



CALL FOR EXPRESSION OF INTEREST

Roster of Experts to support the activities of the AMCOW Secretariat

1. Introduction

The AMCOW Roster of Experts (RoE) is a database of qualified service providers for delivering ad-hoc, short-term assistance to the Secretariat in the framework of its work programme.

Background information

About AMCOW

The African Ministers responsible for water critically examining the global water situation and its implication for Africa in 2002 adopted the *"Abuja Ministerial Declaration on Water – a key to Sustainable Development in Africa"*. This declaration established the African Ministers' Council on Water (AMCOW). AMCOW is an intergovernmental institution of the African Union. AMCOW's organs and structures serve as the Sectoral Committee on Water and Sanitation of the Specialised Technical Committee on Agriculture, Rural Development, Blue Economy, Water and Environment (ARBWE) of the African Union. For more information, visit <https://amcow-online.org/>

AMCOW's priorities and actions

AMCOW's policy initiatives are motivated by the aspiration to actualise the Africa Water Vision of: *an Africa where there is an equitable and sustainable use and management of water resources for poverty alleviation, socio-economic development, regional cooperation and the environment.*

We are convinced that most of the Sustainable Development Goals (SDGs) targets can only be fully achieved in Africa if water security is assured. AMCOW's ongoing activities contribute to the vision of an Africa with no poverty; and zero hunger (SDGs 1 and 2); ensuring clean water and sanitation for all (SDG 6); affordable and clean energy (SDG 7); climate action (SDG 13); life on land (SDG 15); and, partnership for the SDGs (SDG 17).

AMCOW's mission is to provide political leadership, policy direction and advocacy in the provision, use and management of water resources for sustainable social and economic development and maintenance of African ecosystems:

1. ensuring water security through:
 - i. promoting and supporting development of national and basin-wide decision support systems; and,
 - ii. promoting and supporting development of WRM and development plans at national and regional levels.
2. ensuring safely managed sanitation and hygiene;
3. promoting good water governance and transboundary cooperation;
4. strengthening AMCOW's governance and operational effectiveness;
5. enhancing water and sanitation resilience to climate change;
6. contributing to adequate and sustainable financing of water and sanitation agendas;
7. improving monitoring, evaluation and knowledge management systems; and,
8. strengthening gender equality and youth empowerment in water and sanitation.

Pursuit of these strategic and cross-cutting priorities is through continental policy initiatives the broad categories of which are summarised below.

Accelerating access to safely managed sanitation in Africa

The overarching objective is to facilitate alignment of Member States' sanitation and hygiene policy environments with global and continental commitments. A key tool in the implementation of the initiative is the African Sanitation Policy Guidelines (ASPGs) endorsed by the AMCOW Governing Council. Member States' demand for support to utilise the ASPGs to strengthen related policy environments and delivery systems is responded to through partnership arrangements with technical and implementing partners.

Strengthening Africa's water governance systems and management structures

The initiative promotes and facilitates investment-orientated transboundary management and governance of Africa's water resources. Key elements of the initiative focus on delivering on the

commitments of Africa's political leadership to:

1. increase domestic allocations to the water, sanitation and hygiene sector, and attract investments for water resources development, utilisation and management;
2. raise the profile of sanitation and hygiene engagement, including institutionalisation of the involvement of the Ministers responsible for Sanitation Affairs in the AMCOW Governance Framework;
3. mobilise groundwater networks and actors towards a common, harmonised, and evidence-based approach to sustainable groundwater use and management in furtherance of the Africa Water Vision 2025; the SDGs and AU Agenda 2063;
4. strengthen the institutional linkages and operational arrangements between AMCOW and AMCOW's technical, implementing and funding partners; and
5. strengthen mechanisms for tracking sector financing – at AMCOW level – and strengthen mechanisms for coordinating, leveraging and improving efficiency of utilising Official Development Assistance (ODA) funds to the sector.

Reporting on continental and global water commitments through the African Water and Sanitation Sector Monitoring and Reporting System (WASSMO).

The goal is to facilitate functional vertical integration and strengthening of global water sector monitoring and evaluation and reporting mechanisms at Member States, continental and global level. Current focus is on enhancing capacity at Member States' level to improve completeness and reliability of data submitted. Of particular importance is the need to strengthen and operationalise National Coordination Platforms (NCPs) involving all ministries, departments and agencies (MDAs) with water-related or water-impacting functions. The NCPs provide for coordinated data collection and reporting processes within Member States. In turn, high quality legitimised information will become available on progress to meet the targets of the AWV2025 and SDG 6 through WASSMO. A fully functional WASSMO system that is integrated with global reporting systems will streamline currently burdensome uncoordinated demands placed on Member States for similar data.

Application of the Roster of Experts (RoE)

The Roster applies for the purpose of contracting services such as consultancy, legal services and supply of goods, falling within the areas listed under point 8. below, under the AMCOW budget.

Exception from the application is possible in the cases of contracts requiring an expertise of a kind which is either not available on the RoE or the expertise is limited.

Any exemption will be justified and documented.

2. Contracting Authority

The AMCOW Secretariat is the Contracting Authority for contracts awarded to experts/consultants/companies included in the Roster. Consultants will be legally and professionally liable to the AMCOW Secretariat for performance of tasks assigned in their respective contract. To the extent possible the contract will be based on the Secretariat's General Terms and Conditions.

3. Registration procedure or update of information

Interested natural persons are invited to fill in the electronic form accessible [here](#). Interested legal persons and institutions are invited to fill in the electronic form accessible [here](#).

All required documents must be submitted in English, please consider that the total size of attachments shall not exceed **15 MB**.

Applications submitted in other languages will not be taken into consideration.

4. Legal form of the applicants

No particular legal form is required. Natural persons as well as legal entities regardless of their form of organisation may apply.

In case of companies the applicant should send the CVs of the key relevant experts of the team. Team members can be replaced or added, provided that the new team member possess at least equivalent qualifications and experience as the replaced team member.

5. Nationality of applicants

Experts submitting their expression of interest as natural persons can apply regardless of their nationality.

No restrictions regarding nationality apply to legal persons.

6. General description of the procedure

To be included in the Roster of Experts, interested persons and legal entities are invited to submit an application in accordance with the rules set out in this notice for one or more of the categories specified under point 8 below. The Roster comprises sub-lists, corresponding to the main fields listed under point 8.

The Contracting Authority will assess the applications and select suitable service providers based on the criteria set under point 9 below. The list of experts accepted to the Roster will be published on the AMCOW website, subject to explicit consent provided by the applicant in his/her/its Application Form.

The Roster will be used by the Contracting Authority for awarding contracts in line with the AMCOW Procurement Policy (in its most recent version), namely for the following procedures:

1. Restricted procedure without prior notice: a limited number of suitable natural persons and/or companies from the Roster will be invited to submit their bids to the Secretariat.
2. Negotiated procedure without prior notice: a limited number of suitable natural persons and/or companies from the Roster will be invited to submit their bids to the Secretariat. Negotiations on the content of the contract will follow.
3. Direct award without prior notice: a limited number of suitable natural persons and/or companies from the Roster will be invited to submit their offers in cases when the estimated value of the contract does not reach US \$1,000.

When a relevant contract is to be awarded relating to a field listed under point 8 and depending on the specifics of the relevant procurement procedure, the Contracting Authority will invite one or several persons and legal entities from the Roster (on the relevant sub- list(s)), selected on the basis of objective and non-discriminatory criteria, to submit an offer or participate in a tender.

All procurement procedures will be done in accordance with the thresholds and procedures provided for in the AMCOW Procurement Policy.

Inclusion on the list entails no obligation of the Contracting Authority concerning the award of the contract or an invitation to submit an offer or to participate in a tender.

7. Protection of personal data

As registering the candidates' expression of interest involves the recording and processing of personal data (such as the candidates' name, address and CV), such data as well as all commercial and business secrets and other non-public information revealed during the procedure will be handled strictly confidential. This excludes potential publication upon explicit consent.

The AMCOW Secretariat is committed to protect the right to privacy and has implemented measures to ensure data protection.

The applicants shall be required to express consent for the processing of their personal data by the staff of the AMCOW Secretariat during and after the selection process.

The application form shall also include a request for explicit consent for the publication of certain personal data (such as name) on the AMCOW website Secretariat if the respective applicant is selected for the Roster of Experts.

Unless indicated otherwise, the reply to this notice and any personal data requested are required only for the purposes indicated in point 7 of this document and will be processed solely for those purposes by the Contracting Authority indicated in point 3.

8. Categories of experts and fields of expertise

The Roster will include natural persons and legal entities who may be called on to provide the Contracting Authority with expertise in the fields listed below (non-exhaustive):

1. Consultancy services
2. Supply of office consumables/goods

Applicants may apply for one or more fields of expertise. Supporting documents and references must be provided for each field applied for.

NOTE: Depending on the needs of the Contracting Authority, new categories of expertise can be added to the Roster of Experts or existing categories can be removed. In case of removal, all previously qualified natural and legal persons will be informed in writing.

List of fields of expertise which may be applied for:

Lot 1: Consultancy Services

- a. **Water security**, which may include (but is not limited to):
 - i. promoting and supporting development of national and basin-wide decision support systems;
 - ii. promoting and supporting development of water resources management and development plans at national and regional levels;
 - iii. water governance systems, management structures and institutions for managing and protecting water resources, including strengthening the institutional linkages and operational arrangements between AMCOW and AMCOW's coordinating, technical, implementing and funding partners;
 - iv. mobilising support to Member States to align their water initiatives to continental and global goals and to integrate the goals into National Development Plans;
 - v. promoting the principles of valuing water, and economic accounting for water to enable catalytic and standardised affiliation of hydrologic and water use for domestic and economic planning;
 - vi. mobilising action to conduct water resources assessments and to facilitate multifunctional "green" basin development towards resilient and a water secure Africa;
 - vii. supporting Member States to establish and strengthen groundwater management arrangements including building a business case for increased investments in sustainable groundwater development and utilisation;
 - viii. agricultural water management
 - ix. non-conventional water resources development management;
 - x. climate change adaptation and mitigation;
 - xi. water infrastructure for economic growth; climate resilience; and disaster risk reduction;
 - xii. strengthening gender equality and youth empowerment in water and sanitation;
- b. **Water supply, sanitation, hygiene, and wastewater services delivery** – which may include (but is not limited to):
 - i. accelerating access to safely managed sanitation and hygiene;
 - ii. facilitating alignment of Member States' sanitation and hygiene policy environments with global and continental commitments;
 - iii. promotion of integrated approaches that ensure provision of sustainable and resilient water, wastewater and sanitation services;
 - iv. support to Member States to articulate the sanitation economy and produce WASH accounts;
 - v. strengthening WASH governance;
- c. **The African Water and Sanitation Sector Monitoring and Reporting System (WASSMO)**, which may include (but is not limited to):
 - i. data quality management;
 - ii. vertical integration and strengthening of global water sector M&E and reporting mechanisms at Member States, continental and global level;
 - iii. enhancing capacity at Member States' level to improve completeness and reliability of data submitted;
 - iv. strengthen and operationalise National Coordination Platforms (NCPs) involving all ministries, departments and agencies (MDAs) with water-related or water-impacting functions;

- v. development of regional research and capacity development agendas to identify regional priorities in support of WASSMO;
 - vi. mobilising the development and strengthening of knowledge systems and partnerships at all levels to build and enhance use of indigenous lessons and expertise;
 - vii. improving monitoring, evaluation and knowledge management systems;
 - viii. operationalising a monitoring framework for the ASPGs in Action.
- d. **Statistics**, which may include (but is not limited to):
- i. Data modelling
 - ii. Computing and analysis of data
- e. **Financing, Investments and Resource Mobilisation**, which may include (but is not limited to):
- i. increasing domestic allocations to the water, sanitation and hygiene sector, and attracting investments for water resources development, utilisation and management;
 - ii. strengthening mechanisms for tracking sector financing – at AMCOW level – and strengthening mechanisms for coordinating, leveraging and improving efficiency of utilising Official Development Assistance (ODA) funds to the sector;
 - iii. climate adaptation and resilience financing
 - iv. Financial and economic project assessment and project-specific analysis, economic and financial cost-benefit analysis
- f. **Strengthening AMCOW's governance and operational effectiveness**, which may include (but is not limited to):
- i. legal services;
 - ii. business planning;
 - iii. intellectual property management;
 - iv. branding and image marketing;
 - v. language services;
 - vi. event management;
 - vii. travel and related services;
 - viii. meeting and training facilitation and rapporteuring services;
 - ix. public relations;
 - x. facilities maintenance;
 - xi. Other corporate services of relevance for one of the sub-categories listed under point 8. Lot1 and Lot 2
- g. **Information, communication and technology services and solutions** related to one or more of the above sub-categories, which may include (but is not limited to):
- i. information management and capacity development
 - ii. data processing, hosting and related activities;
 - iii. data visualisation services
 - iv. websites and web portals;
 - v. production and diffusion of printed and other text-based content on physical media, and related services;
 - vi. production and diffusion of motion picture, video, television and radio content, and related services;
 - vii. production and diffusion of audio content and related services;
 - viii. production and diffusion of on-line content and related services;
 - ix. production and diffusion of other content and related services;
 - x. development maintenance and technical support for the operation of Information Management Systems;
 - xi. maintenance of communication, computers and peripheral equipment;
 - xii. ensuring cyber security.

Lot 2: Supply of Goods and Services

a. Supply of office consumables;

- i. Supply of IT equipment's, accessories and consumables
- ii. Office Supplies and Stationeries

iii. Supply and maintenance of office furniture & Fittings

For each field of expertise listed in points 8. Lot 1 and Lot 2, candidates are requested to provide a list of projects carried out over the past three years. One reference project can serve as evidence for multiple fields.

Each time a specific contract is to be awarded involving the Roster of Experts, the Contracting Authority will specify the nature of tasks to be performed and the numbers and categories of experts requested for the particular assignment, based on the following grades.

Junior Experts

At least level of secondary education attested by a diploma, which gives access to post-secondary education, a university degree or equivalent in a field relevant to the assignment; after having obtained the diploma, the Junior Expert must have at least 2 years of appropriate full-time professional experience¹.

Mid-level Experts

At least a university degree² or equivalent in a field relevant to the assignment. After having obtained the diploma, the Mid-Level Expert must have at least 6 years of appropriate full-time professional experience.

Senior Experts/Team leaders

At least a university degree³ or equivalent in a field relevant to the assignment. After having obtained the diploma, the Senior Expert must have at least 12 years of appropriate professional experience.

Languages

Excellent written and spoken English is a prerequisite. CVs submitted must list all languages mastered and the level of proficiency. Country specific experience and knowledge of the local language might be requested for certain assignments.

9. Criteria for inclusion on the Roster

9.1. Exclusion criteria

Candidates will be excluded, if:

1. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of 'res judicata';
3. they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify including by decisions of international organisations;
4. they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
5. they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity;

Before being included in the Roster, interested persons and legal entities shall provide a declaration

¹ Master Degree accounts for one year of professional experience

² A Mid-Level Expert under Legal Services needs to possess a university degree specifically in Law

³ A Senior Expert under Legal Services needs to possess a university degree specifically in Law

of their honour stating that they are not in one of the situations of exclusion listed above. The declaration shall also include a commitment to notify the Contracting Authority, immediately and on their own initiative of

1. any changes in the circumstances covered by the declaration of honour;
2. any potential conflict of interest in connection with the Contracting Authority or a beneficiary; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

In case of doubt, they may be requested to provide supporting evidence of non-exclusion. The declaration of honour must be signed by the candidate or in case of legal entities by person(s) empowered to represent the legal entity and to sign any subsequent contracts.

Candidates included in the Roster having received an invitation to submit an offer or to participate in a tender will be requested to declare that they are still in the same situation in respect of the exclusion criteria as indicated in their application and before being awarded, may be requested to provide the evidence mentioned in this declaration of honour. Where the application involves more than one legal entity (including members), each entity must provide the form.

9.2. Selection criteria

The selection criteria are the following:

NOTE: Point a. below is applicable only for legal entities (including consortia), the other points apply to both legal entities and natural persons.

a. Turnover development and human resources (only for legal entities):

Turnover development and human resources assessment shall guarantee a selection of candidates with sound and sufficient resources allowing them to run their activities over the period of implementation of the contract.

1. Number of employees in total and number of employees with know-how and specialised experience related to the field applied for; **and**
2. Declaration concerning the sales turnover related to the field associated with the invitation to tender during the last 3 financial years (or for the time span from the business formation onwards for companies that are younger than 3 years); for bidder consortia, please fill the tables for each member individually

b. Technical and professional competence for each selected field of expertise:

Candidates shall present educational and professional qualifications of the composition of the firm's managerial staff and those of the person/persons responsible for carrying out the work, for each selected field of expertise. Curriculum vitae must be provided. Candidates shall provide a list of related projects that were carried out over the past 3 years.

c. List of countries:

Candidates shall present evidence of their country-specific experience and competences.

10. Place of delivery

The place of delivery of each specific assignment will be specified in the tender documents.

11. Duration of the Roster of Experts

Applications may be done at any time from the date of publication of the Contract Notice on the AMCOW website (see contract notice). The Roster of Experts will be valid until formal revocation.

Framework contracts entered into with any selected applicant will cover an initial period of 2025-2027.

