

d. Short listed consultants will be issued a Request for Proposal (RFP).

e. An expression of interest should not be taken as a guarantee of inclusion on the shortlist and those applicants not shortlisted will be notified.

### 5.4 Response:

Bidders must ensure that their Bid response is submitted as per the “APPLICANT’S EXPRESSION OF INTEREST RESPONSE–FORMAT” in Annex 1
This RESPONSE must be placed in a sealed envelope marked “EOI for consultancy for a cost recovery scheme for aeronautical services.”

5.5 Conflict of Interest:
Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform Procuring Entity, detailing the conflict in writing as an attachment to this Bid.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

5.6 Condition under which EOI is issued:
The EOI is not an offer and is issued with no commitment. The Seychelles Meteorological Authority reserves the right to withdraw the EOI and or vary any part thereof at any stage. The Procuring Entity further reserves the right to disqualify any bidder, should it be so necessary at any stage.

Timing and sequence of events resulting from this EOI shall ultimately be determined by Procuring Entity.

No oral conversations or agreements with any official, agent, or employee of Procuring Entity shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the Procuring Entity shall be superseded by the definitive agreement that results from this EOI process.

All communications between the Seychelles Meteorological Authority and the Bidder must be through email or written communication.

5.7 Last date of submission of EOI:
The last date of submission of EOI is 19th July 2019.

Bid Opening Date & Time is 19th July 2019 at 1500hrs. Bidding Terms (Conditions under which this EOI is issued).
Chief Executive Officer

Sub: Submission of Expression of Interest to ......

Dear Sir

In response to the Invitation for Expressions of Interest (EOI) published on 14th June 2019 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents:

1. A copy of the business registration documents
2. References
3. ICAO/WMO guidelines & procedures
4. Copy of the Seychelles Tax Identification Number (TIN)
5. Document to justify past experience
6. Curriculum Vitae (CV)

Having examined the details given in EOI Notice and EOI document for the above project:

a) I / We hereby certify that all the statements made and information provided and accompanying statements are true, complete, accurate and correct.

b) I/we acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the Procuring Entity might result in the rejection of our application or any other administrative sanction by the Procuring Entity.

c) The Procuring Entity may verify any statements which I made in this application.

d) I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.

e) I / We also agree that the Client (state name of Procuring Entity), their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.

Sincerely Yours,

Signature of the applicant
[Full name of applicant] .

Date: xxxxxxxxxxx