

SERVICE CONTRACT NOTICE

Prescriber

Reference: TTT – F&P 3

Programme title: 81318760 – Tropical Timber Trade Facility

1. Contract specifications

Nature of the contract

Fixed-price contract for services.

Description of the contract

The main objective is to strengthen the presence and consumption of certified tropical timber in strategic markets by:

- Collectively representing the industry to public and private decision-makers;
- Promoting the environmental, technical, and social benefits of certified tropical timber as outlined in the 10 commitments of Fair&Precious;
- Providing lists of reliable suppliers in terms of ethics, traceability, quality, and delivery times (without direct commercial activity).

Maximum budget

Value including VAT: €30,000

2. Conditions for participation

To be eligible to participate in this tender, bidders must provide evidence, to the satisfaction of the contracting authority, that they meet the legal, technical and financial requirements and that they have the necessary resources to perform the contract effectively.

Number of bids

A natural or legal person may not submit more than one tender, regardless of the form of their participation (as an individual legal entity or as the leader or member of a consortium submitting a tender). If a natural or legal person submits more than one tender, all tenders in which that person participates will be rejected.

Grounds for exclusion

Tenderers appearing on the lists of persons, groups and entities subject to restrictive measures by the EU¹ and the United Nations at the time of the award decision may not be awarded the contract.

¹ Please note that the *Official Journal of the European Union* contains the official list of entities subject to restrictive measures and, in the event of a conflict, takes precedence over the list on the [EU Sanctions Map](#) website.



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INSTRUCTIONS TO TENDERERS

3. Timetable

	DATE	TIME
Deadline for submitting requests for clarification to the contracting authority	March 11 2026	5 p.m. (French time zone)
Deadline by which the contracting authority must respond to requests for clarification	March 16 2026	
Deadline for submission of tenders	March 23 2026	4 p.m. (French time zone)
Bid opening session	March 23 2026	4:15 p.m. (French time zone)
Notification of award to successful bidder	March 27 2026	–
Signing of the contract	April 6 2026	–

4. Selection and award criteria

Selection criteria

An economic operator (i.e. a candidate or tenderer) may, where appropriate and for a specific contract, rely on the capacities of other entities, regardless of the legal nature of the links between itself and those entities. If the economic operator relies on other entities, it must prove to the contracting authority that it will have the necessary resources to perform the contract by producing a document in which those entities undertake to make those resources available to it. These entities, for example the economic operator's parent company, must comply with the same eligibility rules as the economic operator, in particular that of nationality, and meet the selection criteria for which the economic operator is calling on them. In addition, information relating to these third-party entities with regard to the applicable selection criteria must be included in a separate document, and not in the tender form. Proof of their capacity must also be provided at the request of the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities when the latter will perform the tasks for which those capacities are required.

With regard to economic and financial criteria, the entities whose capacities are used by the economic operator shall be jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to tenderers. If a tender is submitted by a consortium, these selection criteria will apply to the consortium as a whole, unless otherwise specified. The selection criteria will not apply to natural persons and single-member companies when they participate as subcontractors.

The tenderer may not cite as a reference in relation to the selection criteria any previous experience that resulted in the termination of the contract and its cancellation by the contracting authority.

- 1) Administrative and regulatory capacity of the tenderer:** The tenderer has a status that legally allows it to provide international and services (e.g. consultant status, registration number, etc.) and demonstrates that it complies with the regulations of its country of operation (e.g. tax returns).

2) Professional and technical capacity of the bidder: The reference period to be taken into consideration corresponds to **the last three financial years preceding the submission deadline**.

- **Criterion 1:** The bidder has at least three relevant professional experiences in market analysis related to the timber sector and/or sustainability issues.
- **Criterion 2:** The bidder demonstrates its knowledge of Chinese timber market through relevant professional experiences
- **Criterion 3:** The bidder must not have any professional conflict of interest that could compromise the impartial and objective implementation of the assignment. This will be assessed based on the sworn declaration and supporting documents provided.

