COMMISSION DE L'OCÉAN INDIEN

« BUILDING REGIONAL RESILIENCE THROUGH STRENGTHENED METEOROLOGICAL, HYDROLOGICAL AND CLIMATE SERVICES IN THE INDIAN OCEAN COMMISSION MEMBER COUNTRIES (HYDROMET)»

CONSULTANCY SERVICES

CALL FOR EXPRESSIONS OF INTEREST
N°COI/HYDROMET/AMI/2025/M18

PROVISION OF PREPARATION, REPORTING, MODERATION AND FACILITATION SERVICES

1. The Indian Ocean Commission (IOC) has received funding from the Agence Française de Développement (AFD), the European Commission (EU) and the Green Climate Fund (GCF) to cover the cost of the project « BUILDING REGIONAL RESILIENCE THROUGH STRENGTHENED METEOROLOGICAL, HYDROLOGICAL AND CLIMATE SERVICES IN THE INDIAN OCEAN COMMISSION MEMBER COUNTRIES» (HydroMET) », and intends to allocate part of the funding to payments relating to the Contract for which this call for expression of interest is issued. The HydroMET project is a regional project implemented in the Comoros, Madagascar, Mauritius and the Seychelles with headquarter at Mauritius.
2. This Request for Expressions of Interest is open to:

   ❑ Consulting firms ☒ Individual consultants

   ❑ NGOs ❑ Joint Venture between NGO(s) and consulting firm(s)
3. The Indian Ocean Commission invites Candidates to express their interest in providing the services described below.
4. The aim of the services is to **provide professional conferences, fora, workshops and other events preparation including gap analysis and strategy setting, moderation and facilitation services under individual service contract**. The services shall be carried out in close cooperation with the IOC/HYDROMET Project Management unit (PMU).
5. Under the overall supervision of the Regional Project Coordinator and in collaboration with the National Focal Point (NFP) and the nationals Project Coordinators (NPC), the individual consultant supports preparation, organization and reporting, moderation and facilitation of conferences, workshops, fora and other events of the IOC/HYDROMET program upon request.
6. The IOC applies gender equality in the recruitment process.
7. The Indian Ocean Commission (IOC), the Organization in charge of the management of the Project, invites Consultants, specialists in the required field, to present their candidature by sending to the IOC: **(i) a cover letter describing the candidate's interest, (ii) detailed CV (iii) copies of diplomas, and** (**iv) Declaration of Integrity, Eligibility and Environmental and Social Responsibility duly completed and signed**.
8. The IOC will draw up a shortlist no more than 6 Candidates, pre-selected base on the applications received, to whom it will send the Request for Proposals.
9. The eligibility criteria for AFD financing are specified in Article 1.3 of the "Directives pour la Passation des Marchés financés par l'AFD dans les Etats étrangers", available online on the AFD website.: http://www.afd.fr.
10. Candidates may submit only one application in their own name.
11. Interested Candidates must provide information demonstrating that they are qualified and experienced to perform the Services. In this regard, they must provide evidence that they have

references for recent and similar services and that they are in good standing with the tax authorities of their country.

12. Complete expressions of interest consisting of the files listed above must be submitted or sent by email to the address below no later than **Janvier 15, 2026**. Attachments must not exceed 10 MB. If not, please send a link for download.

Secrétariat général de la Commission de l'océan Indien (COI)
Service des Marchés et contrats
Blue Tower, 4ème étage, Rue de l'Institut, Ebène, Maurice
Tél : (230) 402 6100 - Fax : (230) 465 6798
E-mail : smc@coi-ioc.org ; gina.bonne@coi-ioc.org

13. The relevance of the Expressions of Interest will be examined regarding the following qualifications and skills:

Qualifications

- At least MSc degree in one of the following disciplines meteorology, hydrology, environmental or economic sciences. A PhD would be an advantage

Experiences

- At least 7 years of professional experience in the field of meteorology, hydrology , environmental or economic sciences and/or technology
- At least 5 years of experience attending and organizing technical meetings and events on weather or climate observations, data exchange, services and/or applications.
- Proven experience in planning, organizing, moderating, facilitating and reporting at workshops, conferences and other events on weather and climate services and their applications for sustainable development.
- Good knowledge of Climate Outlook Fora concept and implementation, the Global Framework for Climate Services in particular its User Interface Platform is essential
- Good organizational knowledge and experience of remote teamwork would be an advantage.
- Experience in communication with institutions in climate sensitive sectors and/or the public is an advantage.

Knowledge, skills and attitudes

- Effective interpersonal skills demonstrated through successful interaction with stakeholders of the climate information services and early warning communities.
- Discretion and diplomacy
- Perfect command of the English or French language (written and oral), good professional practice of at least one of these languages is required.
- Proven ability to meet deadlines and work under pressure
- Good writing skills and synthesis
- Good command of computers and office tools.

Appendix to The Request for Expressions of Interest
(To be sumitted with the application, signed and unaltered)

Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference of the bid or proposal : **N°COI/HYDROMET/AMI/2025/M18 PREPARATION, REPORTING, MODERATION AND FACILITATION SERVICES** _____ (the "**Contract**")

To: **COMMISSION DE L'OCÉAN INDIEN** _____(the "**Contracting Authority**")

1. We recognise and accept that *Agence Française de Développement* ("**AFD**") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.

2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

   2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

   2.2 Having been:

      a) convicted, within the past five years by a court decision, which has the force of *res judicata i*n the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);

      b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);

      c) convicted, within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

   2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

   2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

   2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6 Being subject to an exclusion decision of the World Bank and being listed on the website http://www.worldbank.org/debarr (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5 In the case of procurement of goods, works or plants:

a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;

b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.

4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

6. In the context of the procurement process and performance of the corresponding contract:

6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned

company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ _ In the capacity of: Individual consultant

Duly empowered to sign in the name and on behalf of[1]:_____

Signature: _____

Dated: _____

[1] In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.