

**Template for Preparing**

**Expressions of Interest for a**

**Review of the Governance Framework of the Caribbean Development Bank (CDB)**

**Selection Method: Quality Based Selection**

**Expression of Interest (EOI) Consulting Firms**

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

**General Information**

|  |  |
| --- | --- |
| Consultancy Name: | Review of the Governance Framework of the Caribbean Development Bank (CDB) |
| Client: | CDB |

1. **Consulting Firm Information**

|  |
| --- |
| Name of Firm[[1]](#footnote-2): |
| Country of Registration:[[2]](#footnote-3) | Registered Postal Address: |
| Contact Telephone Number: | E-mail Address: |
| Name of Authorised Representative EOI Submitted by: | Position of Authorised Representative: |

1. **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 (Maximum 2 pages):

|  |
| --- |
|  |

1. **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** |
|   |   | Choose an item. |   |   |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |

1. **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[[3]](#footnote-4) can be attached (Section VI. EOI Attachments.) (Maximum 1 page for each entity)

|  |
| --- |
|  |

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

1. **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 2 pages):

|  |
| --- |
|  |

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.[[4]](#footnote-5)

[ ]  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 Client has the right to reject a Proposal if the Consultant removes or changes a JV member without the Client’s prior consent.

1. **Assignment Specific Qualifications and Experience of Lead Firm or JV Partners.**[[5]](#footnote-6)

Please provide relevant project information in the Sections below.

1. **Project References**

Please select the most recent and relevant projects to demonstrate the entity’s technical qualifications, and experience [maximum 25 projects within the last 10 years].

1. **Project Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PN[[6]](#footnote-7)** | **Project Title** | **Country**  | **Duration****(no. of months)** | **Contracting Party**  | **Entity[[7]](#footnote-8)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |   |   |   |   |
| 4 |  |   |   |   |   |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

1. **Project Details**

|  |
| --- |
| PN 1 |
| Project Title |  |
| Country/Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous/Intermittent |  |
| Contracting Party  |  |
| Lead Firm | *(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)* |
| Firm (if not Lead Firm and JV Partner) |  |
| Role within contract (if not Lead Firm) |  |
| Funding Source | *(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)* |
| Value of Contract in USD |  |
| Value of Services provided in USD |  |
| Description | *(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)* |
| Point of Contact of Contracting Party [[8]](#footnote-9) | Name:Contact Number:E-mail address:  |

|  |
| --- |
| PN 2 |
| Project Title |  |
| Country/Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous/Intermittent |  |
| Contracting Party  |  |
| Entity | *(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)* |
| Funding Source | *(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)* |
| Value of Contract in USD |  |
| Value of Services provided by the entity in USD |  |
| Description | *(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)* |
| 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.*)

1. **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, for the last 3years during the period 2022-2024 (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[[9]](#footnote-10) 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[[10]](#footnote-11) for the 3years required above; and complying with the requirements.

1. **Financial data**

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

**Table 1**

|  |  |
| --- | --- |
| **Financial information in (USD[[11]](#footnote-12) equivalent in 000s)** | **Historical information for previous 3years** |
| **Year 1** | **Year 2** | **Year 3** |
| **Statement of Financial Position (Information from Balance Sheet)** |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
| Working Capital (WC) |  |  |  |
| **Information from Income Statement** |
| Total Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| **Cash Flow Information** |
| Cash Flow from Operating Activities |  |  |  |

**III. Brief general comments on corporate governance experience and expertise (maximum of 2 pages)**

1. **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. An organogram/organisational chart can be attached in Section VI. EOI Attachments.

