**ANNEX III**

**EOI SUBMISSION FORM**

***Request for Proposal (RFP): EOI19/093***

Call for Consultants with Expertise in the Application of Gender Mainstreaming, Statistics and MEL across Sectors for Pacific Island Countries and Territories (PICTS)

1. **Organisational Background**
	1. Contact:

|  |  |
| --- | --- |
| **Name** |  |
| **Physical Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |
| **Website** |  |

Legal Registration (please attach)

* 1. Organisational Capacity

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| **Eligibility criteria**  | **Brief Description of Bidders status with regards to the criteria (supporting documents to be attached)** |
| Legally registered Individual and Institutions with experience in similar projects |  |
| Clear Organizational profile and structure demonstrated organizational capacity, personnel and expertise to carry out the services. |  |
| Clear organizational policies in programming and operational systems, guidelines and procedures of the institution |  |
| Clear geographical coverage of the institution with proof of projects implemented in the past three years |  |
| Previous experience in working with SPC and/or other International Agencies |  |
| Introduction and confirmation of technical capability, reliability and/or guarantees of good performance from Authorities or Agencies, based on previous experience.  |  |

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| **Competency Requirements** | **Brief Description of Bidders status with regards to the criteria (supporting documents to be attached)** |
| 1. A tertiary qualification in gender, development, sociology, social science or related discipline.
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| 1. A minimum of five years relevant work experience in one or more of the areas outlined in this document, ideally recent experience in PICTs.
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| 1. Proficiency in using Microsoft Office products
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| 1. Excellent communication skills
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| 1. Excellent interpersonal skills and be a team player with the ability to network and work effectively in a multicultural setting.
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1. **Previous Experience:**

2.1 Details of similar scope of services performed as Prime Contractor for Projects with a value in excess of EURO45, 000.00 in the last five years. (Attach completion certificates / references/recommendations)

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| **Name of****Client** | **Project****Description** | **Contract****Value****EURO** | **Completion****Date** | **Name & Contact****Details of****Client’s****representative** |
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2.2 Details of Projects Completed over the previous 12 months. (Attach additional sheets if necessary)

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| **Name of****Client** | **Project****Description** | **Contract****Value****EURO** | **Completion****Date** | **Name & Contact****Details of****Client’s****representative** |
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2.3 Details of Current Work in Progress (attach additional sheets if necessary)

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| --- | --- | --- | --- | --- |
| **Name of****Client** | **Project****Description** | **Contract****Value****EURO** | **Completion Due****Date** | **Name & Contact****Details of****Client’s****representative** |
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1. **Personnel and Sub-Contractors**

3.1 Personnel

Qualifications and experience of key personnel proposed for administration and execution of the Contract. (Attach resumes of key personnel)

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| **Position** | **Name** | **Qualifications** | **Years of experience on current****position** |
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1. **Certification**

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal/Stamp: