



**Terms of Reference (ToRs)**

**Fostering Mexico’s infrastructure agenda  
Mexico Prosperity Fund Programme 2018-2019**

**Contents**

SUMMARY OF REQUIREMENT ..... 2

INTRODUCTION ..... 2

OBJECTIVE ..... 2

OUTPUTS / DELIVERABLES ..... 3

EXPECTED TASKS ..... 3

KEY DATES ..... 4

REPORTING STRUCTURE, LOGISTICS AND OTHER ARRANGEMENTS ..... 4

MONITORING, REPORTING, EVALUATION AND LEARNING (MREL) ..... 5

SKILLS AND COMPETENCES ..... 5

BUDGET ..... 6

## SUMMARY OF REQUIREMENT

1. The **Foreign and Commonwealth Office (the Authority)**), represented by the British Embassy in Mexico City, wishes to implement a Cross Whitehall Prosperity Fund activity in Mexico entitled “Future Cities”. The Service Supplier will deliver **a clear, robust and evidenced based cost/benefit analysis for a medium speed train (150km/hr) connection between Mexico City and the City of Queretaro that uses existing infrastructure in which Kansas City Southern Mexico (KCSM) and Ferrocarriles Suburbanos have concessions**. We expect that the delivery of the analysis will foster Mexico’s infrastructure agenda.

## INTRODUCTION

2. The Prosperity Fund was announced in the 2015 Strategic Defence and Security Review, and represents a key component of the prosperity pillar of the UK Aid Strategy. Its primary purpose is to promote the economic reform and development needed for growth in partner countries. It will contribute towards meeting the new Sustainable Development Goals. The Fund’s secondary objective is to open up opportunities for which business, including UK businesses, can compete. The UK government is looking to identify and support programmes that meet both the Fund’s primary and secondary objectives.
3. The proposed purpose of the Future Cities programme focuses on reducing poverty in Mexico by promoting welfare, social and economic development and investment. The programme interventions aim to improve the conditions and investment (public, private, domestic and international) in key sectors of Mexico’s urban environment in order to promote sustainable and inclusive growth and development. . The programme specifically looks at helping Mexico in developing the skills and capacity in the workforce to meet the international demand of the infrastructure, mobility, and digitalisation sectors. With UK’s sectoral best practice, our main objective is to support Mexico’s economic growth through the development of efficient and sustainable cities.

## OBJECTIVE

4. The Foreign and Commonwealth Office (the Authority), represented by the British Embassy in Mexico City wishes to implement transition Cross Whitehall Prosperity Fund activity (FY 18-19) in Mexico entitled “Future Cities”. The FCO as a Contracting Body seeks to award a Contract through the Prosperity Fund to a Service Supplier. As part of the ITT Process, this ToR has been developed to seek responses to the Authority’s requirements.
5. The Service Supplier will need to **deliver a clear, robust and evidence based cost/benefit analysis for a medium speed train (150km/hr) connection between Mexico City and the City of Queretaro that uses existing infrastructure in which**

## ATT 2 – TERMS OF REFERENCE

**Kansas City Southern Mexico (KCSM) and Ferrocarriles Suburbanos have concessions.** We expect that the delivery of the analysis will foster Mexico's sustainable infrastructure and transport agenda.

6. The Service Supplier must focus its interventions on the development and facilitation of improvements within the infrastructure sector in Mexico. The Service Supplier must collaborate with the Authority and the Government of Mexico to identify and reach agreement on interventions that will have the greatest potential impact on growth. In developing an implementation approach for this deliverable, the Service Supplier must include The Regulatory Railway Authority at the Ministry of Communications and Transport to conduct the final analysis on information previously gathered by this authority and comply with the legal requirements for this type of railway projects.
7. The Service Supplier will be expected to engage with other Whitehall departments, such as Treasury (HMT) and the Infrastructure and Projects Authority (IPA) in particular, as well as devolved administrations, where applicable, in Scotland, Wales and Northern Ireland, to determine complementarities to existing policies and initiatives. The Service Supplier will be expected to complement and align with past, existing and future FCO programmes in Mexico.

## OUTPUTS / DELIVERABLES

8. There is one specific output for this programme:
  - a) **One report consisting of a cost/benefit analysis complying with Mexican Treasury guidelines for investment projects that focuses on a medium speed train (150km/hr) connection between Mexico City and the City of Queretaro using existing infrastructure in which Kansas City Southern Mexico (KCSM) and Ferrocarriles Suburbanos have concessions.**
9. All written reports shall be delivered in both English and Spanish.

## EXPECTED TASKS

10. The Service Supplier is expected to carry out the following tasks in the course of the work:

### Tasks for Output 1:

1.1 Strategic scoping and identification of existing research and official documents related to this specific route, including but not limited to the previous study done by the Mexican Institute for Transport (IMT).

1.2 Identify UK best practices applicable to this type of analysis including but not limited to those used by the IPA (5 case model and project initiation route map).

## ATT 2 – TERMS OF REFERENCE

1.3 Gather a list of UK companies that could participate at any stage of development of this project. Develop the cost/benefit analysis that takes into consideration that Kansas City Southern Mexico (KCSM) and Ferrocarriles Suburbanos have concessions on the existing railway infrastructure for freight transportation.

