

## Invitation to Submit Amplified Expression of Interest (EOI)

Date of Publication: (3<sup>rd</sup> June 2023)

The Royal Government of Bhutan, Ministry of Education and Skills Development (MoESD) has received a grant from the Asian Development Bank (ADB) for Skills Training and Education Pathways Upgradation Project (STEPUP) and intends to apply a portion of proceeds to recruit a consulting firm for developing Detailed Architectural Drawings and Engineering Design and Drawings for the Rural Development Training Centre (RDTC), Zhemgang for 10 person months tentatively from August 2023 to November 2023 through Consultant Qualification Selection (CQS) Method.

The main objectives of the consultant is to assist the MoESD and Ministry of Infrastructure and Transport (MoIT) to:

- Review conceptual drawing and structural master plan prepared by architects funded under ADB technical assistance grant.
- Prepare conceptual drawing of workshop, multi-purpose hall (MPH), and refurbishment of existing structures, site development works and landscaping of existing entire campus.
- Prepare detailed architectural, structural, mechanical, electrical, plumbing and sanitation design and drawings of new infrastructure; incorporation of energy efficiency and green building designs within the framework of conceptual architectural/structural master plan.
- Carryout structural analysis and design optimization calculations and drawings.
- Prepare detailed design for the site development works including landscaping and use of renewable energy such as solar rooftop and heating;
- Prepare 3D walkthrough video;
- Prepare detailed specifications for the various items of works;
- Prepare the detailed cost estimates and bill of quantities;
- Prepare all drawings and documents needed for obtaining completion certificates and
- Explore incorporation of the energy efficiency concept in the buildings and use of renewable energy including estimation of CO2 reduction.

The detailed terms of reference (TOR) and expression of interest (EOI) form can be downloaded from ministry's website <http://www.education.gov.bt/> and [www.cms.adb.org](http://www.cms.adb.org)

The team composition of the consultant should be as shown below:

- Principal Designer (Team Leader, National) – 1 no. (3 person months)
- Architect – 1 no. (1.5 person months, National)
- Civil Engineer– 1 no. (1.5 person months, National)
- Structural Engineer– 1 nos. (1.5 person months, National)
- Electrical Engineer – 1 no. (1.5 person months, National)

- Quantity Surveyor – 1 no. (total 1-person month, National)

The eligible and qualified consulting firms are invited to submit the expression of interest in providing the **Detailed Architectural Drawings and Engineering Design and Drawings**. A consulting firm will be selected in accordance with the procedures set out in the ADB's Procurement Policy – Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time) and ADB's Procurement Regulations for ADB Borrower – Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time). The EOI will be assessed based on the management competence (20%), technical competence (60%) and project experiences (20%). The EOI will be evaluated based on the complete information provided by the firm/company.

The firms should meet following qualification requirements:

- More than five (5) years of experience in the field of architecture, engineering and construction, including experiences with the Royal Government of Bhutan, and prior successful engagements in the design and construction of education or training institutions.

EOI should be submitted electronically on ADB's consultant management system (CMS) or in person in the attached format to the focal official mentioned below. Interested organizations are encouraged to submit their EOI through ADB's Consultant Management System (Registration and access possible through <https://cms.adb.org>). Last date of submission of EOI through CMS (online) and in person is on 3<sup>rd</sup> July 2023, 1600 hours (Bhutan time).

For further information, kindly consult:

Ms. Yeshey Choden, Project Engineer, STEPUP, Mobile No. +97577646347, email id: [ychoden@moesd.gov.bt](mailto:ychoden@moesd.gov.bt)

## TERMS OF REFERENCE (TOR)

### Terms of Reference

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#### For Detailed Architectural Drawings and Engineering Design and Drawings for the Rural Development Training Centre (RDTC), Zhemgang

