



REQUEST FOR THE SUBMISSION OF PROPOSALS FOR THE PROVISION OF TRAINING SERVICES TO THE HELLENIC REPUBLIC ASSET DEVELOPMENT FUND SA (“HRADF”) ON DEVELOPING AND IMPLEMENTING AN ESG/ SUSTAINABILITY STRATEGY

Athens, October 2, 2019

1. Introduction

1.1. Pursuant to:

- i. the provisions of the single article of Law 3985/2011 “Medium Term Fiscal Strategy 2012- 2015” (Government Gazette A’/151/2011), which approved the Medium-Term Fiscal Strategy 2012-2015 and the “Privatization Program 2011-2015” (Chapter B’, Part II “Privatizations”),
- ii. the provisions of Law 3986/2011 on “Emergency Implementation Measures for the Medium-Term Fiscal Strategy Framework 2012-2015” (Government Gazette A’/151/2011), by virtue of which the Société Anonyme Hellenic Republic Asset Development Fund SA (“HRADF” or “Fund”) was incorporated, being entrusted with the development (incl. sale or other transactions) of the assets of the Hellenic Republic as well as the assets of public law legal entities (bodies) or public companies, the share capital of which is fully owned, directly or indirectly, by the Hellenic Republic or public law legal entities.
- iii. the provisions of the HRADF’s updated Asset Development Plan (ADP), as approved by the HRADF’s BoD and endorsed by means of a relevant decision by the Government’s Council for Economic Affairs and Policy on the 15th of February 2019,

and given its’ ongoing privatization processes, the HRADF is provided with the opportunity to implement strategic decisions with long term impacts. Except from the economic potential and fiscal advantages of privatizations to the benefit of the Greek Economy, under the right conditions it can also yield environmental benefits and contribute to sustainable development. Thus, the integration of ESG/Sustainability considerations into the privatization process, based on a credible ESG rating system, is of high importance and priority as it would enhance transparency, help attract responsible investors and eventually lead to more sustainable outcomes.

1.2. Within the said framework, HRADF is initiating a tender (the “Tender”), seeking to address ESG/Sustainability considerations or issues when deploying its ADP and developing a relevant policy and strategy for its portfolio assets, which can be divided into the following general categories:

- corporate assets (e.g. financial and non-financial PSHs, such as DEPA SA, Hellenic Petroleum);
- land development (e.g. undeveloped lands and real estate properties);
- Infrastructure (e.g. 10 Port authorities in the form of companies, Athens International Airport).

1.3. In particular, the HRADF is seeking to appoint a leading, specialized consulting firm in ESG investments and Sustainability in order to provide and organize a training workshop on developing and implementing an ESG/Sustainability Strategy.



2. Scope of Work

The assignment shall include *inter alia* the following:

- 2.1. A tailor-made internal training on ESG/Sustainability issues with respect to HRADF's mandate and portfolio assets, trying to highlight the positive ESG aspects – KPIs of the projects
- 2.2. The conduct and presentation of a high-level bench marking research and analysis of similar organizations' ESG/Sustainability Strategies, with reference to relevant projects from other countries
- 2.3. Presentation of the most important Standards and ESG Ratings accompanied with proposals for ESG & Sustainability international initiatives potentially relevant to HRADF mission, thus providing joining and/or endorsing opportunities
- 2.4. Basic steps and processes for an ESG Policy – Strategy tailor-made to the needs of HRADF, based on its portfolio, investments and projects, complemented by:
 - Best international practices
 - Presentation of case studies
 - Alignment with the SDGs 2030
- 2.5. Introduction to the topic of ESG investments and sustainable finance (ESG Market Facts, Relevant legal EU Framework; e.g. EC taxonomy, EU Green Bond Standard, EU climate benchmarks and benchmarks' ESG disclosures)
- 2.6. Short special lectures from expert(-s) in the field of Sustainable Financing (e.g. Green Bonds Market)
- 2.7. A proposal for the organizational and hosting aspects of the training, providing venue and catering specifications.

