



EXPRESSION OF INTEREST TEMPLATE

Name of Consultancy:	SWEET POTATO INDUSTRY TECHNOLOGY TRANSFER/ADOPTION - DEVELOPMENT OF AGRICULTURE EXTENSION MULTI-MEDIA AIDS
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1. Consulting Firm Information:

Name of Consulting Firm:	
Acronym:	
Country of Registration/Incorporation:	
Date Registered/Incorporated:	
Registration Number:	
Address:	
Proposed Lead Consultant for Expression of Interest	
Email:	
Telephone:	

2. Technical Competence: Qualifications, Experience

State qualifications of the firm specific to the assignment	
Provide details of past experiences of the firm specific to the assignment citing relevant projects to demonstrate the firm's technical qualifications and geographical experience (Maximum 5 most recent projects)	

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

a) Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs.

b) 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?

c) How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

d) 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.

e) Describe what Health and Safety practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for Covid-19, medical, accident, and travel insurance coverage during the assignment.

f) Please indicate the financial solvency of the firm.

Attachments:

Certificate of Incorporation of the firm

1. Eligibility Declaration

I, the undersigned, certify to the best of my knowledge and belief:

- I have read the advertisement, including scope of work, for this assignment.

- I confirm that we are not subject to United Nations sanctions, suspended or debarred from bidding for procurement opportunities on CDB financed projects, debarred from bidding for procurement opportunities on projects financed by the multilateral development banks subject to the cross debarment agreement¹ and have not engaged in any prohibited practices² in preparing this Expression of Interest.

- I confirm we have no conflicts of interest in competing for this assignment

- I understand that it is our obligation to notify CARDI should any member of the consortium become ineligible to work with CARDI or be convicted of an integrity-related offense or crime as described above.

- I understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the expression of interest

Signature of authorized representative

Name and Position of Authorized Representative

BLOCK LETTERS

¹ See: <https://lnadbg4.adb.org/oai001p.nsf/>
² See CDB Procurement Procedures (2021): <https://www.caribank.org/work-with-us/procurement/resources>