##### I. Background

1. The Royal Government of Bhutan has received a Grant from the Asian Development Bank (ADB) for the Skills Training and Education Pathways Upgradation Project and intends to apply part of the Grant proceeds for expansion of the Rural Development Training Centre (RDTC) at Zhemgang. The RDTC initially under the Ministry of Agriculture and Forests was transferred under the Ministry of Education and Skills Development (MoESD) since November, 2022.
2. RDTC has adequate land for expansion, and MoESD and ADB hired an architect consultant to develop structural master plan and conceptual drawings of some new infrastructure (i.e., student hostel, dining hall, sports facilities) on 5.1 acres (out of 51.45 acres). Currently, RDTC provides training courses on farm business in areas of horticulture and livestock, community leaders training and school agriculture program for students. The centre plans to deliver new courses on food and agro processing, floriculture and orchid cultivation and agribusiness and entrepreneurship. The Government aspires to develop RDTC as a food and agro processing training centre and therefore envisions to improve the infrastructure facilities to make them attractive as higher educational institutions in Bhutan.
3. RDTC is located at an altitude of 2000m above sea level and experiences temperate and subtropical climate. The mean annual maximum temperature is 20.1°C and average minimum temperature is 11.2°C and the mean annual humidity is 74.8%. The annual rainfall is 1500 mm, mostly during the months of May to September.

##### II. Objectives

4. The main objectives of the consultant is to assist the MoESD and Ministry of Infrastructure and Transport (MoIT) to:
  - Review conceptual drawing and structural master plan prepared by architects funded under ADB technical assistance grant.
  - Prepare conceptual drawing of workshop, multi-purpose hall (MPH), and refurbishment of existing structures, site development works and landscaping of existing entire campus.
  - Prepare detailed architectural, structural, mechanical, electrical, plumbing and sanitation design and drawings of new infrastructure; incorporation of energy efficiency and green building designs within the framework of conceptual architectural/structural master plan.
  - Carryout structural analysis and design optimization calculations and drawings.

- Prepare detailed design for the site development works including landscaping and use of renewable energy such as solar rooftop and heating;
- Prepare 3D walkthrough video;
- Prepare detailed specifications for the various items of works;
- Prepare the detailed cost estimates and bill of quantities;
- Prepare all drawings and documents needed for obtaining completion certificates and
- Explore incorporation of the energy efficiency concept in the buildings and use of renewable energy including estimation of CO2 reduction.

### III. Detail Design, Drawing and Estimation

5. **Scope of Work:** The consultancy firm is expected to complete the detailed engineering design of following infrastructure based on the approved structural master plan and conceptual architectural drawings of some infrastructure (i.e., dining hall, student hostel). The new infrastructure includes MPH, dining hall, student hostel, workshop, outdoor sports and field track, refurbishment of existing hostel and MPH and site development works. The firm is also expected to prepare conceptual drawings of workshop, MPH and refurbishment of existing student hostels and MPH and site development works. The infrastructure facilities need to include gender sensitive and universal access design such as well-lighted no-step hallways, entries, access ramps and emergency exit, equipped with visual and braille signages, and sound systems as well as creches, lactation and breastfeeding rooms, and menstrual hygiene facilities and lounges for women with disabilities.
  - Refer the conceptual drawings (i.e., dining hall, student hostel) included for further clarity.
6. **Scope of Services:** The selected consultant shall provide the following services:
  - Have consultation with stakeholders including MoESD, MoIT, RDTC Director, instructors, students including female to understand their requirements. Consult with disability-friendly facilities with organizations of persons with disabilities in Bhutan to get their advice on special consideration for inclusive training facilities.
  - Prepare conceptual drawing of workshop, MPH and refurbishment of existing student hostels and MPH, site development works and landscaping of existing entire campus. The drawings must allow for sufficient space and maneuverability in rooms, corridors, and facilities to accommodate individuals using mobility aids or assistive devices. The conceptual drawing needs to be approved by MoESD and/or MoIT.
  - Prepare detailed design and drawings of infrastructures specified in clause 5 based on the structural master plan. The design shall have sufficient natural lighting and ventilation system, natural insulation system to save energy. The selected consultant will have to work in close coordination with the client to incorporate energy efficiency principles in the building design.

