



**Caribbean Development Bank**

# **Expression of Interest Submission for Consulting Services from Firms**

**using Selection Methods: QCBS, QBS, FBS, LCS and CQS**

**(FE-S)**

<b>Version</b>	<b>Date</b>
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## Expression of Interest (EOI) Consulting Firms

*[Note to Firm: Insert signed Cover letter in a format of your choosing]*

### General Information

<b>Project Country</b>	Antigua and Barbuda
<b>Project Number</b> (if applicable)	Not Applicable (N/A)
<b>Project Name</b>	Integrated Solid Waste Management Preparation Project
<b>Specific Assignment Name</b>	Consultancy Services for a Feasibility Study, Detailed Design and Integrated Solid Waste Management Strategy for Antigua and Barbuda
<b>EOI Identification Number</b> (if applicable)	N/A

### • Consulting Firm Information

Name of Firm:	
Country of Registration:	Registered Postal Address:
Contact Telephone Number:	E-mail Address:
Name of Authorised Representative EOI Submitted by:	Position of Authorised Representative:

### • Brief Background of Consulting Firm

Present a brief background of the firm and list the services provided by the firm. A company profile/brochure can also be attached but not copied and pasted below. **[500 words]:**

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- **Associations (Joint Venture partner(s) or Sub-consultancy firm(s) in association with the Lead Firm)**

Name of Firm	Country of Registration	Joint Venture (JV) or Sub-consultant (SC)	Name of Authorised Representative EOI Submitted by	Position of Authorised Representative

- **Brief Background of JV partner(s) or SC firm(s)**

Present a brief background of each of the JV partner(s) or SC firm(s) and list the services provided by the firm(s) relevant to the assignment by each entity. Include the date of establishment of the JV and major relevant highlights similar to this assignment. A company profile/brochure of each entity can be attached (Section VI. EOI Attachments.) *(Maximum 1,000 words for each entity)*

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*(Note to Firm: Please insert additional text boxes as necessary for each entity)*

- **Summary of Rationale for the Structure of the Consultants Expressing Interest**

Present the rationale for and benefits of working in association (JV or SC) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach between the firms and the anticipated role of each. **(Maximum [500 words]: 500 words for each entity):**

We confirm that: (please check)

Documentation regarding our corporate structure including beneficial ownership has been attached in Section VI. EOI Attachments.

Documentation regarding our Board of Directors or equivalent has been attached in Section VI. EOI Attachments.

A written agreement to associate for the purpose of this Expression of Interest or a letter of intent to enter into such agreement to perform the assignment if successful has been signed between the JV partners and has been attached (if applicable).

The lead consulting firm and JV partners, if any, are not sole proprietorships.

If our team is shortlisted and invited to submit a Proposal, we understand it is not permissible to transfer the invitation to any other Firm, such as a parent company, subsidiaries, and affiliates.

We understand that the Recipient/Client has the right to reject a Proposal if the Consultant removes or changes a JV member without the Client's prior consent.

- **Assignment Specific Qualifications and Experience of Lead Firm or JV Partners.**

Please provide relevant project information in the Sections below.

- **Project References**

Please select the most recent and relevant projects to demonstrate the entity’s technical qualifications, technical experience, and geographical experience [**minimum two (2) projects within the last ten (10) years**].

- **Project Summary**

PN	Project Title	Country	Duration (no. of months)	Contracting Party	Entity
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- **Project Details**

PN 1	
Project Title	
Country/Region	
Start Date	

Completion Date	
Continuous/Intermittent	
Contracting Party	
Lead Firm	<i>(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)</i>
Firm (if not Lead Firm and JV Partner)	
Role within contract (if not Lead Firm)	
Funding Source	<i>(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)</i>
Value of Contract in USD	
Value of Services provided in USD	
Description	<i>(Note to Firm: indicate your role, for example, whether Consulting Firm, JV partner or sub-contractor and inputs in person-months and describe the types of activities undertaken)</i>
Point of Contact of Contracting Party	Name: Contact Number: E-mail address:

