

Expression of Interest (EOI)

Project Number	
Project Name	
Project Country	

I. Consulting Firm Information

CMS Number ¹ /Contact Details:	Country of Incorporation ² :
Consultant Name:	Acronym:

Associations (Joint Venture or Sub-consultancy)

CMS Number/Contact Details	Consultant	Acronym	Country of Incorporation	Joint Venture or Sub-consultant	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.

Include the following declaration in your EOI:

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 association partners.

¹ If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated for empanelment/prequalification purposes if firms choose to submit EOIs offline directly to PPP Center.

² The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VIII. EOI Attachments.

NOTE: PPP Center 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 prequalified/empaneled. However, should valid reasons exist (e.g. associate partner was sanctioned by ADB or other MDBs, associate partner went out of business, etc.), satisfactory evidence in support of such reasons should be sent to PPP Center for consideration.

If the firm is prequalified in the first stage and invited for submission of a proposal in the second stage, it is not permissible to transfer the invitation to any other firm, such as **Consultant's parent companies, subsidiaries and affiliates.**

II. Assignment Specific Qualifications and Experience

Your EOI shall demonstrate technical competence and geographical experience based on project references.

A. Technical Competence

Cross-referencing projects in Section E, highlight the technical qualifications of your entity/association in undertaking similar assignments.

Provide details of past experience working with similar project authorities.

B. Geographical Experience

Cross-referencing projects in Section E, present experience in similar geographic areas.

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

1. 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.

2. How will your firm/ association handle complaints concerning the performance of experts or quality of the reports submitted for call-down assignments? What internal controls are in place to address and resolve complaints?

3. **How will you ensure the quality of your firm's/ association's** performance over the life of this empanelment?

4. Describe standard policies, procedures and practices that your firm/association has put in place to avoid changes/ replacements of personnel and to ensure the continuity of professional services once contracted.

5. 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.

D. Other Information (maximum of 500 words)

E. Project References

List relevant projects successfully completed in the last 10 years **to demonstrate the firm's** technical qualifications and geographical experience.

Ref. No.	Period	Client	Project	Country	Firm

For each of the projects listed above, provide a Project Summary using the following template to be annexed to EOI Attachments.

Ref. No.	
Project Name/Contract/Assignment	
Country / Location	
Start Date	
Completion Date	
Type of Assignment (Continuous or Intermittent)	
Client Name and Contact Details	
Funding Source	
Loan/TA/Grant No	
Number of Person-months Provided by Your Firm for the Entire Project/Contract/Assignment	
Total Value of Whole Project/Contract/Assignment (in USD)	
Role of Your Firm (Lead Firm, JV Partner, or Sub-consultant)	
Professional Staff Provided by Your Firm and Their Roles/Titles	
Brief Narrative Description of Project	
Description of Actual Services Provided by Your Firm	

III. Comments on Terms of Reference

Not applicable for empanelment/prequalification purposes.

IV. Comments on Budget Adequacy

Not applicable for empanelment/prequalification purposes.

V. Additional Questions

Not applicable for empanelment/prequalification purposes.

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

Not applicable for empanelment/prequalification purposes.

VII. Key Experts

List experts³ that you propose to deploy for empanelment, attach their CVs to EOI attachment.

Ref. No.	Name	Email	Position/Title	Nationality	Firm	Employee or Fixed-term Consultant

VIII. EOI Attachments

Refer to requirements specified under Section VIII. Submission of Expressions of Interest and Appendix 3 of the REOI to ensure that sufficient information is provided for evaluation/prequalification purposes. Attach only relevant documents.

Ref. No.	Title/Description

³ Refers to experts who (i) are employees of the consulting firm, or (ii) have fixed-term consultant contract with the consulting firm covering the term of the Indefinite Delivery Contract.

IX. Eligibility Declaration

Include the following declaration in your EOI:

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 ADB-funded, -supported and -administered activities.
- The lead entity and associates are NOT currently sanctioned by the ADB or other MDB. 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 ADB should any member of the consortium become ineligible to work with ADB or other MDB 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 **ADB's Anticorruption Policy**.