3. Budget, timeline and implementation of the training workshop

- 3.1. The training material and confirmation of the speakers/trainers shall be completed in two (2) months, following the closing date of the tender and the seminar shall be conducted by the end of January 2020.
- 3.2. It will be a one-day training workshop and it shall take place on a predefined Saturday.
- 3.3. Participants: Approximately forty (40) participants will attend the training workshop.
- 3.4. The overall budget for the provision of the tendered assignment, described under 1.2-2.7 above, shall not exceed ten thousand Euros (€ 10.000).

4. Qualification and Criteria

The Interested Parties should be able to demonstrate their standing and professional experience in relation to the tendered assignment. In particular, the candidates should be able to demonstrate:

- 4.1. **Track Record & Experience:** Proof of relevant track record and experience in the provision of consulting in ESG investments and Sustainability and in training services on developing and implementing an ESG/Sustainability Strategy in particular. The respective dossier of the Proposal should obligatorily include a catalogue of relevant projects in which the interested parties have



participated. **(Dossier A)**.

- 4.2. Project Team:** Proposed team composition (and its proposed structure) including relevant experience of the leader and senior members of the team. Expressions of Interest should include CVs of all members of the engagement team. Moreover, a list of all relevant projects proving experience of those individual members should be submitted and included in the Proposal. **(Dossier B)**.
- 4.3. Methodological Approach:** Interested parties should submit a description of the proposed approach to the assignment as described under 1.2-2.7 above, identification of critical issues, methodologies to be applied as well as its deliverables including an indicative timetable. **(Dossier C)**.
- 4.4. Budget:** The Dossier should include a detailed budget analysis and structure for the fees quoting. The respective proposal shall include any and all expenses for the completion of the assignment. **(Dossier D)**.
- 4.5.** The Interested parties and each member of their proposed team must declare in writing that they do not have a conflict of interest at the time of the Submission of their Proposal. Such a declaration confirming the absence of any conflict of interest shall be in effect throughout the term of the engagement of the Successful Candidate with HRADF.
- 4.6.** Natural persons being involved in the tender must also declare in writing acknowledgment on the processing of their personal data submitted in the context of this RfP (as per par. 6.6 below) according to Annex 1 attached hereto and consisting an essential part hereof. The legal entities submitting proposals in the context of this RfP shall ensure the existence of legal basis (i.e. consent/ contractual obligation, etc.) for the transfer/disclosure of personal data included in their proposals in accordance to the national and European data protection legislation.
- 4.7.** The Interested Parties must meet all the qualifications as described above under 4.1 -4.6. Candidates who fail to submit their Proposals fully compliant to the qualifications required under 4.1 - 4.6 of this RfP, shall be disqualified from the Tender.
- 4.8.** The Successful Candidate must observe and abide by the rules provided for in art. 7 of the Law 3049/2002 and particularly their professional code of conduct and relevant confidentiality rules even after the conclusion of their engagement.

5. Selection Process

- 5.1.** The assignment will be awarded in accordance with the provisions of the Law 3986/2011 and article 2.3 of the Procurement Regulation of HRADF (Min. Finance Decision 2/16128/0025/2014, Governmental Gazette B' 476/26.02.2014), as in force.
- 5.2.** The Proposals submitted by the Candidates are assessed and evaluated in accordance with the table under 5.3 below. The tender will be awarded at the Candidate with the highest score.



5.3. The Candidates will be evaluated on the basis of the following criteria and their respective weighting:

Criterion	Weighting
Track Record & Experience - DOSSIER A	30%
Project Team - DOSSIER B	15%
Methodological Approach - DOSSIER C	25%
Budget- DOSSIER D	30%

5.4. HRADF may request additional documents and/or clarifications and/or information from the Candidates in connection with any issue related to their Proposal, if deemed necessary.

