

Expression of Interest (EOI) Information format for Consultancy Firms

1. Project Data & Consulting Firm

Contract Name:	
Contract Number:	
Name of Consulting Firm:	

2. Eligibility

Declaration

We hereby declare that:

- (i) we have read the advertisement, and the Terms of Reference (TOR), for this assignment;
- (ii) we have not been engaged to prepare such TOR as a firm, sub-consultancy, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, sub-consultancy, 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 resulting 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	
Signed by	
Position	
Associate/Partner 1	
Signed by	
Position	
Associate/Partner 2	
Signed by	
Position	
Associate/Partner 3	
Signed by	
Position	

3. Management Competence (Please answer each question in one paragraph maximum of 200 words for each section)

(a) If you are proposing an association such as sub-consultancy or a joint venture (J/V), 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/sub-consultancy/joint-venture (J/V) 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. Specify the standards used.

(c) Does your firm/sub-consultancy/joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly. Describe how the unit or staff ensure the quality.

(d) How will your firm/sub consultancy/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports/ deliverable submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

4. Technical Qualifications including Experience

Based on the attached reference project sheets and the firm's performance, highlight the technical qualifications including experience of your firm/sub consultancy/joint venture (maximum of 5 pages). When the firm submitting the information, below numbering have to be followed **strictly**.

- 4.1. Experience of the firm with assignments which can demonstrate the below areas (Please refer to the project number as given in the format of Annex-1)
 - 4.1.1. Experience in past assignments related to content writing.
 - 4.1.2. Experience in past assignments in translation work (English to Sinhala and Tamil).
 - 4.1.3. Experience in past assignments in content updating of websites.
 - 4.1.4. How standards were used and quality was achieved in referred assignments.
- 4.2. Nature of the Firm (small/specialized/large)
- 4.3. Core business of the firm
- 4.4. Financial and administrative strength
- 4.5. Firm's history-number of years in business
- 4.6. Technical and managerial organization of the firm, staff strengths and capabilities and appropriate skills of firm's staff
- 4.7. Any other relevant information

Annex-1

Project Sheets

Indicate up to 6 key reference projects that the firm/sub consultancy/joint venture experiences are relevant.

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 (should specifically indicate associate firm's staff allocations)			
(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 (should specifically indicate associate firm's staff involvement)			
Detailed Description of the Project			
<maximum 250 words>			
Detailed Description of the Actual Services Provided by your Firm			
<maximum 200 words>			