

Annexe 1: Structure of Consultant's Expression of Interest

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Please note: The application (EoI) **must** follow this table of contents. Information that is not provided in the correct chapter will not be evaluated!

Annexe 2: Consultant's/Association's Competences for the Execution of the Required Services

Competences	Leader	Association Member 2	Association Member 3	Etc.
Relevant competence 1				
Relevant competence 2				
Etc ...				

Please use the above format to indicate the relevant competences related to this contract for each legal entity making this application. Show the relevant competence(s) of each legal entity by placing a tick (✓) in the box corresponding to those competences in which the legal entity has significant experience.

These competences must be consistent with the presentation of the firms.

Annexe 3: Declaration to Observe the Highest Standard of Ethics

Declaration of Undertaking

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines¹.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the respective countries.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the Client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Client and/or KfW, the Client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.....
(Place)	(Date)	(Name of company)
	
		(Signature(s))

¹ See “Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries“ and “Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries”

Annexe 4: List of Project References

Please complete the format below for your reference projects. Use one table per reference!

Ref no: 1	Project title							
Name of legal entity (consultant)	Project Country	Overall project value (USD\$)	Proportion carried out by the legal entity (%)*	Provided staff input (person months)	Name of client	Origin of funding	Dates (start/end)	Name of association members, if any
...
Detailed description of project (background, objectives and main activities)						Services provided by the legal entity for the project		
...						...		

Ref no: 2	Project title							
Name of legal entity (consultant)	Project Country	Overall project value (USD \$)	Proportion carried out by the legal entity (%)*	Provided staff input (person months)	Name of client	Origin of funding	Dates (start/end)	Name of association members, if any
...
Detailed description of project (background, objectives and main activities)						Services provided by the legal entity for the project		
...						...		

Annexe 5: Personnel List

Please complete the format below for presenting your project relevant personnel resources. Use one line per person as indicated. Sort experts according to their potential position in the project (examples already listed in No. 1 and 2). Use only this template.

Nr .	Expert's Name	Proposed position for the expert in the project	Education / Degree	Expert's relevant expertise for the project	Years of professional experience	Years with the firm*	Regional country experience (Years)
1	Peter Noname	Team leader	MSc in Civil engineering	<ul style="list-style-type: none"> Design and operation of landfills Procurement of works, preparation of tender documents Profound experience with project management / team management 	20	5	Jordan (0,6 years) Egypt (2 years) Oman (1,5 years)
2	Frank Noname	Environmental expert	MSc in Environmental Management	<ul style="list-style-type: none"> Long-time experience with EIA and ESIA Permitting process for civil works 	10	AFE* 5	Jordan (0,6 years) Egypt (2 years) Oman (1,5 years)
				•			
				•			
				•			
				•			

For associated freelance experts (e.g. with retainer contracts or formal agreements), complete column with “AFE” and years. The two experts are only examples to explain completion of the table.

Please note that staff, which is not presented according to the above list, will not be evaluated.

Annexe 6: Structure of Consultant's Staff Resources

Only mention technical experts (engineers, economists etc.). Administrative or other support staff must not be included! Provide one table per association member.

Staff resources	Year before last		Last year		This year	
	Total staff	Staff relevant to this project	Total staff	Staff relevant to this project	Total staff	Staff relevant to this project
Permanent staff						
Other staff*						
Total						
A. Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%

* Such as freelance consultants or associated staff (with contracts)

Annexe 7: Certified audited accounts, signed and stamped by a reputable external auditor.