

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name: Obtaining services from a Consultancy Firm to assist ICTA and TEC to procure a Service Provider for managing NDF Centres' staff
Contract Number: ICTA/GOSL/CON/CQS/2016/161
Name of Consulting Firm :

2. Eligibility

Declaration

We hereby declare that:

- (i) we have read the advertisement, including the Description of Services (DOS), for this assignment;
- (ii) we have not been engaged to prepare such DOS 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 DOS.

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	
Signed by: Position :	
Associate/Partner 1	
Signed by: Position :	
Associate/Partner 2	
Signed by: Position :	
Associate/Partner 3	
Signed by: Position :	

3. Management Competence

- 3.1 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.
- 3.2 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.
- 3.3 Previous experience of the firm/sub consultancy/joint-venture (J/V) on handling similar projects?
- 3.4 Does your firm/sub consultancy/joint venture have a dedicated unit or staff solely responsible for advisory tasks with a strong background in terms of Skills, Competencies & experiences to carry out the Project? If yes, describe briefly.
- 3.5 Does your firm/sub consultancy/joint venture has any system of controlling Contractor/Consultants Productivity of the Project? (please provide details if yes)
- 3.6 Does your firm/sub consultancy/joint venture have any Certification such as QMS? (please provide details if yes)
- 3.7 Please provide adequate information related to the consultancy projects referred above by giving details to the following (if any) should be based on the “Project Sheet” given under Annex 1.
 - 3.7.1 Experience of the firm in the project country or in the region
 - 3.7.2 Core business of the firm
 - 3.7.3 Firm’s history- number of years in business (a. Core Business b. HR recruitment and management consultancy(if different to the core business))
 - 3.7.4 Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm staff
- 3.8 Has your company had any prosecution, warning or penalty from the Government Bodies?

4. Technical Qualifications including Experience

Information about all the referred projects should be based on the “Project Sheet” given in Annex 1.

- 4.1 Please provide details explaining Credentials list of projects on HR recruitment/capacity building, camping and other management (Human Resources or Similar Nature) consultancy experience.
- 4.2 Provide following additional information in relation with the project(s) referred in the above answer (4.1)
 - 4.2.1 (Elaborate on the process adopted to identify the requirements of the project owner, strategies applied to deliver results, appointing right people to drive the project and the assessment criteria you applied to maintain quality standards.)

- 4.2.2 Describe the methodology adopted to allocate staff and other resources to the assignment
- 4.2.3 Elaborate how you demarcate and cater to the clients' priorities in scope definition
- 4.2.4 Describe the quality management tools adopted to ensure quality standards of the project is maintained.
- 4.2.5 How will your firm/sub consultancy/joint venture deal with any complaints Concerning the quality of the work in terms of Monitoring Tools adopted by the firm to monitor complaints related to work quality? And also explain what are the performance management tools apply by the firm to maintain the expected standard of the project owner?
- 4.2.6 Elaborate how you develop specifications, KPIs, evaluation criteria targeting the selection of best suitable candidate for a given assignment (Measure/Indicators / Targets)

5. Additional Information

ICTA may conduct a survey of any tenderer under consideration to confirm or clarify any information provided or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to Current customers served by the Tenderer.

Annex 1

PROJECT SHEET

Indicate up to 6 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			
(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 Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			