

Expression of Interest Consulting Firms¹

1. Project Data

Project Number	
Project Name	
Project Country	

2. Eligibility

Declaration

We² hereby declare that:

- (i) we have read the advertisement, including the terms of reference (TOR), for this assignment;
- (ii) we have not been engaged to prepare such TOR as a firm, subconsultancy, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, subconsultancy, or joint venture has been engaged to prepare such TOR.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any ensuing assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Lead Firm		CMS Registration Number: ³
Signed by: Position :		
Associate/Partner 1		CMS Registration Number: ³
Signed by: Position :		
Associate/Partner 2		CMS Registration Number: ³
Signed by: Position :		
Associate/Partner 3		CMS Registration Number: ³
Signed by: Position :		

¹ This EOI template is applicable for TA and maybe adapted for loan projects to accommodate an executing agency's specific requirements.

² EOIs may be submitted by a firm, subconsultancy, or a joint venture. For short-listing purposes, the combined experience of a subconsultancy or a joint venture will be evaluated although the qualifications of the lead firm will be given a greater weight. Whereas the firm, subconsultancy, or joint venture is free to submit additional information, short-listing will be based primarily on information included in this EOI template.

³ CMS registration is not mandatory for the associated firms

3. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

a. If you are proposing a subconsultancy or a joint venture, outline the rationale for and benefits of the "association." Outline proposed management coordination of the "association," including the role of each firm.

b. Does your firm/subconsultancy/joint venture have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

c. Does your firm/subconsultancy/joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly.

d. How will you ensure the quality of your firm's/subconsultancy's/joint venture's performance over the life of this assignment?

e. How will your firm/subconsultancy/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

4. Technical Qualifications

Narrative Descriptions

Based on the attached reference project sheets, highlight the technical qualifications of your firm/subconsultancy/joint venture (maximum of 2 pages).

Project Sheets

Indicate up to 6 reference projects that the firm/subconsultancy/joint venture feels are relevant. You may refer to your CMS projects sheets for more detailed information.⁴

Project 1 of ___

• Project Name			
• Name of Client			
• Country		Project location within Country	
• Participation		<input type="checkbox"/>	As lead firm
		<input type="checkbox"/>	As associate firm
• Value of Services		(US\$)	
• Source of Financing			
• Consultancy Services			
(i) No. of staff			
(ii) No. of person months			
• Length of Consultancy Assignment			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Name of Associate Firms (if any)			
• No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed			
• Detailed Narrative Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			

⁴ Applicable to TA only.