PN 2	
Project Title	
Country/Region	

Start Date	
Completion Date	
Continuous/Intermittent	
Contracting Party	
Entity	<i>(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)</i>
Funding Source	<i>(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)</i>
Value of Contract in USD	
Value of Services provided by the entity in USD	
Description	<i>(Note to Firm: indicate your key position role, for example, whether Consulting Firm, JV partner or sub-contractor and inputs in person-months and describe the types of activities undertaken)</i>
Point of Contact of Contracting Party	Name: Contact Number: E-mail address:

*(Note to Firm: Please insert additional Project Details tables as necessary with their corresponding PN reference numbers against the Project Summary table.)*

- **Financial Capability**

- i. **Financial Documents**

The (lead) firm and its parties shall provide copies of financial statements of the (lead) firm and JV partners, where applicable, within the last 5 years during the period **years 2021 to 2025** (including turnover from consulting services and other activities, profit & loss, current asset & liability, and fixed asset & liability) to demonstrate that they have the necessary financial capacity to undertake the assignment. The financial statements shall:

- (a) reflect the financial situation of the (lead) firm or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

(Please check)

Attached in Section VI. EOI Attachments are copies of financial statements 5 years required above; and complying with the requirements.

- **Financial data**

Table 1 below should be completed to reflect the data provided in the financial statements.

Table 1

<b>Financial information in (USD equivalent in 000s)</b>	<b>Historic information for previous 5 years</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Statement of Financial Position (Information from Balance Sheet)</b>					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					

Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
<b>Cash Flow Information</b>					
Cash Flow from Operating Activities					

### **III. Brief Comments on Terms of Reference (maximum of 500 words)**

- **Organisational Structure and Staffing of entity with experience related directly to the type of assignment.**

Provide details in the table below of the human resources available (key and non-key experts) to execute the type of assignment in question (if required). An organogram / organisational chart can be attached in Section VI. EOI Attachments.

1	2		3	4	5	6
No.	Category of Specialisation of Expertise and Skillset	General number of this resource available	Minimum required degree level	Minimum years of experience	Total number of resources who meet the requirements	Comment Further information if any
N.B.		<i>Note to Firm: complete this section, e.g., total number of Civil Engineers available.</i>			<i>Note to Firm: complete this section, e.g., total number of Civil Engineers available with at least 10 years of experience</i>	<i>Note to Firm: complete this section, e.g., total number of Civil Engineers available with at least 10 years of experience</i>
1	Solid + Liquid Waste Management Specialist	<i>[5 persons]</i>	Post-graduate degree or equivalent professional certification with demonstrated experience in Environmental Engineering, Civil Engineering, or Waste Management.	A minimum of 15 years' experience in solid waste management projects, including integrated system assessments, feasibility studies, and strategy development.	<i>[3 persons]</i>	
2	Social Safeguards Specialist		A post-graduate degree or equivalent professional certification with demonstrated experience in Social Development.	A minimum of 10 years' experience in social impact assessments for infrastructure projects, including experience in at least one solid waste infrastructure project.		

3	Environmental and Climate Change Specialist		A post-graduate degree or equivalent professional certification with demonstrated experience in Environmental Science, Climate Science, Environmental Management, Engineering.	A minimum of 10 years' experience in conducting environmental assessments for infrastructure projects, including experience in at least one solid waste infrastructure project.		
4	Financial and Economic Analyst		A post-graduate degree or equivalent professional certification with demonstrated experience in Economics, Finance, or Business Administration.	A minimum of 10 years' experience in financial and economic analysis of infrastructure or environmental projects.		
5	Civil / Environmental Engineer		A post-graduate degree or equivalent professional certification with demonstrated experience in Civil Engineering, Environmental Engineering.	A minimum of 10 years' experience in engineering design, including the design of solid waste facilities such as sanitary landfills, transfer stations, recycling centres, and composting plants.		
6	Policy and Institutional Specialist		A post-graduate degree or equivalent professional certification with demonstrated experience in Public Policy, Environmental Law, or Institutional Development	A minimum of 10 years' experience in reviewing and reforming policies, legislation, and institutional frameworks related to environmental management.		

7	Non-key Experts:				
	Procurement and Contract Specialist				
	Capacity Development and Training Specialist				
	Community Engagement Specialist		Post-graduate degree in any relevant discipline related to the assigned role	Minimum 5-10 years of relevant professional experience in infrastructure, environmental, or public sector projects. Experience relevant to the specific functional area.	
	Monitoring and Evaluation (M&E) Specialist				
	Mechanical Engineer (Plant and Equipment Advisory)				
	Disaster Management Specialist				

*(Note to Firm: Please insert and modify rows and columns as necessary)*

## V. List of existing commitments

Provide a list of existing active commitments of projects being undertaken, if any.