- Prepare detailed architectural design, structural design and drawings with structural optimization analysis considering soil investigation report, future expansion and seismic zone conditions.
- Plan the project to keep the existing structures functional and integrate the same in the overall master plan, if necessary. The consultant shall also plan demolition of any existing structures, additional or alterations to the existing building/structures, if required, to integrate with the new construction.
- Prepare detailed electrical design/drawings incorporating green building and energy efficient design concepts. The design should be based on demand forecast for adequate electrical tools and equipment and source identification/needed for substation. Renewable energy installation such as solar rooftop and heating system should also be considered.
- Prepare detailed water supply/plumbing design and drawings. The design should consider demand forecast, source identification and construction of main water storage tank with filtration with enhanced capacity. The main water storage tank-flushing pipe should be distributed with proper network to use for the trainings, as future firefighting tool and also to facilitate the firefighting drill in the campus.
- Prepare site development works including but not limited to storm water drainage, footpath, internal roads, boundary fencing etc.
- Prepare detailed sanitation/sewerage design and drawings. Include disability-friendly washroom facilities such as expanded door opening; height adjusted sink and toilet; shower with step-free entrance; grab bars next to sink, toilet and in shower.
- Prepare adequate provisions for Fire Detection and Suppression.
- Prepare gender sensitive and universal access design such as well-lighted no-step hallways, entries, access ramps and emergency exit, as well as creches, lactation and breastfeeding rooms, and menstrual hygiene facilities and lounges for women with disabilities. Design counselling office spaces that are private, wheelchair accessible, with access to natural light.
- Prepare detailed technical specifications for all the items of building works (civil, electrical, plumbing and mechanical) based on the final approved design. The proper selection of building materials will have to be eco-friendly and as per the standard of the Bhutan Standards Bureau (BSB).
- Based on the final approved plan and working drawings, the consultant shall provide detailed sequence of construction schedule, machinery, manpower, material procurements and the phase in which the project work proposed would be completed within the stipulated time frame calculated by the consultant. The consultant also needs to provide 3D walkthrough video based upon approved plan and working drawings.
- Prepare detailed cost estimates and segregated bill of quantities (BoQ) for each category of infrastructure using the latest Bhutan Schedule of Rates (BSR) and/or market rates. For items not covered in the BSR, rate analysis shall be submitted and approved brand list available on the Bhutan Standard Bureau's website shall

be served as a reference. The incorporation of BSB certified domestic construction materials in the designs, estimates, and BoQ is also compulsory.

- i) The BoQ should be explicit covering all items of works. It should be as exhaustive as possible to avoid changes, additions, deletions and substitutions during execution and therefore the undesired disputes and claims.
  - ii) The detailed technical and material specifications should be part of the BoQ. One copy of the technical specifications shall be submitted to the procuring agency for its comments and suggestions before including in the BoQ and estimation.
  - iii) The quantities should be worked out as accurate as possible to avoid unnecessary variations during the execution of work.
  - iv) The availability of the materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in Bhutan and India. The materials may be suggested to suit to the climate condition of RDTC.
  - v) Prepare cost estimates identifying the portion contributing to climate change mitigation and adaptation.
7. The consultant shall follow prevailing local norms and guidelines regarding building regulations governing plot coverage, setbacks, number of floors and traditional architecture. It shall be the responsibility of the consultant to provide necessary clarifications/details to the satisfaction of the local bodies including Department of Environment and Climate Change, whenever required for obtaining approval of the plans, designs and drawings from the statutory authorities.
  8. The consultant needs to consider the Bhutanese construction tradition as per local construction regulatory requirement. Thus, the consultant shall have full understanding of the national and local architectural codes.
  9. The consultant shall visit the proposed site and study the environment to prepare and submit the proposal. The consultant shall include such cost of carrying out all the above responsibilities, inter alia, in the Financial Proposal.

#### **IV. Support Service and Facilities** (to be provided by the Client)

10. The consultant shall be provided with detailed topographical survey, conceptual design, structural master plan of the campus, soil investigation reports, site plan and other available data of the project. If the consultant requires any additional information, the firm should acquire the requirements at their own expenses.
11. The list of the power tools and equipment installed in the facility/ workshop for the purpose of electrical load estimate will be provided by the procuring agency.
12. The procuring agency will facilitate communication with local authorities and other stakeholders to fast track the approval process.

