SYRIA RECOVERY TRUST FUND

**Standard Request for Expressions of Interest – Consulting services**

June 2014

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES)

**[*COUNTRY*]**

**[*NAME OF PROJECT*]**

Financing Agreement No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assignment Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference No**. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The [*insert name of Implementing Entity*] [*has received/has applied for*] financing from the Syria Recovery Trust Fund (SRTF) toward the cost of the [*insert name of project*], and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include [*insert brief description (recommended 10 lines, max. 20 lines, lots (if applicable) implementation period, max. budget (if permitted), etc.*][[1]](#footnote-1)

The [*insert name of Implementing Entity/client*] now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: [*insert criteria related to required qualifications and experience of the firm, but not individual experts’ bio data –see attached guidance notes below*].

A candidate, and all parties constituting the candidate, may have the nationality of any country, if none of the following reasons for exclusion apply:

1. Participation of a candidate (or any of its personnel) is ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor supporting the SRTF
2. the candidate is or was involved as a consultant in the preparation or implementation of the Project.
3. the candidate is legally barred from the procurement process in its own or any Donor country or the country of the contracting entity on the grounds of previous violations of regulation on fraud and corruption[[2]](#footnote-2)
4. the candidate or sub-contractors to be contracted for considerable portions of the contract are enterprises economically intertwined with the contracting agency in the host country and/or state controlled enterprises that are not legally or financially independent.
5. The candidate is engaged in financing terrorism, including providing financing or support to any persons who are designated by the U.S. Department of Treasury as “Specially Designated Nationals” or subject to sanctions by the EU.

Consultants may associate with other firms and/or individuals in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Quality and Cost based selection method set out in the SRTF Procurement Manual (available under www.srtfund.org).

Further clarification can be obtained at the address below.

Expressions of interest must be delivered in a written form, using the application form, available under [www.srtfund.org](http://www.srtfund.org) (which may also be obtained from the address below) to the address below (in person, or by mail, or by fax, or by e-mail) by [*insert date*].

[*insert name of office*]

Attn: [*insert name of officer & title*]

[*insert postal address and/or street address*]

[*insert postal code, city and country*]

Tel: [*include the country and city code*]

Fax: [*include the country and city code*]

E-mail: *[include e-mail address]*

**GUIDANCE NOTES ON SHORTLISTING CRITERIA**

**In the following section the text in italics provides explanations, while after filling out the section marked between < and > the other text is recommended for insertion in the Request for Expressions of Interest with**

*The shortlisting criteria should be clear and non-discriminatory and may not go beyond the scope of the contract. The reference period may not go beyond the past 3 years from the submission deadline. Consideration has to be made regarding which proof documents should be requested for the relevant shortlisting criteria. Please remember that the shortlisting criteria are applied to the entity/entities signing the contract and not the experts whose CVs are evaluated in the technical evaluation.*

The following shortlisting criteria will be applied to candidates. In the case of applications submitted by a joint venture, these shortlisting criteria will be applied to the joint venture as a whole:

**1) Economic and financial capacity of candidate (**based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided.

*The objective of this criterion is to examine whether or not the candidate (ie, the joint venture as a whole, in the case of an application from a joint venture):*

* *will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and*
* *has sufficient financial stability to handle the proposed contract.*

***[Examples of financial reference criteria for legal persons:***

* *the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and*
* *current assets; and*
* *current liabilities*

Criteria for legal persons:

1-< reference criterion>

2-< etc

**2)** **Professional capacity of candidate** (based on items 4 and 5 of the application form)

*The objective of this criterion is to examine whether or not the candidate (i.e., the joint venture as a whole, in the case of an application from a joint venture):*

* *has sufficient ongoing staff resources and expertise to be able to handle the proposed contract*
* *is not a so-called 'body shop', ie, a candidate with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description*

*Note that criterion should not discourage applications.*

 ***[Examples of professional criteria for legal persons:***

*• has a professional certificate appropriate to this contract, such as <specify>;*

*• at least <number related to the quantity of expertise required for this contract> staff currently work for the candidate in fields related to this contract; and*

Criteria for legal persons:

1- <reference criterion>

2- etc

**3) Technical capacity of candidate** (based on items 5 and 6 of the application form)

*The objective of this criterion is to examine whether or not the candidate (ie, the joint venture as a whole, in the case of an application from a joint venture):*

* *has sufficient expertise and experience to be able to handle the proposed contract*

 ***[Example of technical criterion for legal persons***

*• the candidate has provided services under at least < one / two / three > contracts <s> <each> with a budget of at least that of this contract in <specify fields> which was/were implemented at any moment during the following period: <3 years from the submission deadline, please specify the dates>.*

*This means that the project the candidate refers to could have been started /completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. The candidate may refer to a part of a contract it is implementing where the contract is not yet completed, but then only the part which the candidate has provided may be used as reference and the candidate needs to be able to submit documentary evidence of this completed part(s), e.g. a statement from the Contracting Authority which ordered or purchased the service, a copy of a contract, approval of progress reports, projects deliverables, proof of payment of interim/final invoices, etc.*

*For example, a contract signed two years earlier concerning a project to be implemented in four years may be presented by the candidate/tenderer to fulfil some criteria. In this example, half of the price and half of the duration of this contract shall be taken into account by the Evaluation Committee.*

*If a candidate has implemented the project in a joint venture, the percentage that the candidate/tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the shortlisting criteria relating to the pertinence of the experience have been used.*

Criteria for legal persons:

1- <reference criterion>

2- etc ]

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a time-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility as the economic operator.

If more than < insert number with maximum of 8> eligible candidates meet the above shortlisting criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

***[Examples:***

* *the highest number of projects in criteria 3.1*
* *the highest value of the project in criteria 3.1*
* *Preference will be given to experience in <x> country/region*

1) <comparative criterion 1>

2) etc

***Note: This application form is not intended as part of the publication of the Request for Expressions of Interest, but for downloading from SRTF website or obtainingform Implementing Entity***

***Circulation restricted*** *to the Contracting Authority, SRTF and to the author of the document to protect the individual and to protect privacy, commercial and industrial secrecy*

Application for
SRTF-funded service contract

Request for Expression of Interest: < Publication reference >

<Contract title>
<Lot number & lot title, if applicable>

**Please supply one signed** application (for each lot, if the tender procedure is divided into lots), together with **three copies.** For economical and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible.Your application must include a signed declaration using the annexed format from each legal entity making the application. **All data included in this application must concern only the legal entity or entities making the application.**

Any additional documentation (brochures, letters etc.) sent with your application will not be taken into consideration.Applications submitted by a **joint venture** (i.e. either a permanent, legally-established grouping or a grouping set up for a specific proposal procedure) must follow the instructions applicable to the joint venture leader and its members.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If they do, they must prove to the contracting authority that they have the resources needed to perform the contract, for example by producing an undertaking from those entities to place resources at their disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and nationality as the economic operator.

**1 SUBMITTED by (i.e. the identity of the Candidate)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality[[3]](#endnote-2)** |
| **Leader[[4]](#endnote-3)** |  |  |
| **Member** |  |  |
| **Etc …**  |  |  |

**2 CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY[[5]](#endnote-4)**

Please complete the following table of financial data[[6]](#endnote-5) based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the applicant is a public body, please provide equivalent information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year[[7]](#endnote-6)****€** | **Year before last year€** | **Last year****€** | **Average [[8]](#endnote-7)****€** | **This year****€** |
| Annual turnover[[9]](#endnote-8), excluding this contract |  |  |  |  |  |
| Current Assets[[10]](#endnote-9)  |  |  |  |  |  |
| Current Liabilities[[11]](#endnote-10)  |  |  |  |  |  |

