**National Committee for Sub National Democratic Development Secretariat (NCDDS)**

**Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhance Sub-National Climate Change Planning and Execution of Priority Action**

**(SRL Project)**

|  |
| --- |
| **Expression of Interest Format**EVALUATION |

Please fill-in the form (up to 10-15 pages total) and submit to:

1. Mr. Chhun Bunnara, Chief of Procurement Evaluation Committee, mobile: 017-553-586 and Email: cbunnara@ncdd.gov.kh
2. Mr. Chum Socheat, Member of Procurement Evaluation Committee, mobile: 077-966-698 and E-mail: socheat.chum@ncdd.gov.kh

Full Name of Institutional

Entity:

Type of Entity:

User Salutation: [ ]  Dr. [ ]  Ms. [ ] Mr.

First Name:

Last Name:

Job Title/Role in Entity:

Mobile Phone Number: (please include country & city code)

Fax Number: (please include country & city code)

Contact E-mail Address:

Mailing Address:

City:

State:

Postal Code:

Country:

Address of Internet Website:

Alternate Contact Person:

**Please answer the following mandatory questions:**

1. **Describe in no more than two pages the organisational and financial profile of your institutional entity, including:**
* Its organisational size, structure, including any associates, partner firms, etc. and the numbers of years it has been in the firm/consultancy business;
* Description on the existence of back-stopping support and quality assurance;
* Its most relevant past experience(s) in relation to the proposed firm/consultancy.
* Track Record – list of clients for similar services indicating description of contract scope, contract duration and name of clients within the last 5 years.

1. Summarise the profile of the proposed evaluation team using no more than a page for the team leader and another page per team member. Please attach the curriculum vitae of the team leader and all of the team members.

Please note: The duration of the assignment will be from February 2018 to June 2020. It is foreseen that the team leader and all of the team members will devote roughly half of their time to the evaluation.

1. **Confirmation that your entity:**
* **Has no on-going litigation with the NCDDS;**
* **Is not currently removed/invalidated or suspended by the NCDDS;**
* **Shall declare if it currently employs or anticipates employing any person(s) who was/were employed by the NCDDS.**

Please note: The presence of a conflict of interest of any kind for consideration.