Attachment 1-EOI Submission Template



**Expression of Interest (EOI) Consulting Firms**

|  |  |
| --- | --- |
| **Project Number** |  |
| **Project Name** |  |
| **Project Country** |  |

1. **Consulting Firm Information**

|  |  |
| --- | --- |
| CMS No.[[1]](#footnote-1) / date: | Country of Incorporation:[[2]](#footnote-2) |
| Consultant Name: | Acronym: |
| EOI Submission Authorized by: | Position |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CMS No.1 | Consultant | Acronym | Country of Incorporation2 | Joint Venture (JV) or Sub-consultant | EOI Submission Authorized By | Position |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Present the rationale for and benefits of working in association (JV or Sub-consultant) 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.

I confirm that:

Documentation regarding our corporate structure including beneficial ownership has been attached.

Documentation regarding our Board of Directors has been attached.

A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant’s parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client’s prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.[[3]](#footnote-3)

1. **Assignment Specific Qualifications and Experience**

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.

For offline submission: Please provide relevant project information in Section E below.

1. **Technical Competence**

Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

1. **Project Experience**

Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

1. **Management Competence (Please answer each question in one paragraph of 3-5 sentences)**
2. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.
3. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
4. How will you ensure the quality of your firm’s/consortium’s performance over the life of this assignment?
5. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.
6. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.
7. **Other Information (maximum of 500 words)**
8. **Project References**

Please select most relevant projects to demonstrate the firm’s technical qualifications and geographical experience (maximum 10 projects).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Project | Period | Client | Country | Firm |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

Project Summary

|  |  |
| --- | --- |
| SN 1 | |
| Project Title |  |
| Country / Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous / Intermittent |  |
| Client |  |
| Funding Source |  |
| Description | (indicate your role and input in person-months) |

|  |  |
| --- | --- |
| SN 2 | |
| Project Title |  |
| Country / Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous / Intermittent |  |
| Client |  |
| Funding Source |  |
| Description | (indicate your role and input in person-months) |

|  |  |
| --- | --- |
| SN 2 | |
| Project Title |  |
| Country / Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous / Intermittent |  |
| Client |  |
| Funding Source |  |
| Description | (indicate your role and input in person-months) |

(Please insert more tables as necessary)

**III. Comments on Terms of Reference**

**IV. Comments on Budget Adequacy**

**V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)**

**VI. Key Experts**

**List of experts is only required for Consultants’ Qualifications Selection (CQS). Attach CV of each expert.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name | Email | Position/Title | Nationality |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

(Please insert more rows as necessary)

**VII. EOI Attachments**

|  |  |
| --- | --- |
| SN | Description |
| 1 | Certificate of Incorporation of the lead member |
| 2 | Certificate of Incorporation of the JV member (for each member) |
| 3 | Certificate of Incorporation of the Sub-Consultant (for each sub-consultant) |
| 4 | Letter of Association |
| 5 | Proof documents for work experience |

**VIII. Eligibility Declaration[[4]](#footnote-4)**

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 JV member or sub-consultant 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, JV member or sub-consultant, 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 ADB-funded, -supported and –administered activities.

The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant 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 ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.

JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.

JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.

None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency 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 ADB’s Anticorruption Policy.

**Attachment 2: CV Format**

**Curriculum Vitae (CV) for International or National Experts**

**1. Proposed Position**: [TOR Expertise]

**2. Name of Firm** [*Insert name of firm proposing the expert, if applicable*]:

**3. Name of Expert**: [*Consultant Name*]

**4. Current Residential Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Telephone No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax No.:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Date of Birth**: **Citizenship**:

**6. Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

**7. Membership in Professional Associations**:

**8. Other Trainings** [*Indicate significant training since degrees under 5 - Education were obtained*]:

**9. Countries of Work Experience**: [*List countries where expert has worked in the last ten years*]:

**10. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**11. Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Month/Year*]: To [*Month/Year*]:

Employer:

Positions held:

**NOTE: Maximum of 5 pages.**

|  |  |
| --- | --- |
| 1. **Detailed Tasks**   **Assigned**  [*List all tasks to be performed under this assignment*] | **13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  [*Among the* *assignments in which the expert has been involved, indicate the following information for* *those assignments that best illustrate the expert’s capability to handle the tasks listed in line 11.*]  Name of assignment or project:  Month/Year:  Location:  Client:  Main project features:  Positions held:  Activities performed: |

**14. Certification:**

I, the undersigned, certify to the best of my knowledge and belief− Yes No

(i) this CV correctly describes my qualifications and my experience

(ii) I am employed by the Executing or the Implementing Agency\*   
 *(\*Executing/Implementing Agency is the entity responsible to execute/*  
 *implement the ADB-funded project as identified in official project   
 documentation.)*

(iii) I am a close relative of a current ADB staff member

(iv) I am the spouse of a current ADB staff member

(v) I am former ADB staff member.

* + If yes, I retired from ADB over 12 months ago

(vi) I am part of the team who wrote the terms of reference for this   
 consulting services assignment *(Consultants hired to prepare TOR  
 for an assignment shall not be hired for the same assignment.)*

(vii) I am sanctioned (not eligible for engagement) by ADB.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of expert (Day/Month/Year)

1. If already registered on ADB’s Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection. [↑](#footnote-ref-1)
2. The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. Eligibility refers to ADB’s Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers 2013 **or** ADB Procurement Policy 2017 and Procurement Regulations for ADB Borrowers 2017, as relevant. [↑](#footnote-ref-4)