**4 STAFF**

Please provide the following statistics on staff for the current year and the two previous years.[[12]](#endnote-11)

|  |  |  |  |
| --- | --- | --- | --- |
| **Average manpower** | **Year before last** | **Last year** | **This year** |
|  | **Overall** | **Total for fields related to this contract[[13]](#endnote-12)** | **Overall** | **Total for fields related to this contract11** | **Overall** | **Total for fields related to this contract11**  |
| Permanent staff[[14]](#endnote-13)  |  |  |  |  |  |  |
| Other staff [[15]](#endnote-14) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % |

**5 AREAS OF SPECIALISATION**

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this application. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 | Member 3 | Etc … |
| Relevant specialisation 1 |  |  |  |  |
| Relevant specialisation 2 |  |  |  |  |
| Etc …[[16]](#endnote-15) |  |  |  |  |

**6 EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years[[17]](#endnote-16) by the legal entity or entities making this application. The number of references to be provided must not exceed 15 for the entire application.

|  |  |  |
| --- | --- | --- |
| **Ref no (maximum 15)** | **Project title** |  |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)[[18]](#endnote-17)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)[[19]](#endnote-18)** | **Name of joint venture members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | **Type and scope of services provided** |
| … | … |

**7 DECLARATION(S)**

As part of their application, each legal entity identified under point 1 of this application, including every joint venture member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

**8 STATEMENT**

I, the undersigned, the authorised signatory of the above Candidate (for joint ventures, this includes all joint venture members), hereby declare that we have examined the contract notice for the restricted tender procedure referred to above. If our application is short-listed, we fully intend to submit a tender to provide the services requested in the tender dossier.

We understand that our tender may be excluded if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

We are fully aware that, for joint ventures, the composition of the joint venture cannot be changed in the course of the tender procedure, unless the Contracting Authority has given its prior approval in writing. We are also aware that the joint venture members have joint and several liability towards the Contracting Authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Candidate

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7
OF THE APPLICATION FORM
To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the Contracting Authority — see points 5 & 25 of the contract notice >

**Your ref: < Publication reference >**

Dear Sir/Madam

In response to your contract notice < Publication reference >, we, < Name(s) of legal entity or entities>, confirm that we intend to submit a proposal for the contract for [Lot number <number> of ]\* the above if we are invited to do so.

We hereby declare that :

1. We are making this application [ on an individual basis ]\* / [ as member of the joint venture led by < name of the leader / ourselves > ]\* for this contract. We confirm that we are not involved in any other application for the same contract, in any form (as a member, leader, in a joint venture or as an individual candidate);
2. Our participation as a candidate/bidder (or any of our personnel) is not ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor supporting the SRTF ;
3. We are and were not involved as a consultant in the preparation or implementation of the Project. The same applies to an enterprise or an individual that is closely connected with us under a company group or a similar business link , or to several enterprises or individuals associated correspondingly.;
4. We are not legally barred from the procurement process in our own or any Donor country or the country of the contracting agency on the grounds of previous violations of regulation on fraud and corruption[[20]](#endnote-19);
5. We or sub-contractors to be contracted for considerable portions of the contract are not enterprises economically intertwined with the contracting agency in the host country and/or state controlled enterprises that are not legally or financially independent;
6. We are not engaged in financing terrorism, including providing financing or support to any persons who are designated by the U.S. Department of Treasury as “Specially Designated Nationals” or subject to sanctions by the EU
7. [have attached a current list of the enterprises in the same group or network as ourselves ] / [ are not part of a group or network ]\* and have only included data in the application form concerning the resources and experience of [our legal entity] / [our legal entity and the entities for which we attach a written undertaking]\*;
8. will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
9. We acknowledge that, should we provide false declarations, make substantial errors or commit irregularities or fraud, we shall be excluded from the further procurement procedures for any service contract for the same project. ; and
10. are aware that, for the purposes of safeguarding the SRTF’s financial interests, our personal data may be transferred to SRTF audit services.

We also undertake, if required, to provide evidence of our financial and economic standing and our technical and professional capacity according to the selection criteria specified in the Request for Expressions of Interest.

We undertake to comply with the Core Labour Standards ratified by Syria

[\* Delete as applicable]

If this declaration is completed by a joint venture member:

The following table contains our financial data as included in the joint venture’s application form. These data are based on our annual audited accounts and our latest projections. Estimated figures (i.e., those not included in annual audited accounts) are given in italics. Figures in all columns are calculated on the same basis to allow a direct, year-on-year comparison to be made <see the footnotes for exceptions>.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last5****€** | **Year before last year****€** | **Last year****€** | **Average6****€** | **This year****€** |
| Annual turnover 7, excluding this contract |  |  |  |  |  |
| Current Assets8  |  |  |  |  |  |
| Current Liabilities9  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Average manpower** | **Previous year** | **Last year** | **This year** |
|  | **Overall** | **Total for fields related to this contract** 11 | **Overall** | **Total for fields related to this contract** 11 | **Overall** | **Total for fields related to this contract** 11 |
| Permanent staff 12 |  |  |  |  |  |  |
| Other staff 13 |  |  |  |  |  |  |

The following table contains statistics on our staff, as included in the joint venture’s application form:

Yours faithfully,

<Signature of authorised representative>

Name and position of authorised representative

1. [*Provide enough information allowing Consultants to decide whether or not to prepare an expression of interest or insert a link to the website where the terms of reference can be found. Requested information should be the minimum required to judge a Consultant’s suitability and not so complex as to discourage Consultants from expressing interest.]* [↑](#footnote-ref-1)
2. if the bidder is legally barred from the procurement process in Syria, the exclusion shall only be considered, if it is officially recognized by the National Coalition [↑](#footnote-ref-2)
3. Country in which the legal entity is registered. [↑](#endnote-ref-2)
4. Add / delete additional lines for joint venture members as appropriate. **Note** that a subcontractor is not considered to be a joint venture member for the purposes of this application form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as ‘Leader’ (and all other lines should be deleted). Any change in the identity of the Leader and/or any joint venture members between the deadline for receipt of applications indicated in the Contract notice and the award of the contract is not permitted without the prior written consent of the Contracting Authority. [↑](#endnote-ref-3)
5. Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means. [↑](#endnote-ref-4)
6. If this application is submitted by a joint venture, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the joint venture members — see point 7 of this application form. [↑](#endnote-ref-5)
7. Last year = last accounting year for entity. [↑](#endnote-ref-6)
8. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#endnote-ref-7)
9. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#endnote-ref-8)
10. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#endnote-ref-9)
11. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#endnote-ref-10)
12. If this application is submitted by a joint venture, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the joint venture members — see point 7 of this application form. [↑](#endnote-ref-11)
13. Corresponding to the specialisations identified in point 5 below. [↑](#endnote-ref-12)
14. Staff directlyemployed by the candidate on a permanent basis (i.e., under indefinite contracts). [↑](#endnote-ref-13)
15. Other staff not directlyemployed by the candidate on a permanent basis (i.e., under fixed-term contracts). [↑](#endnote-ref-14)
16. Add / delete additional lines and/or rows as appropriate. If this application is submitted by an individual legal entity, the name of the legal entity should be entered as ‘Leader’ (and all other columns should be deleted). [↑](#endnote-ref-15)
17. For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered. [↑](#endnote-ref-16)
18. The effect of inflation will not be taken into account. [↑](#endnote-ref-17)
19. If the reference contract is only partially completed, please quote the percentage and value which has been completed. [↑](#endnote-ref-18)
20. If the candidate is legally barred from the procurement process in Syria, the exclusion shall only be considered, if it is officially recognized by the National Coalition [↑](#endnote-ref-19)