1.4 Develop an easy to communicate one-pager on the result of the project (in English and Spanish)

### KEY DATES

<u>Output 1: One report</u> consisting of a cost/benefit analysis complying with Mexican Treasury guidelines for investment projects that focuses on a medium speed train (150km/hr) connection between Mexico City and the City of Queretaro using existing infrastructure in which Kansas City Southern Mexico (KCSM) has a concession.	Kick-off sessions with PF team and beneficiaries	<b>w/c 3<sup>rd</sup> September</b>
	Final Draft report to be delivered to PF Team	<b>w/c 26<sup>th</sup> November 2018*</b>
	Delivery of Final Report and presentation of results to PF Team and beneficiaries	<b>December, 2018*</b>
*Subject to previous agreement between the Authority and the Service Supplier, dates for delivering the output might change.		

11. The Contract will be starting as soon as possible in accordance with the procurement timeline and it is envisioned to terminate once the project has been completed within 15 weeks of commencement date.

12. The Service Supplier is expected to engage with the new administration to encourage sustainability of the project.

### REPORTING STRUCTURE, LOGISTICS AND OTHER ARRANGEMENTS

13. The Service Supplier will report to the Authority's Programme Team. The Service Supplier will also appoint a member of staff to liaise with the Authority's Programme Team for Mexico on contract management issues.

14. In terms of logistics, the Service Supplier will work independently in setting up the meetings with key stakeholders, arranging transport, agenda, programmes, etc. Where appropriate, the Authority's Programme Team may assist in accessing government agencies or other key senior stakeholders if this should prove necessary. The Authority reserves the right to attend all meetings and events relevant to this project, subject to the Authority's staff availability. The Service Supplier must therefore inform the Authority of all events and meetings relevant to this project in a timely manner.

## MONITORING, REPORTING, EVALUATION AND LEARNING (MREL)

15. The Authority will require successful suppliers to engage constructively with contractor(s) appointed to deliver the Cross Whitehall Prosperity Fund Monitoring, Reporting, Evaluation and Learning (MREL) contract to ensure data flows and evaluations are captured effectively.
16. The Service Supplier shall provide a monthly monitoring report and a financial report starting from **October 2018**.
17. When the service has been completed the Service Supplier shall prepare and send a final report (the “Project Completion Report”) to the Authority within the period that the Authority requests.

## SKILLS AND COMPETENCES

18. The research expert(s) will have to demonstrate knowledge or capability in:
  - i. The ability to provide timely access to high quality, cost-effective professional and technical advisory and management services. Particular attention will be given to the ability of organisations to mobilise high quality, cost effective personnel relatively rapidly in response, and flex inputs to tailor delivery to multiple and often complex environments.
  - ii. The ability to provide access to high quality, politically-aware, cost-effective professional assessment, project and high value overseas programme design skills including management, delivery and monitoring and evaluation expertise. Particular attention will be given to how individuals will be managed as teams e.g. including where various sector or thematic interests need to be incorporated into a single programme;
  - iii. Ability to demonstrate strong management and reporting skills, high levels of customer engagement, responsiveness, accountability, service delivery and delivery of value for money, as well as effective mechanisms for all aspects of management (including both international and local staff) including dealing with poor performance.
  - iv. Demonstrated ability to provide operational support services overseas including local procurement of accommodation, material and services; experience of recruiting and managing local staff (including interpreters) and ensuring that they, and any related equipment is safely operated, maintained and accounted for;
  - v. and the ability to demonstrate appropriate cultural awareness, sensitivity and a partnership approach, adapting concepts and materials to local needs and audiences. There is also a need to provide demonstrable experience of political stakeholder engagement, management and influence.
  - vi. Ability to work in English and Spanish.

19. Tenders Package

## ATT 2 – TERMS OF REFERENCE

Tenders should include:

- a) A cover letter introducing the evaluators/organisation and how the skills and competencies described above are met, with concrete examples.
- b) A 4 page outline of the proposed review process including:
  - i. Proposed outline methodology
  - ii. Management arrangements
- c) A one-page budget covering all major costs (See ATT5 Schedule of Prices and Rates):
  - i. Researcher fees.
  - ii. Reimbursable costs envisaged
- d) A 1-page CV for each team member
- e) One example of a previous research report

### 20. Assessment

Evaluation Criteria for selection will be based on quality, technical and commercial supports as follow:

- a) *Methodology and Project Management*
- b) *Expertise*
- c) *Risk Management*
- d) *Project team / Resource Plan*
- e) *Value for money*
  - i. Cost competitiveness in achieving the volume and quality of activities and outputs that will deliver the best results and outcomes anticipated, including activity costs and administrative fees. The successful bidder undertakes to make all reasonable efforts to ensure that all goods and Services purchased in support of this Contract are purchased at the best possible market price, in line with the Authority's requirements.

For detailed information in this section see Attachment 3 Information Required from Tenderes Evaluation Criteria

## BUDGET

21. The maximum budget for the service, covered under these Terms of Reference, will be no more than **£24,900.00**
22. The Service Supplier will propose the overall budget for this work which must be inclusive of all applicable taxes, overheads and travel costs for any field visits. The Service Supplier is expected to show VfM and not reach the budget ceiling if costs can be lower. **Payments will be made in arrears upon receipt of the final product, after any updates have been incorporated and signed-off by the Authority .**