Commitment Contract Title	Value of Contract (USD)	Value of Work remaining to be completed by Entity (USD)	Start Date	End Date (Estimated)

*(Note to Firm: Please insert additional rows as necessary)*

• **EOI Attachments**

No.	Description
1	Certificate of Registration or Incorporation of the Lead Member
2	Certificate of Registration or Incorporation of the JV member (for each member)
3	Documentation regarding Corporate Structure including beneficial ownership for each member of the Association
4	JV Agreement Letter of Intent to enter a JV Agreement (where relevant)
5	Documentation regarding the firm's (JV partners, as applicable,) Board of Directors
6	Financial Statements
7	Signed Governance and Eligibility Declaration on letterhead of consultant
8	Litigation & Arbitration Disclosure Statement

*(Note to Firm: Please insert additional rows as necessary)*

*[Note to Firm: Insert Letterhead of (lead) Entity]*

## **VII. Governance and Eligibility Declaration**

We [insert name of the consulting firm or joint partners], represented by the undersigned, certify to the best of our knowledge and belief that: *(please check all boxes that apply)*

Understanding: We have read the Request for Expressions of Interest, including the draft terms of reference (TOR), for this assignment.

- **Governance:**

No Conflicts of Interest: Neither the consulting firm nor its JV member or SC or any of its experts prepared the TOR for this activity and have no conflict of interest in accordance with the Procurement Procedures for Projects Financed by CDB (January 2021) Section 5 specifically Paragraphs 5.17 Conflict of Interest.

No Conflicts of Interest: None of the members of our entity are subsidiaries of and/or dependent on the Client, Executing Agency or the Implementing Agency or individuals related to them and do not have an unfair competitive advantage in accordance with the Procurement Procedures for Projects Financed by CDB (January 2021) Section 5 specifically Paragraphs 5.18 – 5.20 Unfair Competition.

Suspension and Debarment: We, the lead entity and JV member or SC along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the proposed services, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by CDB or subject to a public debarment by an MDB which is a signatory to the Agreement on Mutual Enforcement of Debarment Decisions. Further, we are not ineligible under the Employer's country laws or official regulations or pursuant to a decision of the United Nations Security Council. Neither the consulting firm nor the JV member or SC has ever been convicted of an integrity-related offense or crime related to corruption, fraud, collusion, coercion, or obstruction.

Suspension and Debarment: We understand that it is our obligation to notify CDB should any member of the entity become ineligible to work with CDB or other MDBs, in the context described in the above point, or be convicted of an integrity-related offense or crime as described above and in accordance with the Procurement Procedures for Projects Financed by CDB (January, 2021) Section 5 specifically Paragraphs 5.25-5.27 Prohibited Practices.

No Misrepresentations: We understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead, may result in the automatic rejection of the proposal or cancellation of the contract, if awarded, and further remedial action, in accordance with CDB's Prohibited Practices and Other Integrity Related Matters Framework, may be pursued.

- **Eligibility:**

Eligibility: All consulting entities proposed in this EOI are eligible to participate in CDB-funded, -supported and -administered` activities in accordance with Section 4 of the Procurement Procedures for Projects Financed by CDB (January 2021).

Experience Declaration: We confirm that the project references submitted as part of this EOI accurately reflect the experience and involvement of the specified entity.

Agreement of Association: JV member(s) named in this EOI, authorised us in writing to represent them in expressing interest in this activity as detailed and attached in the Letter of Agreement / Intent to enter into a JV Agreement.

Agreement of Association: Sub-consultant(s) named in this EOI, confirmed their interest in this activity in writing by way of signing a document indicating their willingness and availability to participate in the assignment.

State-owned Enterprise or Institution: We are not a state-owned enterprise or institution.  
***OR***

State-owned Enterprise or Institution: We are a state-owned enterprise or institution but are legally and financially autonomous and operate under commercial law.

Signature:

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**Authorised Representative**

**Date of Submission:** [*dd-mm-yyyy*]