#### **V. Report and Time Schedule**

13. The design and detailed working drawings should be submitted within **75** days from the date of contract signing and the specifications of work and detailed estimation/BoQ should be submitted within **100** days from the date of notice to proceed;

14. The selected consultant shall be required to submit and present the following reports for the Client's review and approval;
  - **Inception Report** (within **5** days from the date of Notice to Proceed). This report shall include formation of design team, work plan approach, and methodology.
  - **Interim Report** (within **30** days from the date of Notice to Proceed). This shall include: (a) preliminary structural design and drawings of all new and modified infrastructures; (b) concept of green building/energy efficient building used; and (c) fire detection and suppression schematic diagram.
  - **Draft Final Report** (within **60** days from the date of Notice to Proceed). This shall include all of the followings in addition to the contents of the interim reports; (a) detailed structural design and drawings; (b) detailed electrical design and drawings including telephone and LAN line layout; (c) detailed water supply/plumbing design and drawings; (d) detailed sanitation/sewerage design and drawings; and (e) detailed landscape design and drawings.
  - **Final Report for Design and Drawings** (within **75** days from the date of Notice to Proceed). The consultant shall duly incorporate all comments of the client in the final report. This shall include all components listed under the above reports.
  - Final specifications of the materials/works, segregated BoQ for all works and cost estimates need to be submitted within **100** days.

#### vi. **Report Format**

15. All reports shall be submitted in editable soft copy versions (in USB stick) along with hard copy of all drawings in A3 and descriptive report in A4 format for each stage of works. All drawings should be in "dwg" or "dwt" format readable in AutoCAD 2010. Design calculations, details of measurements and estimates, abstracts of estimated costs, and segregated BoQ in MS Excel format and all other content of the reports in MS Word format.
16. The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details 1:20/1:10 where necessary.
17. Adequate number of drawings should be produced to appropriately represent all the necessary details, views, etc.
18. The detailed reinforcement schedule will be a part of the drawings.
19. Except for similar components, each different component shall have separate drawings in cross section, elevations and plan.
20. For tendering, drawings printed on A3 sizes would be accepted. However, the drawings should be easily readable by naked eye.
21. All drawing dimensions shall be in metric system (i.e., meter, cm, mm).
22. Period required for approval by the client at each stage shall be a maximum of one week after submission by the consultant, which is not considered in the above-mentioned time schedule.

## **VII. Expected Outputs/Deliverables**

23. The expected outputs of the services are detailed engineering designs, structural analysis and optimization calculation, drawings, estimates, and segregated BoQ for all categories of infrastructures detailed under the scope of services.
24. Consultant should submit, as part of outputs, the followings;
  - Two (2) sets of printed hard copy of BoQ/Materials/Technical specifications in bound conditions (bound volume separately for different packages of work).
  - Two (2) sets of detailed design drawings printed on A3 size paper for the purpose of tendering and record (bound volume separately for different packages of work).
  - Two (2) printed hard copies of cost estimate and rate analysis of all items of work (bound volume separately for different packages of work).
  - Two (2) printed hard copies of detailed structural analysis and optimization calculation of the buildings for the reference of Client's engineers (bound volume separately for different packages of work).
25. A copy of a complete set of reports shall be submitted in editable soft copy versions (in USB stick). All drawings should be in "dwg" or "dwt" format readable in AutoCAD 2010. Design calculations, details of measurements and estimates, abstracts of estimated costs, and segregated BoQ in MS Excel format and all other content of the reports in MS Word format.

## **VIII. Focal Person**

26. The focal person from the procuring agency will be named in the "contract agreement". All matters should be dealt with the focal person during the contract implementation.

## **IX. Selection Procedure**

27. The consulting firm will be selected following the ADB's Procurement Policy – Goods, Works, Non consulting and Consulting Services (2017, as amended from time to time) and ADB's Procurement Regulations for ADB Borrower – Goods, Works, Non consulting and Consulting Services (2017, as amended from time to time) and consultant selection method would be Consultants Qualifications Selection (with Lump Sum Contract).
28. More than five (5) years of experience in the field of architecture, engineering and construction, including experiences with the Royal Government of Bhutan, and prior successful engagements in the design and construction of education or training institutions.
29. Demonstrated competency in conceptualization, formulation, and execution of projects of similar nature as the one specified here.
30. Consulting firm should bring among its team-demonstrated expertise in the following fields: architectural design, structural engineering, construction trades, culturally sensitive design and earthquake engineering.