12. Cooperation

The legal entities or natural persons placed on the list and contracted to provide assistance to the Contracting Authority will be requested to work under the supervision of the staff members of the AMCOW Secretariat, and may be requested to work in cooperation with its partner organisations or other natural persons or legal entities on the Roster.

13. Date of dispatch of notice

Notice first dated **10/12/2024**.

Applications should be submitted on or before 20th January 2025. Please note that submissions will be reviewed on a rolling basis.

This advertisement does not entail any commitment on the part of AMCOW, financial or otherwise.

AMCOW reserves the right to accept or reject any or all applications for pre-qualification and cancel the pre-qualification process and reject all applications without assigning any reason whatsoever.

All requests for additional information should be sent to: info@amcow-online.org

**DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION
CRITERIA AND ABSENCE OF CONFLICT OF INTEREST**

The undersigned:

in his/her own name

declares that he/she or company is not in one of the situations listed below:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In addition, the undersigned declares on his/her honour that:

- f) he/she has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- g) he/she will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- h) he/she has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- i) he/she has not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- j) the information provided within the context of this call for expression of interest is accurate, sincere and complete;

- k) in case of award of contract, he/she will provide upon request the evidence that he/she is not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Full name

Date

Signature

**DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND
ABSENCE OF CONFLICT OF INTEREST**

The undersigned: _____

Representing:

Legal Entity Status _____

Full Legal Name _____

Official address in full _____

VAT registration Number _____

declares that the legal entity that he/she represents

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In addition, the undersigned declares on his/her honour that:

- f) he/she has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- g) he/she will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- h) he/she has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- i) he/she has not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an

illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;

- j) the information provided within the context of this call for expression of interest is accurate, sincere and complete;
- k) in case of award of contract, he/she will provide upon request the evidence that he/she is not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Full name

Date

Signature

PROJECT FACT SHEET FOR NATURAL PERSONS

Part I. List of countries

List countries where candidates have experience in carrying out works.

	Country
1.	

Candidates should present evidence of their country specific experience and competences.

For each country listed, please provide a link to one of the reference projects as requested in Part II.

Part II. Fact Sheet

Candidates should provide a list of related projects that they carried out over the past three years. For each reference project a factsheet of max two A4 pages is to be provided. Please identify the projects (with numbers or letters) and link them with country experience in Part I.

Assignment name:	Approx. value of the contract (in US \$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total number of months of the assignment:
Address:	Approx. value of the services provided by you under the contract (in US \$):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by you within the assignment:	

PROJECT FACT SHEET FOR LEGAL ENTITIES

Part I. List of countries

List countries where candidates have experience in carrying out works.

	Country
1.	

Candidates should present evidence of their country specific experience and competences.

For each country listed, please provide a link to one of the reference projects as requested in Part II.

Part II. Fact Sheet

Candidates should provide a list of related projects that they carried out over the past three years. For each reference project a factsheet of max two A4 pages is to be provided. Please identify the projects (with numbers or letters) and link them with country experience in Part I.

Assignment name:	Approx. value of the contract (in US \$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total N° of staff-months of the assignment: -
Address:	Approx. value of the services provided by your firm under the contract (in US \$):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

TURNOVER DEVELOPMENT AND HUMAN RESOURCES (ONLY FOR LEGAL ENTITIES):

Turnover development and human resources assessment shall guarantee a selection of candidates with sound and sufficient resources allowing them to run their activities over the period of implementation of the contract.

- I. Number of employees in total and number of employees with know-how and specialised experience related to the field applied for; and
- II. Declaration concerning the sales turnover related to the field associated with the invitation to tender during the past 3 financial years (or for the time span from the business formation onwards for companies that are younger than 3 years).

Please fill in the tables below

I. Number of employees

Attestation by the bidder of the annual average of employees in general and employees with special know-how and experience regarding the performance considered for the past 3 years.

Employees, independent contractors and people who are employed on a service contract basis, with total contract duration of at least 6 months are considered as staff.

<i>Annual average</i>	Employees in total	Thereof employees with know-how and specialised experience
n-2		
n-1		
n (past year)		

II. Turnover development

Attestation by the bidder (or all members of the bidder consortium together) of the total turnover for the past three business years (or for the time span from the business formation onwards for companies that are younger than 3 years), excluding VAT.

Total turnover	n-2	n-1	n (past year) ⁴
in US \$ total			

⁴ If annual accounts are not yet available for the current year or past year, please provide your latest estimates.