This means that the service contract to which the tenderer refers may have been performed at any time during the period indicated, but does not necessarily have to have been completed during that period or have been performed throughout the entire reference period. Tenderers may refer either to service contracts that were completed during the reference period (even if they started before that period) or to projects that were partially implemented but not yet completed during the reference period. Only the part that was completed during the reference period will be taken into consideration. The successful completion of this part must be supported by supporting documents (approval of the report or deliverables, proof of payment, declaration or certificate of successful completion from the entity that awarded the contract), with an indication of the corresponding amount. If the project was implemented by the tenderer as part of a consortium, the supporting documents (approval of the report or deliverables, proof of payment, declaration or certificate from the entity that awarded the contract) must clearly indicate the share (in percentage terms) that the tenderer completed, with an indication of the corresponding amount. If the project was implemented by the candidate as part of a consortium, the supporting documents (consortium agreement, bank transfers between consortium members) must clearly indicate the share that the candidate completed, giving a description of the nature of the services provided.

Award criteria

Best value for money.

5. Validity period

Tenderers shall remain bound by their tenders for a period of 90 days from the deadline for submission of tenders.

In exceptional cases and before the expiry of the initial period of validity of the tender, the contracting authority may request in writing that tenderers extend this period by 40 days.

The successful tenderer shall remain bound by their tender for an additional period of 60 days. The additional period shall be added to the period of validity of the tender, regardless of the date of notification.

6. Language of the tender

Tenders, correspondence and documents associated with tenders exchanged between the tenderer and the contracting authority must be written in the language of the procedure, namely English.

When the documents are written in an official language of the European Union other than English, a translation should be provided.

7. Submission of tenders

Bids must be submitted digitally to the following address: **offres@atibt.org**



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8. Contents of tenders

Bids must be submitted in two separate emails containing the following documents:

- One email entitled "technical bid" including:
 - o Submission form including the declaration of integrity, eligibility and environmental and social responsibility
 - o Technical proposal form
 - o Expert's CV (maximum 3 pages)
- An email entitled "financial bid" including:
 - o Financial proposal form

9. Additional information before the submission deadline

If the contracting authority, on its own initiative or in response to a request from a potential tenderer, provides additional information on the tender dossier, it must communicate this information in writing and simultaneously to all other potential tenderers.

Tenderers may send their questions in writing to the following email address no later than 8 days before the deadline for submission of tenders: offres@atib.org

Potential tenderers seeking to arrange individual meetings with the contracting authority during the tender period may be excluded from the tender procedure.

10. Modification or withdrawal of tenders

Tenderers may modify or withdraw their tenders by giving written notice before the deadline for submission of tenders. No tender may be modified after this deadline.

No tender may be withdrawn between the deadline for submission of tenders and the expiry of the period of validity of tenders.

11. Costs incurred in preparing tenders

The costs incurred by the tenderer in preparing and submitting the tender are not refundable. All such costs shall be borne by the tenderer.

12. Ownership of tenders

The contracting authority retains ownership of all tenders received in connection with this call for tenders. Consequently, tenderers may not request that their tender be returned to them.

13. Joint venture or consortium

Where the bidder is a joint venture or consortium of two or more persons, the bid must be a single bid for the purpose of forming a single contract. Each of these persons must sign the tender and is jointly and severally liable for the tender and any contract that may result from it. These persons must designate from among themselves a leader authorized to commit the joint venture or consortium. The composition of the joint venture or consortium may not be changed without the prior written consent of the contracting authority.

The bid may only be signed by the representative of the joint venture or consortium if he or she has been expressly authorized to do so in writing by the members of the joint venture or consortium, and the notarized document or private deed conferring this authority must be submitted to the contracting authority in accordance with these instructions to bidders. All signatures at the bottom of the mandate



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must be certified in accordance with the national laws and regulations of each of the parties forming the joint venture or consortium, as must the written power of attorney establishing that the signatories of the bid are authorized to make commitments on behalf of the members of the joint venture or consortium.

14. Opening of tenders

The purpose of the opening session is to verify that tenders have been submitted in accordance with the formal requirements of the tender.

Any attempt by a tenderer to influence the evaluation committee during the examination, clarification, evaluation and comparison of tenders, with the aim of obtaining information on the conduct of the procedure or influencing the contracting authority's decision on the award of the contract, will result in the immediate rejection of their tender.

The contracting authority shall retain all tenders received after the deadline for submission of tenders specified in the contract notice or in these instructions. The contracting authority cannot be held liable for any delay in the delivery of tenders. Tenders received after the deadline shall be rejected and will not be evaluated.

Once the contracting authority has opened the tenders, the documents become its property and are treated as confidential.

15. Evaluation of tenders

The evaluation procedure is entirely confidential, subject to the contracting authority's legislation on access to documents. The decisions of the evaluation committee are collegial and its deliberations are held in camera. The members of the evaluation committee are bound by secrecy. Evaluation reports and written minutes, in particular, are for internal use only and may not be disclosed to tenderers or any other party (other than the donor).

Examination of the administrative compliance of tenders

The purpose of this phase is to verify whether the tenders comply with the essential requirements of the tender dossier. A tender is compliant when it meets all the conditions, terms and specifications contained in the tender dossier, without deviating significantly from them or imposing substantial restrictions.

Substantial restrictions or deviations are those that affect the subject matter, quality or performance of the contract, differ significantly from the terms of the tender dossier, limit the rights of the contracting authority or the obligations of the tenderer under the contract, or distort competition in relation to tenderers who have submitted compliant tenders. Any decision to declare a tender administratively non-compliant must be duly justified in the evaluation report.

If a tender does not comply with the tender dossier, it shall be rejected immediately and may not subsequently be made compliant by corrections or by removing discrepancies or restrictions.

Technical evaluation

The quality of each technical bid will be evaluated in accordance with the award criteria and the corresponding weighting shown in the evaluation grid. No other award criteria will be used. The award criteria will be examined in accordance with the requirements set out in the terms of reference.

In the interests of transparency and equal treatment, and in order to facilitate the examination and evaluation of tenders, the evaluation committee may request clarification from each tenderer on their tender, including the breakdown of prices, within a reasonable time limit to be set by the evaluation



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committee. The request for clarification and the response must be in writing, but no change in the price or content of the tender may be requested, proposed or authorised, unless it is necessary to confirm the correction of arithmetic errors discovered during the evaluation of tenders.

No request for clarification may distort competition. Any decision to declare that a tender does not comply with the technical requirements must be duly justified in the evaluation report.

Financial evaluation

Once the technical evaluation has been completed, the envelopes containing the financial bids of those bids that have not been eliminated during the technical evaluation (i.e. those that have obtained an average score of 75 points or more) shall be opened. Bids that exceed the maximum budget allocated to the contract shall not be accepted and shall therefore not be evaluated.

Preliminary conclusions of the evaluation committee

The best value for money is determined by applying a weighting to technical quality and price according to a ratio of 80/20.

16. Notification of award

The contracting authority informs the successful tenderer and, at the same time, also informs the unsuccessful tenderers that their tenders have not been accepted.

Tenderers will be informed in writing of the outcome of this tender procedure by email.

Tenderers are informed that, in the event that the successful tenderer is unable to sign the contract, the contracting authority may review the award decision and award the contract to the tenderer whose tender was ranked second.

17. Signing of the contract

Within 7 days of receiving the signed contract, the other party must sign and date the contract before returning it.

If it is not possible to sign the contract as provided for in the award decision, or if the successful tenderer does not sign the contract as requested, the contracting authority reserves the right to review its decision and, where appropriate, award the contract to another tenderer or even cancel the procedure.

18. Ethics, values and code of conduct

Absence of conflicts of interest and conflicting professional interests

The tenderer must not have any conflicting professional interests, conflicts of interest or specific equivalent links with other tenderers or other parties to the project. Any undue influence or attempt to unduly influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders any attempt to obtain confidential information or to enter into illegal agreements with competitors will result in the rejection of their tender and may result in their exclusion from future award procedures and/or financial penalties in accordance with the Financial Regulation in force.

Respect for human rights and the values of the European Union, environmental legislation and fundamental labour standards

The tenderer must comply with environmental legislation and core labour standards: participants who are awarded the contract must comply with environmental legislation, including multilateral environmental agreements, and the applicable core labour standards defined in the relevant conventions of the International Labour Organisation (in particular the conventions on freedom of association and



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collective bargaining; the abolition of forced and compulsory labour; and the abolition of child labour).

The tenderer and its staff must commit to respecting the fundamental values of the EU and ensure that they uphold this commitment; the tenderer and its staff must respect the fundamental values of the EU, such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities. The tenderer and its staff must comply with the applicable data protection rules and environmental legislation. In particular, successful tenderers must also comply with multilateral environmental agreements and the applicable core labour standards set out in the relevant International Labour Organisation conventions (in particular the conventions on freedom of association and collective bargaining; the abolition of forced and compulsory labour; and the abolition of child labour).

The tenderer and its staff must respect EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

Zero tolerance for sexual exploitation, abuse and harassment

ATIBT applies a zero-tolerance policy with regard to all misconduct that affects the professional credibility of the tenderer.

Any form of physical violence or punishment, as well as threats of physical violence, sexual abuse and exploitation, harassment and verbal abuse, or any other form of intimidation are prohibited.

Anti-corruption

The tenderer must comply with all applicable laws, regulations and codes relating to the fight against corruption. **GIZ** reserves the right to suspend or cancel project funding if corrupt practices of any kind are discovered at any stage of the procurement process or during the execution of a contract and if the contracting authority does not take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" means offering any person an illicit payment, gift, gratuity or commission as an inducement or reward for performing or refraining from performing acts relating to the award of a contract or the execution of a contract already concluded with the contracting authority.

Extraordinary commercial expenses

Any tender shall be rejected or any contract cancelled if it transpires that the award of the contract or its performance has given rise to extraordinary commercial costs. Extraordinary commercial costs are commissions that are not mentioned in the main contract or that do not result from a contract entered into in due form with reference to the main contract, commissions that are not paid in exchange for a legitimate service actually rendered, commissions paid in a tax haven, commissions paid to a beneficiary who is not clearly identified or to a company that has all the characteristics of a shell company.

Contractors found to have paid extraordinary commercial fees on projects financed by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) may, depending on the seriousness of the facts established, be subject to termination of the contract or exclusion from future award procedures.

Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure if it transpires that the contract award procedure has been marred by a breach of obligations, irregularities or fraud. If a breach of obligations, irregularities or fraud are discovered after the contract has been awarded, the contracting authority may refrain from concluding the contract.

19. Cancellation of the tender

In the event of cancellation of a tender, tenderers shall be informed of this cancellation by the contracting authority.



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The contracting authority shall in no event be liable for damages of any kind, including, without limitation, compensation for loss of profit, in any way related to the cancellation of a tender, even if it has been informed of the possibility of such damage. The publication of a contract notice does not commit the contracting authority to implement the announced programme or project.

20. Appeals

Tenderers who consider themselves aggrieved by an error or irregularity in the award procedure may lodge a complaint at the tender email address.

21. Data protection

The processing of personal data related to this tender by the contracting authority is carried out in accordance with the national legislation of the contracting authority's country and in accordance with the provisions of the relevant financing agreement.



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TERMS OF REFERENCE (TOR)

Representative/Collective Prescriber (Advisor) for the Certified Tropical Timber Sector

1. Presentation of the TTT project

The Tropical Timber Trade Facility is a project funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ in partnership with COMIFAC and its member states.

Its main objective is to reduce illegal deforestation in the Congo Basin by promoting legal and sustainable trade in tropical timber and its derivatives. The project covers the supply chain from Central Africa, through China, to international markets.

In this context, the International Technical Association for Tropical Timber (ATIBT) is involved in several strategic aspects of the project:

- Support for national legality and traceability systems (SVL) to make supply chains more transparent and reliable.
- Supporting companies in obtaining certification and complying with environmental and social standards (FSC, PEFC, etc.).
- Capacity building for operators, in particular through training on legality verification, wood species identification and the promotion of so-called "lesser-known" species.
- Promoting sustainable tropical timber on international markets, in collaboration with professional associations in Africa, Europe and Asia.

In particular, ATIBT is particularly committed to revitalising the Fair&Precious initiative, a collective brand promoted by the association and its members. This initiative aims to promote certified tropical timber and raise public awareness of its many environmental, economic and social benefits. Fair&Precious is based on ten fundamental commitments that embody the ethical, social and environmental values of the sector.

2. Context and justification



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Stakeholders in the certified "sustainably managed" tropical timber sector (FSC and PEFC-PAFC) are investing heavily to offer a material that meets the highest environmental and social standards, with traceability from the forest to the end of customer.

However, poor practices by unscrupulous operators and campaigns denigrating forestry operations remain major obstacles. Market trends can change rapidly under the influence of key opinion leaders and decision-makers.

To strengthen the visibility and uptake of certified tropical timber, this study proposes the development of a **prescriber strategy** within the framework of the promotion activities led by the ATIBT through its Fair&Precious brand. The Fair&Precious collective promotes sustainable forest management through its 10 commitments and seeks to reinforce confidence in the sector while countering persistent misconceptions.

In this context, a *prescriber* should not be understood as a sales representative. The concept refers to a function that influences purchasing decisions without engaging in direct commercial negotiation. In the construction sector, prescribers guide material choices, inform technical specifications, and shape project requirements. Their added value lies in credibility, technical expertise, and neutrality rather than in sales performance.

As a strategic step for implementation, the study should also analyse existing national timber promotion programs in the targeted countries. Many of these initiatives already advocate for wood construction in general. Identifying opportunities to connect with these programs and to integrate certified tropical timber from sustainably managed sources into their communication frameworks (e.g., for decking or external cladding applications) represents a key lever for operational deployment of the prescriber strategy.

3. Mission objectives

The main objective is to **strengthen the presence and consumption of certified tropical timber** in strategic markets by:

- Collectively representing the industry to public and private decision-makers;
- Promoting the environmental, technical and social benefits of certified tropical timber as illustrated in the 10 Fair&Precious commitments;



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- Providing lists of suppliers selected based on the following criteria: ethics, traceability, quality and delivery times (without direct commercial activity).

4. Expected results and main activities

Result 1: Market intelligence and strategic knowledge on certified tropical timber consolidated (France, Benelux, Germany)

Activities:

- Analyse demand for certified tropical timber by **main end-use segments**: structural construction, interior joinery and design, furniture, outdoor applications and specialised uses.
- Assess market size, recent trends and medium-term outlook of tropical wood, including consumption volumes, species, price ranges and market shares compared to alternative materials.
- Analyse regulatory, normative and public procurement frameworks affecting market access and material choices.
- Assess environmental perceptions, sustainability expectations, and key barriers to adoption among market actors.
- Characterise the certified tropical timber offer by identifying available and emerging species and their main technical and functional characteristics.
- Identify substitution opportunities and positioning vis-à-vis competing materials.

Deliverables:

- Consolidated market intelligence report by country and by end use.
- Comparative synthesis notes across the three markets.
- Summary tables on market trends, regulatory constraints, and positioning opportunities.

Result 2: A structured ecosystem of market actors identified, qualified and mobilised.

Expected activities:

- Identify, map and analyse key stakeholders across the value chain:
 - Specifiers and influencers (architects, engineers, designers, quantity surveyors).
 - Buyers and contractors (public authorities, developers, construction companies, major corporate purchasers).
 - Distribution and trade actors (DIY groups, professional distributors, importers,

- wholesalers).
- Media, specialised press and opinion leaders.
- Analyse roles, decision-making power, influence and prescriptive capacity.
- Build and maintain a structured and qualified database:
 - Organisational and individual contact details
 - Activity profiles (sector, size, geographical scope, project types)
 - Needs, interests, selection criteria, constraints and certification awareness
 - Monitoring interactions and engagement levels.
- Prioritise actors according to strategic relevance and market potential.

