

# FORMAT FOR EOI

## Appendix A—Expression of Interest

### Consulting Firms: Non CQS Selection Methods

#### Basic Information

|  |  |
|--|--|
| Request for Expressions of Interest Issuer |  |
| Project Number                             |  |
| Project Name                               |  |
| Project Country                            |  |

#### Consulting Firm Information

|   |                           |
|---|---------------------------|
| Coordination Group Registration (CGR) Number: | Country of Incorporation: |
| Consultant Name:                              | Acronym:                  |

#### Associations (Joint Venture or Sub-consultancy)

| CGR Number | Consultant | Acronym | Country | Joint Venture | EOI Submission Authorized By | Position |
|------------|------------|---------|---------|---------------|------------------------------|----------|
|            |            |         |         |               |                              |          |

Present the rationale for and benefits of working in association with others rather than undertaking the assignment independently (as appropriate).

Describe the proposed management and coordination approach of the association and the role of each firm.

*[Specify rationale]*

## Consultant Confirmation

### We confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached in our earlier CGR.
- Documentation regarding our Board of Directors has been attached in our earlier CGR.
- A written agreement to associate for the purpose of this EOI has been signed between the consortium partners.<sup>14</sup>

**Note:** The REOI Issuer reserves the right to reject the proposal of an association if member(s) of the association is/are changed/dropped without valid reason after the association has been shortlisted. However, should valid reasons exist (e.g., associate partner was sanctioned by the Fund Member or other members of the CG or other Multilateral Development Banks (MDBs), associate partner went out of business, etc.), satisfactory evidence in support of such reasons should be sent to the REOI Issuer for consideration.

## Qualifications and Experience

### Assignment Specific Qualifications and Experience

**Note:** The Consultant should demonstrate technical competence and geographical experience based on project references in this EOI that, if needed, can supplement the project reference information earlier provided in the Consultant's CGR.

The Consultant is encouraged to update Project Information provided in the Consultant's CGR.

*[Provide specifics here]*

### Technical Competence

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Highlight the technical qualifications of the Consultant's entity/consortium in undertaking similar assignments.

Provide details of past experience working with similar project authorities.

*[Provide specifics here]*

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<sup>14</sup> A copy of the written agreement is required to be attached to the EOI, listed under *Attachments* in *Eligibility Declaration* on pages 9 and 10 below.

## Geographical Experience

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Provide details of experience in similar geographic areas.

*[Provide specifics here]*

## Management Competence

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- a. Describe standard policies, procedures and practices that the Consultant entity has to assure quality interaction with clients and outputs. Please state if the Consultant entity is International Organization for Standardization (ISO) certified.
- b. How will the Consultant firm/consortium handle complaints that concern the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
- c. How will the Consultant ensure the quality of the firm's/consortium's performance over the duration life of this assignment?
- d. Describe standard policies, procedures and practices that the Consultant firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once the contract is signed.
- e. Describe what social protection practices the Consultant firm has in place to safeguard the well-being of all proposed experts? Specifically describe arrangements the Consultant firm has in place for medical, accident and life insurance coverage during the assignment.

## Other Information (maximum of 500 words)

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*[Provide specifics here]*

## Project References

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Please select most relevant projects from your CGR Profile or otherwise to demonstrate the firm's technical qualifications and geographical experience.

| Period | Client | Project | Country | Firm |
|--------|--------|---------|---------|------|
|        |        |         |         |      |

**Comments on Terms of Reference (TOR)**

**Comments on Budget Adequacy**

**Additional Questions**

| Title | Type | Description | Category | Last Updated By | Last Updated |
|-------|------|-------------|----------|-----------------|--------------|
|       |      |             |          |                 |              |

**Key Considerations in approaching this assignment**

*[no more than two-to-three (2-3) paragraphs]*

**Expressions of Interest Attachments**

**Eligibility Declaration**

**We, the undersigned, certify to the best of our knowledge and belief:**

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its associate or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in the Fund Member-funded, -supported, and -administered activities.
- The lead entity and associates are **not** currently sanctioned by the Fund Member or any other CG Member. Neither the consulting firm nor any associate has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify the REOI Issuer should any member of the consortium become ineligible to work with the Fund Member or any CG Member or be convicted of an integrity-related offense or crime as described above.
- All proposed associate(s) are registered under CGR, and contact information contained in CGR is current.

