

## Expression of Interest (EOI) Consulting Firms<sup>1</sup>

<b>Project Number</b>	
<b>Project Name</b>	
<b>Project Country</b>	

### I. Eligibility

#### Declaration

We<sup>2</sup> 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, association, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, association, 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: <sup>3</sup>
Signed by: Position :		
Associate/Partner 1		CMS Registration Number: <sup>3</sup>
Signed by: Position :		
Associate/Partner 2		CMS Registration Number: <sup>3</sup>
Signed by: Position <sup>4</sup> :		

<sup>1</sup> This EOI template is applicable for ADB-TA, and serves as a strongly recommended guide for Executing Agencies (EAs) for loan projects. For Consultants' Qualification Selection (CQS) and Indefinite Delivery Contracts (IDCs), where selection and pre-qualification respectively are based on an evaluation of an EOI, the template may be amplified to reflect any requirement for additional information.

<sup>2</sup> EOIs may be submitted by a firm, association, or a joint venture. For short-listing purposes, the combined experience of an association or a joint venture will be evaluated although the qualifications of the lead firm will be given a greater weight. Whereas the firm, association, or joint venture is free to submit additional information, in hard or soft copy, short-listing will be based primarily on an evaluation of information included in the EOI template.

<sup>3</sup> CMS registration is not mandatory for the associated firms

<sup>4</sup> Unless otherwise specified, an international firm, as a lead firm, associate or partner can only be nominated in one EOI. A national firm as a lead firm can only be nominated in one EOI. A national firm as an associate or partner can be nominated in more than one EOI. To avoid confusion and possible elimination after short-listing, lead firms of associations or joint ventures are strongly advised to confirm relationships (exclusive or non-exclusive) with selected associates or partners prior to expressing interest.

**II. Management Competence** (Please answer each question in no more than 10 sentences)

a. Provide the name, qualifications and relevant experience of the lead firm's director or manager who will assume overall responsibility for the firm's, association's or joint venture's team coordination, management and output.

b. If you are proposing an association or a joint venture, outline the rationale for, and benefits to the assignment of, the arrangement.

c. If you are proposing an association, or a joint venture, outline proposed management coordination of the arrangement, including the role of each firm.

d. Does your firm/association/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.

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

f. How will your firm/association/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?

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### III. Technical Competence

#### **Narrative Descriptions**

With reference to the attached project sheets, and in the context of the assignment's TORs, summarize the relevant technical qualifications of your firm/association/joint venture (maximum of 2 pages).

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#### **IV. Geographical Competence**

Outline the country /regional experience of the firm/association/joint venture (maximum of one half page).

**Project Sheets**

Indicate up to 10 reference projects from the past 5 years that the firm/association/joint venture feels are relevant. You may refer to your Consultant Management System (CMS) registration projects sheets for additional information.<sup>4</sup>

**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			

<sup>4</sup> Applicable to TA only.

**Additional Information**