

Annex I

Example: Selection of Consultants

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

[insert date of issuance of REOI]

[insert REOI number]

[insert name of country]

[insert name of project]

[insert JICA Loan Agreement number]

Assignment Title: [inset assignment title (e.g. “Project Management Consultant for the Works under the Project for Trunk Road Construction”)]

The [insert name of Borrower] [select: “has received” or “has applied for”] a loan from the Japan International Cooperation Agency (JICA) toward the cost of [insert name of project] and intends to apply part of the proceeds towards payments under the contract for consulting services.

The scope of consulting services will include the following and the total duration of consulting services will be [insert the number of months] months followed by [insert the number of months] months of defects liability (notification) period.

[example of scope of consulting services:

- 1) Detailed design
- 2) Tender assistance
- 3) Construction supervision
- 4) Facilitation of implementation of Environmental Management Plan (EMP), Environmental Monitoring Plan (EMoP) and Resettlement Action Plan (RAP)
- 5) Technology transfer]

The [insert name of Client] now invites Expressions of Interest (EOI) from Consultants to make a shortlist of Consultants to provide the consultancy services under the above consulting services assignment.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are: [insert criteria related to required qualifications and experience of the firm; such as core business and years in business, relevant experience, technical and managerial capability of the firm.]. Key Experts will not be evaluated at the shortlisting stage.

[example of shortlisting criteria for experience:

- 1) Consultants have satisfactory overseas experience of the consulting services concerned (e.g., detailed design, supervision) in the sector in question (in a narrow sense, e.g., ports other than fishing ports, irrigation). However, if the Consultant

is from a developing country and is to provide the consulting services in that country, it need not have any overseas experience in the area of the consulting services concerned.

- 2) *Consultants must have experience in a developing country.*
- 3) *Experience with Japanese ODA projects is preferable.]*

The attention of interested Consultants is drawn to Section 1.07 of the Guidelines for the Employment of Consultants under Japanese ODA Loans, April 2012 (“Consultant Guidelines”), setting forth the JICA’s policy on conflict of interest. The Guidelines are available on the JICA’s website shown below:

http://www.jica.go.jp/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/

A Consultant is a single firm or a Joint Venture (JV). In case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

EOI submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a selected Consultant for signing of the Contract shall be signed by all members and submitted with the EOI, together with a copy of the proposed Agreement. The JV Agreement or the proposed JV Agreement, as the case may be, shall indicate at least the portion of the assignment to be executed by each member

EOI shall be written in [*insert name of language*]. Supporting documents and printed literature that are part of EOI may be in another language provided they are accompanied by an accurate translation of the relevant passages in [*insert name of language*], in which case, for purposes of interpretation of the EOI, such translation shall govern.

A Consultant will be selected in accordance with the [*select: “QBS (Quality-Based Selection)” or “QCBS (Quality- and Cost-Based Selection)”*] method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours [*insert office hours if applicable, i.e. 0900 to 1700 hours*].

EOI must be delivered in a written form to the address below [*select: “in person” or “by mail” or “by fax” or “by e-mail”*] by [*insert date*].

[*insert name of office*]

Attn: [*insert name of person in charge and title*]

[*insert mailing address*]

Tel: [*insert tel. no. with country and city codes*]

Fax: [*insert fax no. with country and city codes*]

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