

**Expression of Interest (EOI) Information form**

**1. Project Data & Consulting Firm**

<b>Contract Name:</b> Procurement of the service of a consultancy firm for Training on Household Data Form Filling in 7,000 GN Divisions under the 'e-Grama Niladari' Project
<b>Contract Number:</b> HA/RAR/07/02/02/04
<b>Name of the Firm:</b>

**2. Eligibility Declaration:**

We hereby declare that:

- (i) We have read the advertisement, the Terms of Reference (TOR), for this project;
- (ii) We have not been engaged to prepare such TOR as a firm, sub consultancy, or joint venture; and
- (iii) No full-time or part-time or contracted expert employed by our firm, sub consultancy, or joint venture has been engaged to prepare such TOR.
- (iv) Business registration of the firm, Joint Venture (JV) party or sub consultancy;

We further confirm that, if any of one or more of our experts is engaged to prepare the SOR for any resulting assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

<b>Lead Firm</b>	
Signed by*:	
Position:	
<b>Associate/Partner 1</b>	
Signed by*:	
Position:	
<b>Associate/Partner 2</b>	
Signed by*:	
Position:	
<b>Associate/Partner 3</b>	
Signed by*:	
Position:	

*\* All signatories must be fully authorized by respective Head of the bidding organization.*

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

a. If you are proposing an association such as sub consultancy or a Joint Venture (JV), outline the rationale for and benefits of the "association." Outline proposed management coordination of the "association," including the role of each firm.

b. Does your firm/sub-consultancy/JV have (1) standard policies, procedures and (2) industrial certified practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

In case of a joint-venture, please submit relevant information for part (1) and (2) for each party.

c. Does your firm/sub-consultancy/joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly.

d. How will you ensure the quality of your performance (company and JV partners) over the life of this assignment?

e. How will your firm/sub consultancy/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

#### 4. Technical Qualifications including Experience

Based on the attached reference project sheets and the firm's performance, highlight the technical qualifications including experience of your firm/sub consultancy/joint venture (maximum of 4 pages refer Annex 1- project sheet). When the firm submitting the information, special attention should be given to the following areas;

Technical qualification of the firm and experience of the firm with projects of similar nature should be explained by providing at least 3 critical level trainings for large audience related projects (preferably government) which includes following features (Please clearly state whether yes/no if you have experience in each area) if 'Yes' elaborate how it was used.

- 1.
- 2.
- 3.
- 4.

- 4.1. Explain the past projects related exposure with details. You are required to explain how the relevant consultancies on training were conducted. (you are required to explain at least 03 prominent projects that covered all Districts within past five (05) years. Explain only the training programmes that you have conducted with a minimum participation of 200 per programme)
- 4.2. Explain past project experiences with similar nature where Government organizations were provided with your consultancy in training in both Sinhala and Tamil languages, including remote methodologies and similar alternative approaches. (you are required to explain at least 03 projects)
- 4.3. Describe availability of training aid/equipment (owned by the firm itself or ability to hire)
- 4.4. Briefly explain the deployment of social media platforms and trainee feedback mechanisms (FAQs etc.).
- 4.5. Briefly explain the experience on conducting trainings via eLearning platform
- 4.6. Experience on training methodology used to conduct large scale training program
- 4.7. List down and explain minimum five (5) trainings methods or techniques used to deliver large scale training program/s

(Please describe the above in detail)

**5. Firm's information**

- (a) Explain Nature of the firm as per the industrial classification (small/small & medium/large)
- (b) Financial and administrative capabilities
  - a. Explain financial strength certified by the audited financial reports for last three years.
  - b. Last 3 years' Balance Sheet, Profit & Loss Accounts and any other relevant information (Please attach)
  - c. Organizational structure in detail
  - d. Nature of the Firm (number of employees in the organization)
- (c) State the Core business of the firm

- Consultancy firm
- Training firm/ partner
- MIS firm
- BPO
- Research firm
- Software Project Management
- Software Development
- Business Analyst

- (d) State when the firm was incorporated.
- (e) Firm's history-number of years in consultancy/ capacity building business.
- (f) Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff.
- (g) Any other relevant information.

Name of the firm	
Signed by Authorized signatory:	
Position:	

## PROJECT SHEET

## Project Sheets (Please use one sheet for each project)

Indicate up to five (05) reference projects that the consultancy firm/sub consultancy/Joint Venture experiences are relevant.

Project 1 of \_\_\_\_\_

●	Project Name		
●	Name of Client		
●	Country		Project location within Country
●	Participation	<input type="checkbox"/>	As lead firm
		<input type="checkbox"/>	As associate firm
●	Value of Services	Rs.	
●	Source of Financing		
●	<b>Consultancy Services (should specifically indicate associate firm's staff allocations)</b>		
(i)	No. of staff		
(ii)	No. of person months		
●	Length of Consultancy Assignment		
●	Start Date		(dd/mm/yyyy)
●	Completion Date		(dd/mm/yyyy)
●	Name of Associate Firms (if any)		
●	<b>No. of Person-Months of Professional Staff Provided by Associated Firm(s)</b>		
●	<b>Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (should specifically indicate associate firm's staff involvement)</b>		
●	Detailed Description of the Project		
●	<b>Detailed Description of the Actual Services Provided by your Firm</b>		

RFP will be issued only for the parties who are getting 70% or more out of the evaluated marks EOI submission.