Deliverables:

- Stakeholder mapping and influence analysis by country.
- CRM database containing at least **500 qualified contacts** across the five markets.

Result 3: A structured and evidence-based prescriptive strategy defined to support market uptake.

Expected activities:

- Analyse the results of market intelligence and stakeholder mapping to identify priority segments, uses and actor categories.
- Define strategic objectives for market positioning of certified tropical timber in each target country.
- Identify priority prescribers, buyers, and distribution channels to be targeted in subsequent implementation phases.
- Define key value propositions and technical arguments tailored to different actor profiles and use cases.
- Identify appropriate communication channels, professional events, and institutional forums relevant to each target market.
- Assess existing national timber construction promotion programs as strategic entry points, identifying opportunities to integrate certified tropical timber into ongoing campaigns and partnerships.

Deliverables:

- Prescriptive and market positioning strategy document.
- Prioritisation matrix (markets, uses, actor categories).
- Indicative action and monitoring framework for the implementation phase.

5. Scope of action

4.1 Geographical markets

French market as a priority with a subsequent extension to other European markets (Belgium, Netherlands, Luxembourg (together called Benelux), Germany)

4.2 Priority targets

The priority targets are:

- Major public contractors (central government, local authorities);
- Specifiers (architectural firms, specialized media);
- Major DIY chains and building materials retailers (B2B and B2C);
- Design offices and purchasing managers of major construction companies and property developers;
- Major material consumers (infrastructure, transport, logistics).

6. Available tools

The prescriber can rely on existing tools or those already developed by ATIBT and its members:

- French Construction Federation (CNDB) database.
- The **Fair&Precious** marketing programme and its communication tools (brochure, website);
- The [user guide to Eco-certified African timber](#);
- The **guide to "Performance and functional requirements of African tropical timber structures"**.
- **Environmental data sheets** detailing life cycle analyses;
- The **Timber Market Survey (Thémis)** portal (due diligence and regulatory compliance)

Additional resources could also be used such as publications by ITTO.

7. Duration and terms of the assignment

The assignment is expected to last 6 months from March 2026. The indicative number of days for the assignment is estimated at a minimum of 10 days per month, or 60 days in total.

The assignment can be carried out remotely. Travel to the ATIBT headquarters in Nogent-sur-Marne is expected. The proposed methodology should include an action plan covering key events and visits to targeted stakeholders within the scope of the contract.

8. Maximum amount of remuneration

The maximum amount of the service is set at

€5,000 (excluding VAT) per month, or €30,000 for the entire duration of the service.

Any travel undertaken during the assignment will be covered by ATIBT. ATIBT has a dedicated envelope of 10 000€ to cover the travels of the prescriber.



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9. Supervision

The person will work under the supervision of the ATIBT team, in particular the TTT Project lead, Solène Gasnier-Defaux, the Marketing and Communications Manager, Nathalie Bouville, and the Managing Director, Benoît Jobbé-Duval.

10. Required profile

The position requires a person who has:

- Demonstrated access to a broad and active professional network within the timber, construction and architectural sectors in the target countries.
- Existing relationships with key categories of actors such as architects, engineering firms, public contracting authorities, distributors, or professional organizations.
- Proven experience in market research, strategic analysis and implementation of marketing activities related to timber products with special focus on construction materials. Marketing experience of other certified/sustainable commodities is an asset.
- Demonstrated knowledge of European timber and construction markets, including regulatory frameworks, public procurement rules and technical standards in France, Benelux and/or Germany.
- Solid experience in analyzing and structuring complex stakeholder ecosystems involving specifiers, buyers, distributors, and institutional actors.
- Proven capacity to design prescriptive or market uptake strategies, including segmentation, positioning, and value proposition development.
- Good understanding of certification schemes (FSC, PEFC or equivalent) and sustainability-driven market requirements
- Excellent written English; knowledge of French, Dutch or German is an asset.