

Expression of Interest (EOI) - Information form

1. Project Data & details of Consultancy Firm

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| Contract Name: | Procurement of a Consultancy firm to Assess Freelancer Engagement with the Information Technology & Business Process Management (IT-BPM) Industry |
| Contract Number: | ICTA/GOSL/CON/QCBS/2021/06 |
| Name of the Firm (Applicant firm): | |

2. Eligibility

Declaration

We hereby declare that:

- (i) We have read the advertisement, and the Scope of Services for this assignment;
- (ii) We have not been engaged and involved in preparation of TOR as a firm, sub consultancy, or joint venture; and
- (iii) No full-time or part-time or contracted expert employed by our firm has been engaged and involved in preparation 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.

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| Name of the Firm | |
| Signed by Authorized signatory: | |
| Position : | |

3. Management Competence (Please answer each question in one paragraph of 5-7 sentences)

- a) Does your firm have (1) in-house quality control such as adherence to International standards, policies, procedures and ethical codes (2) industrial certified practices related to similar nature assignments in place that promote quality in; the workplace, your interaction with clients and the outputs you produce? If yes, describe briefly.

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- b) (1) Does your firm has a dedicated unit or staff solely responsible for project consultancy? (2) Describe your consultancy policies, procedures and processes briefly.

- c) What (1) communication protocols, (2) escalation management and (3) complain resolution processes are in place in your firm for dealing with any complaints concerning the performance of the staff? Describe briefly.

4. Based on the attached reference project sheets and the firm’s performance, highlight the technical qualifications including experience of your firm (maximum of 6 pages – Refer Annex 1 – Project sheet). When the firm submitting the information, special attention should be given to the following areas;

Technical qualification of the firm and experience of the firm with projects of similar nature should be explained by providing at least 3 national-level surveys (preferably) on freelancers & IT-BPM related projects which includes following features (Please clearly state whether yes/no if you have experience in each area) if 'Yes' elaborate how it was used.

5. Technical Qualifications

- 5.1 Explain the past national-level survey experiences. You must explain at least three projects where the following topics should be covered in each project.
- 5.1.1 Project description
 - 5.1.2 Project scope, budget, timeline
 - 5.1.3 Engagement model
 - 5.1.4 Team structure (roles)
 - 5.1.5 Responsibilities carried out by each role
 - 5.1.6 Deliverables produced (i.e. documents)
 - 5.1.7 Challenges faced
 - 5.1.8 Any other information related to the project

6. State Core business of the firm -

7. State when the firm was incorporated -

8. Firm’s history-number of years in Consultancy business

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

10. Any other relevant information

Annex (1)

Project Sheets

Important: Indicate up to **3 national level consultancy projects** that the firm / experiences are relevant.

Project 1 of

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| 1. | Project Name | | |
| 2. | Name of Client | | |
| 3. | Client Reference (Contact Name & Contact Number) | | |
| 4. | Country | | |
| 5. | Participation | Individual Firm <input type="checkbox"/> (experience related to the project lifecycle) | J / V Participated as, As lead firm <input type="checkbox"/> As associate firm <input type="checkbox"/> (experience related to the project lifecycle) |
| 6. | Cost of the Consultancy project | LKR | |
| 7. | Source of Financing | | |
| 8. | Services (should specifically indicate associate firm's staff allocations) | | |
| | 8.1 No. of staff | | |
| | 8.2 No. of person months | | |
| 9. | Length of Assignment | | |
| 10. | Start Date (dd/mm/yyyy) | | |
| 11. | Completion Date (dd/mm/yyyy) | | |
| 12. | Name of Associate Firms (if any) | | |
| 13. | No. of Person-Months of Professional Staff Provided by Associated Firm(s) | | |
| 14. | Name/s and the Title/s of Senior Staff (Team Leader, statisticians, data analysts, evaluation experts) Involved and Functions Performed | | |
| 15. | Detailed Description of the Consultancy assignment | | |
| | 15.1 Explain the nature, scope and deliverables of the assignment | | |
| | 15.2 Methodology/tools used (sampling etc.) | | |
| | 15.3 Outreach of the assignment. Example: geographical reach | | |
| | 15.4 Other information | | |
| 16. | Detailed Description of the Actual Services Provided by your Firm. | | |
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