## **X. Team Composition and Qualifications Requirement of Key Experts**

31. A minimum of 10 person months of national experts are required for design. The position qualifications and person-months for the key experts are presented in below table:



| <b>Expertise</b>                         | <b>Qualification</b>   | <b>Indicative Job Description and Task</b>   | <b>Total Person Months</b> |
|--|--|--|----------------------------|
| <b>Key Experts (National)</b>            |  |  |                            |
| Principal Designer (Team Leader) – 1 No. | B. Arch with 10 years' experience out of which 3 years' experience in similar projects as team leader. | Focal point of communication with ADB and MoESD.<br>Ensure quality of the design work is maintained, and there is strict compliance with the relevant national codes.<br>Review and assessment of designs.<br>Ensure that the overall design component is completed on time and to the required quality.                                 | 3                          |
| Architect -1                             | B. Arch with 5 years' experience   | Design of campus and individual buildings. Ensure adherence to bye-laws, codes and best practices. Ensure specification tendered and executed are as per the client's requirement. Ensure the building designs and drawings are as per the structural master plan and conceptual drawings.<br>Review and remodeling of existing designs. | 1.5                        |
| Civil Engineer– 1 No                     | B.E/B.Tech Civil with 7 years' experience in water supply/plumbing and sanitation works                | Design of all internal and external water supply/ plumbing and sanitation works, focusing on sustainable and environment-friendly system, recycling waste water, solid waste disposal.<br>Ensure adequate provisions for Fire Detection and Suppression.   | 1.5                        |
| Structural Engineer- 1 No                | MTech in structural design with 7 years experience in structural design                                | Design of all buildings and facilities as per the latest Codes, focusing on the potential hazards such as seismic, wind, landslide, flash flood, etc.  | 1.5                        |
| Electrical Engineer- 1 No                | B.E/B.Tech Electrical with 5 years' experience in electrical designs                                   | Design of all electrical works, focusing on energy efficient systems as per BEA Codes.<br>Design of electrical security systems.<br>Prepare Bill of Quantities, detailed estimate.   | 1.5                        |

|                            |  |  |   |
|----------------------------|--|--|---|
| Quantity Surveyor- 1<br>No | B.E/B.Tech/<br>Diploma in Civil Engineering with 5 years' experience in Quantity Survey jobs | Prepare detailed cost estimates and segregate Bills of Quantity for each category of infrastructure.<br><br>Submit analyzed rate for items not covered in BSR. | 1 |
|----------------------------|--|--|---|

#### XI. Criteria for the Evaluation

32. The criteria for evaluation have been specified below:

| 1. EVALUATION CRITERIA          |   | Max.<br>Weight |
|---------------------------------|---|----------------|
| <b>I. Management Competence</b> |   | <b>20</b>      |
| <b>a.</b>                       | <b>Single Firm</b>  | <b>20</b>      |
|                                 | Quality of Firm's Management (company's profile)                          | 10             |
|                                 | Proposed Management Coordination  | 5              |
|                                 | Proposed Quality Control  | 5              |
| <b>b.</b>                       | <b>Association or Joint Venture</b>                                       | <b>20</b>      |
|                                 | <b>Lead Firm</b>  | <b>15</b>      |
|                                 | Quality of Management of association or JV                                | 5              |
|                                 | Proposed Management Coordination  | 5              |
|                                 | Proposed quality control  | 5              |
|                                 | <b>Associates or JV Partners</b>  | <b>5</b>       |
|                                 | Contribution of association or JV partners to management                  | 5              |
| <b>II. Technical Competence</b> |   | <b>60</b>      |
| <b>a.</b>                       | <b>Single Firm</b>  | <b>60</b>      |
|                                 | Firm's specialization vis à vis the sectoral focus of the assignment      | 10             |
|                                 | Firms experience vis à vis the assignment's TOR                           | 30             |
|                                 | Number of similar projects undertaken where firm as lead partner          | 15             |
|                                 | Number of similar projects undertaken where firm as sub-consultant        | 5              |
| <b>b.</b>                       | <b>Association or Joint Venture</b>                                       | <b>60</b>      |
|                                 | <b>Lead Firm</b>  | <b>40</b>      |
|                                 | Lead firm's specialization vis à vis the sectoral focus of the assignment | 5              |
|                                 | Lead firms experience vis à vis the assignment's TOR                      | 10             |
|                                 | Number of similar projects undertaken where firm as lead partner          | 20             |
|                                 | Number of similar projects undertaken where firm as sub-consultant        | 5              |
|                                 | <b>Associates or JV Partners</b>  | <b>20</b>      |
|                                 | Technical rationale for association or JV                                 | 5              |
|                                 | Associates or JV partners experience vis à vis the assignment's TOR       | 15             |
| <b>III. Project Experiences</b> |   | <b>20</b>      |
| <b>a.</b>                       | <b>Single Firm</b>  | <b>20</b>      |
|                                 | Firm's experience with RGoB   | 15             |

