



# ***Eastern Africa Farmers Federation***

**Request for Expressions of Interest**

for

***Review and update of EAFF finance,  
HR and Admin and Procurement  
systems and procedures***

Ref No: ***GAFSP-FIN4***

**Submission Date:**

## Form EOI-1 EOI Submission Form

Dear Sir or Madam

**Re: Consulting Services for [insert assignment]**  
**Ref: [insert]**

On behalf of my firm, *[insert name of firm or JV entity, if applicable]*, I, the undersigned, offer to provide the consulting services for the above-mentioned assignment in accordance with your REOI dated *[insert date]*.

I am hereby submitting my firm's EOI, which will be open for acceptance for a period of thirty (30) days.

I hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to the firm's disqualification.

We understand you are not bound to accept any EOIs that you may receive.

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name and Address of Firm

## **Form EOI-2 Organization of the Consultant**

**Re: Consulting Services for [insert assignment]**

**Ref: [insert]**

Provide a brief description of the background and organization of your firm/entity and of each Associate for this assignment. Include the organization chart of your firm/entity.

The EOI must demonstrate that the Consultant has the organizational capability and to carry out the assignment.

The Qualifications document shall further demonstrate that the Consultant has the capacity to field and provide experienced replacement Personnel on short notice.

**Maximum 2 pages**

### Form EOI-3 Experience of the Consultant

Re: Consulting Services for [insert assignment]

Ref: [insert]

[Using the format below, provide information on each relevant assignment for which your firm, and each Associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Abridged Terms of Reference included in this RCQ. The EOI must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

**Maximum 2 pages/maximum 5 recent jobs**

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment and period:
Name of client and address:	Total No. of staff-months of the assignment:
Narrative description of project:	

Name of Firm: \_\_\_\_\_

## ANNEX 2

# Qualification and Evaluation Criteria

Table 1: Criteria and Point System for the Evaluation

<u>Item</u>	<u>Criteria</u>	Points
<i>For specific experience, evidence shall include successful experience in the execution of <b>at least 2 projects</b> of a similar nature and scope of works during the <b>last 10 years</b>.</i>		
<b>A.</b>	<b>General Experience</b>	<b>30</b>
<b>B.</b>	<b>Specific Experience</b>	<b>70</b>
i		
ii		
iii		
<b>Total Points</b>		<b>100</b>
<b>Minimum points required to pass</b>		<b>70 points</b>