**Forms to Be Filled Up and information and evidences are required to be provided as per below (This is a guiding document. The firm can supply additional information apart from the mentioned below):**

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

**NP-MOAD-409196-CS-CQS-Annual-Survey**

**Annual Outcome Survey of FANSEP**

**I. Consulting Firm Information**

|  |  |
| --- | --- |
| Consulting Firm's Name : | Country of Incorporation:  Date of Incorporation: |
| (If JV of firms applying, write JV name) | Acronym: |

JV agreement document needs to be enclosed.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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.

**II. Assignment Specific Experience**

Your EOI shall demonstrate technical competence, managerial and financial capacity to carry out assignment as detailed out in the given Terms of Reference (ToR).

1. **Technical Competence**

Provide details of past experience. Mentioned experience needs to be substantiated by evidences. Photocopies are accepted but needs to be produced originals on demand by Evaluation Committee of the Employer.

1. General experience – Provide the list of consultancy assignments completed.
2. Specific experience – Provide the list of evaluative studies (Baseline, Midline, Endline, Impact evaluation,, etc.) conducted by collecting data from the field, analyzing data and preparing the report. Also mention such agricultural studies completed (Evidence of assignments completed needs to be attached).

Listing of consulting services provided as mentioned above under (i) and (ii) should be mentioned in the format as given below. In the description, also mention if the sample size administered was large (500 or more samples) and mode of data collection (paper based or electronic based like Kobo, ODK, etc.).

|  |  |  |
| --- | --- | --- |
| **Period** | **Client** | **Assignment title** |
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1. **Management Competence (Please answer each question in one paragraph of 3-5 sentences)**
2. How many regular staffs are in the office? Give the list of staffs with positions.
3. Who is the Executive/Managing Director of the firm? What is his academic qualification level? For how many years s/he has been associated with the organization? (Please provide proof.)
4. Has the firm its own website? If yes, mention url of the website.
5. Does the office have its own vehicle – i) SUV, car, Pick up, etc. ii) motorbike/s? (Please include the photocopy of page/s that shows ownership.)
6. **Financial capacity**

Please provide the audited reports of the firm of best 3 years within last 5 years. Also provide the tax clearance certificates.

**VIII. 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 WB-funded, -supported and –administered activities.

The lead entity and associates are NOT currently sanctioned by the World Bank. Neither the consulting firm nor the associates 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 FANSEP should any member of the consortium become ineligible to work with World Bank or be convicted of an integrity-related offense or crime as described above.

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 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 WB’s Anticorruption Policy.

I confirm that:

Documentation regarding our corporate structure 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.

Minimum eligibility documents required as per provisions of Public procurement Act/Regulation of Government of Nepal has been attached.

FANSEP reserves the right to reject the EOI submitted of a firm if there is/are valid reason/s.

Signature:

Name:

Stamp:

(The signing person should include Letter of Attorney in the EOI pack.)