5.5. The Proposal, cumulatively consisting of DOSSIERS A, B, C and D, the declarations (a) consenting to the processing of natural persons' personal data submitted in the context of this RfP and (b) confirming the absence of any conflict of interest and any other supporting documentation which proves the required experience and expertise of the Interested Parties as well as of the individual members of their proposed team, are permissibly submitted:

- i. either electronically, by e-mail at the e-mail address: tender@hraf.gr (for the attention of Mrs. Voula Chronopoulou), marked "REQUEST FOR PROPOSALS FOR THE PROVISION OF TRAINING SERVICES TO HRADF ON DEVELOPING AND IMPLEMENTING AN ESG/SUSTAINABILITY STRATEGY" (Please note that the maximum size of the e-mail should not exceed 8MB, the attached files should not be compressed (.zip) and their names should not exceed 20 characters).
- ii. or by uploading the files to a secure electronic file to be created by the Fund, upon request by the Candidate and notification of the correspondent's e-mail address to: tender@hraf.gr up to 48 hours prior to the deadline for the submission of proposals, in order for the latter to be sent the instructions and passwords for uploading the tender material (maximum overall file size 15GB).

5.6. DOSSIER D must be password protected; if not, the Candidate shall be automatically disqualified. Following the assessment of DOSSIERS A, B, C and D and provided that the declarations confirming the absence of any conflict of interest are included, only the Interested Parties which comply with the requirements under para. 4.6 (regarding DOSSIERS A, B, C and D) will be invited via e-mail to send the password for DOSSIER D. The Candidates who fail to comply with the above requirements will be notified accordingly. Following the assessment of DOSSIER D, the Candidates (invited to send the password for DOSSIER D) will be notified about the outcome of the process.

5.7. The Expressions of Interest are to be submitted no later than October 12, 2019, 16:00, Athens time. Expressions of Interest submitted after the aforementioned deadline shall be deemed inadmissible and thus immediately rejected. In the case of a late receipt, the Proposal shall not be evaluated.

5.8. HRADF reserves the right to ask from the Candidate with the highest score to improve its financial offer, prior to the final award of the assignment.



5.9. The award is subject to the conclusion of a written contract.

6. Terms and Conditions

- 6.1. The Expressions of Interest to be submitted and this RfP are governed by and construed in accordance with the laws of the Hellenic Republic, taking also into consideration the prevailing market's levels, the practice of HRADF and its internal policy, including terms and conditions customary in the circumstances.
- 6.2. HRADF or any of its advisors or agents or employees or officers are not to be held responsible or liable in respect of any error or misstatement/misrepresentation in, or omission from, this RfP. No person acquires against HRADF and its officers, agents, employees and officers, or the HCAP or the Advisors any right or claim for compensation, or indemnification, or other, for any reason or cause related to this RfP and/or the Proposal and/or the participation in the Tender. No representation, warranty or undertaking, expressed or implied, is, or will be made, in relation to the accuracy, adequacy or completeness of this RfP and the Tender Process in general.
- 6.3. HRADF reserves the right, at the fullest extent possible and at its exclusive discretion, to cancel, suspend, amend or postpone this procedure, without any prior notice or update, as well as to terminate any negotiations or discussions at any stage of the process, without incurring any liability whatsoever as against any participant and/or any third party.
- 6.4. The Fund reserves the right, according to the Regulation, to extend and/or amend the engagement with the Successful Candidate in order to include complementary services which may be required and cannot be identified today, but which shall prove to be inseparable from the original engagement without causing a major issue, or which may be absolutely necessary for the completion of the provision of service.
- 6.5. Any dispute arising under, or out of, or in connection with the present RfP including the Expressions of Interest submitted shall be subject to the exclusive jurisdiction of the Courts of Athens, Greece.

7. Confidentiality – Personal Data

- 7.1. The Fund shall treat all information submitted by the candidates during the Tender Process as strictly confidential. All information shall be used strictly for the purposes of the proposals' evaluation and the Fund shall endeavor to take all necessary measures to ensure their confidentiality.
- 7.2. Moreover, the collection and processing of any personal data included in the submitted proposals shall aim to the evaluation and selection of the candidates, in accordance with the provisions of the applicable national and European legislation on data protection, especially, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) as well as with the Greek Law 4624/2019.



