

Standard
Procurement Documents

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**REOI -
Consulting Firms**

**(to be used as an advertisement template)**

1st Edition

December 2020

**Foreword**

This REOI is based on the 1st edition of the IFAD-issued standard procurement document for REOI advertisement – consulting firms to be used in projects financed by IFAD, available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement).

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

REQUEST FOR EXPRESSIONS OF INTEREST

**(Consulting Firms)**

*[COUNTRY]*

*[NAME OF PROJECT]*

**Assignment Title:** *[insert procurement titl*e]

**Reference No**. (as per procurement plan): *[insert ref #]*

The [*name of borrower/recipient] [has received/has applied for]* financing from the International Fund for Agricultural Development (IFAD) towards the cost of [*name of project or grant*] and intends to apply part of the proceeds for the recruitment of consulting services.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with [*name of project*].

The consulting services (“the services”) include [*insert brief description, implementation period, etc.*]

This request for expressions of interest (REOI) follows the general procurement notice that appeared on the IFAD website on [*insert date*], on UNDB on [*insert date*] and on [insert *name of newspaper*] newspaper on [*insert date*].

The [*procuring entity/client*] (“the client”) now invites eligible consulting firms (“consultants”) to indicate their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Interested firms should fill the template for expressions of interest and submit found at the following link [*include website link*] and send it to the address indicated below.

The attention of interested consultants is drawn to IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy[[1]](#footnote-1) and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations[[2]](#footnote-2). The latter sets forth IFAD’s provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.[[3]](#footnote-3)

The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the Purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this REOI, (ii) the shortlisting or selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

A consultant will be selected in accordance with the [*insert selection method*] method set out in IFAD’ project procurement handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement).

The shortlisting criteria are: [*insert criteria related to required qualifications and experience of the firm, but not individual experts’ bio data*].

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Any request for clarification on this REOI should be sent via e-mail to the address below [*replace with different email address if applicable*] no later than [*insert time, date and time zone*]. The client will provide responses to all clarification requests by [*insert time, date and time zone*].

Expressions of interest must be delivered in written form using the forms provided for this purpose. EOIs shall be submitted to the address below no later than [*insert time, date and time zone]*.

[*Insert name of office*]

Attn: [*insert name of officer & title*]

[*Insert postal address and/or street address*]

[*Insert postal code, city and country*]

Tel: [*include the country and city code*]

Fax: [*include the country and city code*]

E-mail: *[include e-mail address]*

1. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. [↑](#footnote-ref-1)
2. The policy is accessible at [www.ifad.org/anticorruption\_policy](http://www.ifad.org/anticorruption_policy). [↑](#footnote-ref-2)
3. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>. [↑](#footnote-ref-3)