

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name: Standardize governance and compliance documents of online payment service
Contract Number: ICTA/GOSL/CON/CQS/2016/175
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, 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 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 of 3-5 sentences)

- a. If you are proposing a association such as subconsultancy 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/subconsultancy/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.

- c. Does your firm/subconsultancy/joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly.

- d. How will you ensure the quality of your firm’s/subconsultancy’s/join venture’s performance over the life of this assignment?

- e. How will your firm/sub consultancy/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?

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 4 pages). When the firm submitting the information special attention should be given to the following areas;

4.1. Technical Qualification of the firm

- 4.1.1. List down Business Continuity Management implementation assignments successfully completed within the last 3 to 5 yrs period (Preferably in Financial sector). Please specify the following details for each such project:
Client / Summarized scope of work/ Type of documents provided/ Total rough estimation for the project/ primary contact point of the client with designation and contact no
- 4.1.2. Describe the project operating procedures and policy implementation with governance frameworks designed and implemented for key clients, within past 3 yrs, with same set of details given in above point 4.1.1
- 4.1.3. Elaborate continual improvements provided to standard operating procedures/policies and guidelines in similar nature.

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 & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff

4.7. Any other relevant information

Annex 1

PROJECT SHEET

Project Sheets

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 (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			
• Detailed Description of the Actual Services Provided by your Firm			