|    |   |            |
|----|---|------------|
|    | Firm's regional experience                      | 5          |
| b. | <b>Association or Joint Venture</b>             | <b>20</b>  |
|    | <b>Lead Firm</b>                                | <b>10</b>  |
|    | Firm's experience with RGoB                     | 5          |
|    | Firm's regional experience                      | 5          |
|    | <b>Associates or JV Partners</b>                | <b>10</b>  |
|    | Associates or JV partner's experience with RGoB | 5          |
|    | Associates or JV partner's regional experience  | 5          |
|    | <b>Total Score</b>                              | <b>100</b> |



### Expression of Interest (EOI) Consulting Firms

|                        |  |
|------------------------|--|
| <b>Project Number</b>  |  |
| <b>Project Name</b>    |  |
| <b>Project Country</b> |  |

#### I. Consulting Firm Information

|                               |  |
|-------------------------------|--|
| CMS No. <sup>1</sup> / date:  | Country of Incorporation: <sup>2</sup> |
| Consultant Name:              | Acronym:                               |
| EOI Submission Authorized by: | Position                               |

#### Associations (Joint Venture or Sub-consultancy)

| CMS No. <sup>1</sup> | Consultant | Acronym | Country of Incorporation <sup>2</sup> | Joint Venture (JV) or Sub-consultant | EOI Submission Authorized By | Position |
|----------------------|------------|---------|---------------------------------------|--------------------------------------|------------------------------|----------|
|                      |            |         |                                       |                                      |                              |          |
|                      |            |         |                                       |                                      |                              |          |
|                      |            |         |                                       |                                      |                              |          |
|                      |            |         |                                       |                                      |                              |          |

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached.
- Documentation regarding our Board of Directors has been attached.
- A written agreement to associate for the purpose of this Expression of Interest has

<sup>1</sup> If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection.

<sup>2</sup> The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

been signed between the consortium partners and has been attached.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.<sup>3</sup>

## **II. Assignment Specific Qualifications and Experience**

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.

For offline submission: Please provide relevant project information in Section E below.

### **A. Technical Competence**

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Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

### **B. Project Experience**

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Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

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**C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)**

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1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

**D. Other Information (maximum of 500 words)**

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## E. Project References

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Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects).

| SN | Project | Period | Client | Country | Firm |
|----|---------|--------|--------|---------|------|
| 1  |         |        |        |         |      |
| 2  |         |        |        |         |      |
| 3  |         |        |        |         |      |
| 4  |         |        |        |         |      |
| 5  |         |        |        |         |      |
| 6  |         |        |        |         |      |
| 7  |         |        |        |         |      |
| 8  |         |        |        |         |      |
| 9  |         |        |        |         |      |
| 10 |         |        |        |         |      |