- Associate(s), including all proposed consultants named in this EOI, have confirmed their interest in this activity in writing.
- Associate(s), including all proposed consultants named in this EOI, have confirmed their eligibility to participate in this activity in writing.
- Associate(s), including all proposed consultants named in this EOI, have authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortium are subsidiaries of, and/or dependent on the Executing—or the Implementing—Agency of the Project, or individuals related to them.
- We understand that any misrepresentations that knowingly—or recklessly—mislead, (or attempt to mislead), may lead to the automatic rejection of the proposal, or cancellation of the contract if awarded, and may result in further remedial action, in accordance with the applicable CG *Anticorruption Procedures Including Guidelines on Procurement Integrity* (hereinafter referred to as the “*Anticorruption Procedures*”), as well as *Guidance Note A—Framework for a Sanctions Regime* and *Guidance Note B—Sanctioning Guidelines* (hereinafter referred to as the “*Sanctions Guidelines*”) of the Fund Member and, as relevant, each CG Member.

*[Signature of Authorized Representative]*

*[Full Name of Authorized Representative]*

**Consulting Firm**

*[And, as applicable, any JV of Associate firms/consortium]*

## Format for Request Expressions of Interest for Consulting Firms

| TOR Coverage   | Consulting Firms—Provide Narrative Details   |
|--|--|
| <b>General:</b>  |  |
| Sectoral Area of Expertise   |  |
| Country/Regional Exposure  |  |
| <b>Objectives &amp; Purpose of Assignment</b>  |  |
| Required Work Tasks and Sequencing <i>[as necessary to amplify Objectives and Purpose]</i> |  |
| Counterpart support  |  |
| <b>Experts Needed</b>  |  |
| <b>International</b>   | <i>[As applicable—detail eligibility]</i>  |
| Expert 1   | <i>[Provide Position, Indicative Person-Months, Indicative Field Time, Desired Qualifications, and Experience]</i> |
| Expert 2   |  |
| Etc.   |  |
|  | <i>[Include team leadership responsibilities for relevant expert]</i>  |
| <b>Regional</b>  | <i>[As applicable—detail eligibility]</i>  |
| Expert 1   |  |
| Expert 2   |  |
| Etc.   |  |
| <b>National</b>  | <i>[As applicable—detail eligibility]</i>  |
| Expert 1   |  |
| Expert 2   |  |
| Etc.   |  |
| <b>Assignment Timetable</b>  |  |
| Commencement   |  |
| Inception Mission  |  |
| Other Missions   |  |
| <b>Deliverables</b>  |  |
| Deliverable 1  | <i>[Include indicative timing, and, as applicable, expert(s) primarily responsible]</i>                            |
| Deliverable 2  |  |
| Etc.   |  |
| <b>Completion</b>  |  |

# FORMAT FOR DETAILS ON COST ESTIMATE

## Appendix D—Request for Expression of Interest

### Indicative Cost Estimates

For: Loans and/or technical assistance grants and issued by either EA or Fund Member

Consulting firms and individual consultants:

| Cost Category  | Estimated Amount |
|--|------------------|
| <b>Competitive Items</b>                                       |                  |
| Remuneration & Per Diem  |                  |
| Other Reimbursables (e.g., Travel, Reports, etc.)              |                  |
| <b>Non-Competitive Items</b>                                   |                  |
| Provisional Sums (e.g., training seminars, etc.) <sup>16</sup> |                  |
| Contingency  |                  |

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<sup>16</sup> Usually the category of “provisional sums” applies for consulting firm contracts and rarely in the case of individual consultants unless the individual consultant, as part of his or her TOR, will be responsible for supervising training workshops or conferences for executing or implementing agency staff or similar activities.