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **2** | **3** | **4** |
| **No.** | **Category of Specialisation of Expertise and Skillset[[12]](#footnote-13)** | **General number of this resource available** | **Comments/****Further information, if any** |
|  | *Insert Category e.g., Civil Engineers.* | *Note to Firm: complete this section, e.g., total number of Civil Engineers available.* | *Note to Firm: complete this section, if any* |
| 1 | *[Examples:**Civil Engineer]* | *[5 persons]* |   |
| 2 |   |  |   |
| 3 |   |  |   |
| 4 |   |  |   |
| 5 |  |  |  |

(*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[[13]](#footnote-14), 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*)

1. **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 |

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

**VII. Governance and Eligibility[[14]](#footnote-15) 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.

1. **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 conflicts of interest.

[ ]  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 not subject to sanctions under the United Nations (UN) Security Council taken under Chapter VII of the Charter of the UN. 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[[15]](#footnote-16).

[ ]  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 of the Procedures for Dealing with Fraud and Corruption in CDB-Financed Projects (October 2014 or as updated from time to time).

[ ]  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 the Procedures for Dealing with Fraud and Corruption in CDB-Financed Projects (October 2014 or as updated from time to time).

1. **Eligibility:**

[ ]  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[[16]](#footnote-17) and operate under commercial law[[17]](#footnote-18).

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. The Name of Firm shall be the full legal name of the firm which would be used under any subsequent contract for this assignment. In case of JVs established or to be established for this assignment, identify the legal name of the Lead consulting firm. [↑](#footnote-ref-2)
2. In case of JVs, specify the country of registration of the Lead consultant. The lead consultancy firm must submit a copy of the Certificate of Registration / Incorporation of itself and of each JV member and SC through section VI. EOI Attachments. [↑](#footnote-ref-3)
3. Entity refers to the consulting firm and/or the affiliated parties under the partnership arrangement. [↑](#footnote-ref-4)
4. “Sole proprietorships” shall be deemed as equivalent to “individual Consultants” and not eligible for participation other than as key and non-key experts as part of a Consultant’s team. [↑](#footnote-ref-5)
5. Sub-consultants' qualifications and experience are not considered. [↑](#footnote-ref-6)
6. PN refers to each Project Number listed and as referenced in the proceeding project summaries. [↑](#footnote-ref-7)
7. List name of each entity as it applies to the details of experience such as the name of the Lead Consulting Firm, JV partner, etc. [↑](#footnote-ref-8)
8. Procuring Entity reserves the right to contact the Contracting Party to ascertain information included in the EOI. [↑](#footnote-ref-9)
9. Unless financial statements are not required to be audited under the laws and regulations of the jurisdiction of the firm. [↑](#footnote-ref-10)
10. If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified. [↑](#footnote-ref-11)
11. If the currency is not in USD, use the prevailing exchange rate at the time of this EOI submission. [↑](#footnote-ref-12)
12. Listed individual experts will not be evaluated at this EOI stage but rather the human resources available collectively within the entity. [↑](#footnote-ref-13)
13. In the context of a high volume of Contracts these could be “bundled” in categories. [↑](#footnote-ref-14)
14. Eligibility refers to the details as set out in Section 4 of CDB’s Procurement Procedures for Projects Financed by CDB (January 2021) or former versions of the CDB’s Procurement Procedures and any such waivers by CDB, as relevant. [↑](#footnote-ref-15)
15. Corruption, fraud, collusion, coercion, and obstruction are defined in Paragraph 2.02 a) in the [Procedures for Dealing with Fraud and Corruption in CDB-Financed Projects](https://www.caribank.org/about-us/policies-and-strategies) (October 2014 or as updated from time to time) [↑](#footnote-ref-16)
16. “Legally autonomous” means a legal entity separate from the eligible country’s government. "Financially autonomous" means not receiving budget support from any public entity, and not being obliged to pass financial surplus to the same, except through dividends to shareholder. [↑](#footnote-ref-17)
17. Being vested with legal rights and liabilities similar to any commercial enterprise, including, being incorporated or established by statutory charter under local law; having the right: (i) to enter into legally binding contracts; (ii) to sue; (iii) to be sued; and (iv) to borrow money, being liable for the repayment of debts and being able to be declared bankrupt. [↑](#footnote-ref-18)