### Project Summary

|                           |   |
|---------------------------|---|
| SN 1                      |   |
| Project Title             |   |
| Country / Region          |   |
| Start Date                |   |
| Completion Date           |   |
| Continuous / Intermittent |   |
| Client                    |   |
| Funding Source            |   |
| Description               | (indicate your role and input in person-months) |

|                           |   |
|---------------------------|---|
| SN 2                      |   |
| Project Title             |   |
| Country / Region          |   |
| Start Date                |   |
| Completion Date           |   |
| Continuous / Intermittent |   |
| Client                    |   |
| Funding Source            |   |
| Description               | (indicate your role and input in person-months) |

|      |
|------|
| SN 2 |
|------|

|                           |   |
|---------------------------|---|
| Project Title             |   |
| Country / Region          |   |
| Start Date                |   |
| Completion Date           |   |
| Continuous / Intermittent |   |
| Client                    |   |
| Funding Source            |   |
| Description               | (indicate your role and input in person-months) |

(Please insert more tables as necessary)



**III. Comments on Terms of Reference**

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**IV. Comments on Budget Adequacy**

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**V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)**

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**VI. Key Experts**

**List of experts is only required for Consultants' Qualifications Selection (CQS). Attach CV of each expert.**

| SN | Name | Email | Position/Title | Nationality |
|----|------|-------|----------------|-------------|
| 1  |      |       |                |             |
| 2  |      |       |                |             |
| 3  |      |       |                |             |
| 4  |      |       |                |             |
| 5  |      |       |                |             |

(Please insert more rows as necessary)

**VII. EOI Attachments**

| SN | Description  |
|----|--|
| 1  | Certificate of Incorporation of the lead member                              |
| 2  | Certificate of Incorporation of the JV member (for each member)              |
| 3  | Certificate of Incorporation of the Sub-Consultant (for each sub-consultant) |
| 4  | Letter of Association  |
| 5  | Proof documents for work experience  |

## VIII. Eligibility Declaration<sup>4</sup>

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and –administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.

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<sup>4</sup> Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers 2013 **or** ADB Procurement Policy 2017 and Procurement Regulations for ADB Borrowers 2017, as relevant.

**CURRICULUM VITAE (CV) FOR INTERNATIONAL OR NATIONAL EXPERTS**

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1. **Proposed Position:** [TOR Expertise]
2. **Name of Firm** [*Insert name of firm proposing the expert, if applicable*]: \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Expert:** [*Consultant Name*]
4. **Current Residential Address:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
  
**Fax No.:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_
5. **Date of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_
6. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_  
\_\_\_\_\_
7. **Membership in Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
8. **Other Trainings** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_  
\_\_\_\_\_
9. **Countries of Work Experience:** [*List countries where expert has worked in the last ten years*]: \_\_\_\_\_  
\_\_\_\_\_
10. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_  
\_\_\_\_\_
11. **Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:  
  
From [Month/Year]: \_\_\_\_\_ To [Month/Year]: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Positions held: \_\_\_\_\_

**NOTE: Maximum of 5 pages.**

|  |  |
|--|--|
| <p><b>12. Detailed Tasks Assigned</b><br/> <i>[List all tasks to be performed under this assignment]</i></p> | <p><b>13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b><br/> <i>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Month/Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|--|--|

**14. Certification:**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| I, the undersigned, certify to the best of my knowledge and belief–  |                          |                          |
| (i) this CV correctly describes my qualifications and my experience  | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) I am employed by the Executing or the Implementing Agency*<br><i>(*Executing/Implementing Agency is the entity responsible to execute/ implement the ADB-funded project as identified in official project documentation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) I am a close relative of a current ADB staff member  | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) I am the spouse of a current ADB staff member   | <input type="checkbox"/> | <input type="checkbox"/> |
| (v) I am former ADB staff member.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • If yes, I retired from ADB over 12 months ago  | <input type="checkbox"/> | <input type="checkbox"/> |
| (vi) I am part of the team who wrote the terms of reference for this consulting services assignment <i>(Consultants hired to prepare TOR for an assignment shall not be hired for the same assignment.)</i>                        | <input type="checkbox"/> | <input type="checkbox"/> |
| (vii) I am sanctioned (not eligible for engagement) by ADB.  | <input type="checkbox"/> | <input type="checkbox"/> |

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
Signature of expert Date: \_\_\_\_\_  
(Day/Month/Year)

CV-format-10June08

*8 August 2018*