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- 7.3. All candidates shall comply with the existing national and European legal and regulatory framework with respect to the protection of personal data and shall take all necessary technical and organizational measures to ensure that the requirements of the General Data Protection Regulation are met.



ANNEX 1

NOTICE ON PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH GENERAL DATA PROTECTION REGULATION (EU) 679/2016,

Capitalised terms herein shall have the meaning attributed to them in the RfP.

I. Information

The Hellenic Republic Asset Development Fund (“The Fund”), which is based in Athens, 1 Kolokotroni and Stadiou Str, 105 62, Phone: +30 210 3274400, e-mail: info@hraf.gr, in its role as Data Controller, informs the natural person that the Fund itself (or HCAP, public entities and judicial authorities within their competence) will process the following data in the process of evaluation of proposals for the provision of training services to the Fund on developing and implementing an ESG/ Sustainability Strategy:

A. Type and source of data

The personal data included in the present Request for Proposals (the “RfP”), indicatively as per Qualification & Criteria in paragraph 4 of the RfP, which is submitted to the Fund in the context of this tender process by a natural person and shall include, indicatively: all information provided in the CVs of the members of the proposed Project Team, declarations of conflict of interest.

B. Purpose of Processing- Legal Basis of Processing

Processing purpose is the evaluation of the Proposals, the implementation of the Tender Process, as well as of the Engagement Letter, and their monitoring, the safeguarding of the Fund’s rights and the security and protection of transactions in general, the prevention of fraud against the Fund, as well as informing Interested Parties with regard to the evaluation of their submitted Proposals as per paragraph 5.6 of the RfP. The legal basis of processing in all cases above is the Fund’s legitimate interest. Moreover, the Fund may process the aforementioned personal data for the fulfilment of its legal obligations.

C. Recipients of Data

The recipients of the above (under para. A) data with whom data may be shared are the following: Hellenic Corporation of Assets and Participations S.A., public entities and judicial authorities within their competence.

II. Retention period

The data under par. A may be retained for a period starting from the date of their receipt and lasting: (a) for 5 years in case no Engagement Letter is concluded or (b) for 20 years after the termination of the Engagement Letter, in case an Engagement Letter is signed. After the expiration of the above periods the personal data will be destroyed.

III. Rights enforcement



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Pursuant to the Data Protection Legislation, natural persons, whether candidates or their legal representatives, have the following rights regarding the processing of their personal data: (a) access and information, (b) correction, (c) deletion, (d) limitation of processing, (f) opposition to the processing of their personal data, including opposition to automated decision making and profiling, and (g) data portability. The Fund shall take every possible measure to satisfy data subject's requests within a reasonable time and not later than one (1) month at most, which may be extended by 2 more months at most if the request is complex or there is a large number of requests, informing the data subject of such delay within one (1) month from receipt of the request. The Fund has the right to deny the request for erasure of any natural person's data, if their retention is necessary for compliance with a legal obligation, for the performance of a task carried out in the public interest, for archiving purposes in the public interest, or for the establishment, exercise or defence of legal claims or third-party claims. For the enforcement of said rights the Candidate can address the Fund in writing (e-mail: dpo@hraf.gr).

The enforcement of said rights does not relieve candidates from their obligations deriving from their participation in the tender process.

IV. Obligations of the Fund

The Fund has the obligation to take every reasonable technical and organisational measures to ensure the confidentiality and the security of personal data processing and the protection of said data from accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure of, or access to, personal data by anyone, as well as from any other form of unlawful processing. Capitalized terms herein shall have the meaning attributed to them in the RfP.

V. Acknowledgement

I hereby declare that I have been informed on the processing of my personal data as described in the Privacy Notice above.

(Place)(Date)

(Full name)

(Signature)