**JAMAICA SOCIAL INVESTMENT FUND**



**ISO 14001:2015 CERTIFIED**

**“INVESTING FOR COMMUNITY DEVELOPMENT”**

# Expression of Interest (EOI) Submission- Standard Forms

**FOR**

**CONSULTING SERVICES FOR FINAL EVALUATION OF THE PETROCARIBE/JSIF SCHOOLS SANITATION – PROJECT and WATER SANITATION AND HYGIENE (WASH) TRAINING**

1. **TEMPLATE OF EOI Submission Letter**

Location:………………………….

Date: ....................................

To:

The Manager Director

Jamaica Social Investment Fund

11 Oxford Road,

Kingston 5

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in accordance with your Expression of Interest (EOI) notice dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and our EOI. We are hereby submitting our EOI as per the instructions provided.

We understand you are not bound to accept any EOI you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Seal of the Firm:

**Important Notice**

***The documents submitted with the Expression of Interest (EOI) must contain sufficient information to enable a comprehensive assessment of the Firm to be carried out. The information submitted will form the basis on which the scoring will be carried out and will determine the ranking of the Firm, or whether or not the Firm is shortlisted.***

***Additional documents or forms may be submitted in response this Request for Expression of Interest (EOI).***

1. **Description of the Firm**

**1. Information of Firm**

|  |
| --- |
| **FIRM** |
| Name of the Firm: |
| Address: |
| Telephone No.: |
| Fax No.: |
| Email: |
| Date of Registration: |
| Type of firm: |
| TCC No.: |
| Contact Person: |
| Name: |
| Designation: |

**2. Legal Documents**

For verification purposes the firm shall submit:

* Copies of company’s registration documents and
* Valid Tax Compliance Certificate

**NB. Overseas Firms are not required to submit a TCC with the EOI, however, if recommended for award of contract, will be required to submit same before contract award.**

**3. Company Profile and Organization Structure**

Provide a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment. In this section the Firm shall also provide the following information:

* Brief company profile covering its:
  + Objectives,
  + Working areas,
  + General experience
  + Organization structure.
  + Include Company profile (if available)
* To be completed using **[Form TECH 2 (a)]**

1. **Human Resources Available with the Firm**

* Provide the Firm’s Organisational Chart. The firm/s shall provide information about professional staff that is available to the firm and who form a part of the organization structure of the firm; **NO** CVs are required to be submitted at this stage. Staff **will** **not** be evaluated on an individual key expert basis at this stage.

1. **Experience of the Firm**

**4. Information Regarding Experience of the** **Firm/s**

1. Specific Experience of the Firm: (*To be inserted as outlined in the Terms of Reference*)
2. To be completed using **[Form TECH 2 (b)]**

**Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Project/ Location** | **Client Name and Address** | **Start Date** | **Completion Date** | **Description of work** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Evaluation Criteria & Sub-Criteria**

**6. Evaluation Criteria & Sub-Criteria**

|  |  |
| --- | --- |
| **Criteria** | **Score/100** |
| **Lead Consultant General Qualifications** | **20** |
| A PhD in related Social Science Discipline such as Community Development, Development Studies, Social Policy, Psychology, Behaviour Change Modification and Sociology or Social Work | 20 |
| Masters level qualification - Social Science Discipline such as Community Development, Development Studies, Social Policy, Psychology, Behaviour Change Modification and Sociology or Social Work | 15 |
| **Lead Consultant General Experience** | **20** |
| Possesses six (6) years’ or more experience working on similar assignments requiring:   * Inter-agency partnerships the global/national/community levels * Use of triangulated qualitative and quantitative research methodologies * Report preparation for Government Agencies or International organizations. * Statistical Package for Social Sciences (SPSS) and the qualitative software NVivo. * Proficiency in Microsoft Word, Excel, and Access. | 20 |
| Possesses at least five (5) years’ experience working on similar assignments requiring:   * Inter-agency partnerships at the global/national/community levels * Use of triangulated qualitative and quantitative research methodologies * Report preparation for Government Agencies or International organizations. * Statistical Package for Social Sciences (SPSS) and the qualitative software NVivo. * Proficiency in Microsoft Word, Excel, and Access. | 15 |
| **Organization and staffing** | **20** |
| The consultancy firm should be able to field a team which MUST include the following key experts:  • Social Scientist (Bachelor’s Degree)  • Civil Engineer (Bachelor’s Degree) | 20 |
| **Team Members’ General Experience** | **20 overall** |
| Senior Civil Engineer :   * At least five (5) years’ experience designing and implementing major public sector integrated development projects (water, sewage / sanitation, roads, public buildings) Show at least three (3) years’ experience working on infrastructure projects that incorporate international and/or national environmental standards in the design * Knowledge of Jamaica’s environmental guidelines as it relates to construction of building, road works, sewerage works and implementation of water lines in residential areas. * Knowledge of Jamaica’s and the International (IBC) building code requirements and familiarity with the National Accessibility Standards for Persons with Disabilities would be asset. * Experience working in both rural and urban areas | 10 |
| Junior Civil Engineer :   * At least three (3) years’ experience designing and implementing major public sector integrated development projects (water, sewage / sanitation, roads, public buildings) Show at least three (3) years’ experience working on infrastructure projects that incorporate international and/or national environmental standards in the design * Knowledge of Jamaica’s environmental guidelines as it relates to construction of building, road works, sewerage works and implementation of water lines in residential areas. * Knowledge of Jamaica’s and the International (IBC) building code requirements and familiarity with the National Accessibility Standards for Persons with Disabilities would be asset. * Experience working in both rural and urban areas | 5 |
| Social Scientist:   * At least five (5) years’ experience working on similar assignments requiring:   + Inter-agency partnerships at the community level   + Use of triangulated qualitative and quantitative research methodologies * Public health, water, sanitation and hygiene and similar projects.   + Statistical Package for Social Sciences (SPSS) and the qualitative software NVivo.   + Knowledge of gender, access and inclusion issues and best practices   + Proficiency in Microsoft Word, Excel, and Access. | 10 |
| * At least three (3) years’ experience working on similar assignments requiring:   + Inter-agency partnerships at the community level   + Use of triangulated qualitative and quantitative research methodologies * Public health, water, sanitation and hygiene and similar projects.   + Statistical Package for Social Sciences (SPSS) and the qualitative software NVivo.   + Knowledge of gender, access and inclusion issues and best practices   + Proficiency in Microsoft Word, Excel, and Access. | 5 |
| **Experience in Region** | **10** |
| A minimum of six (6) years’ experience undertaking similar projects in developing countries, particularly in the Caribbean region. | 10 |
| A minimum of five (5) years’ experience undertaking similar projects in developing countries, particularly in the Caribbean region. | 5 |
| **Evidence of evaluation reports developed** | **10** |
| 8 or more reports | 10 |
| 3-7 reports | 5 |

Form TECH-2: Consultant’s Organization and Experience

2A - Consultant’s Organization

[*Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.*]

2B - Consultant’s Experience

[*Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.*]

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (in current JA$ or US$): |
| Country:  Location within country: | Duration of assignment (months): |
| Name of Client: | Total No of staff-months of the assignment: |
| Address: | Approx. value of the services provided by your firm under the contract (in current JA$ or US$)): |
| Start date (month/year):  Completion date (month/year): | No of professional staff-months provided by associated Consultants: |
| Name of associated Consultants, if any: | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided by your staff within the assignment: | |

Firm’s Name: