**Please read the instructions below carefully**

INSTRUCTIONS

1. You may not in any other way than as instructed below add information to this document, or otherwise alter or modify this document.
2. Fill only out the fields indicated in blue.
3. Please note that this is an administrative form. All information referred to in this declaration by you must be found in the technical proposal submitted as part of your tender.

The **Tenderer** must meet the following operational capacity criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.I.** | Ongoing or experience (in the last 5 years) in collaborating with central administration or (sub)national institutions involved in the cocoa value chain in Cameroun and/or Central Africa |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | Experience from the last three (3) years of implementing one or several contracts with individual budgets of at least EUR 150,000. |
| ***Description of fulfilment of this criteria*** |  |

The **Team Leader** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.III.** | Master’s degree or engineer in geography and/or natural resources management and/or social sciences and/or agronomy and/or a relevant, directly related discipline |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IV.** | Ten (10) years’ experience leading and coordinating projects and teams on agriculture and/or sustainable management of natural resources and/or forestry in Cameroun and/or Africa |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.V.** | Understanding, speaking, and writing French as demanded with respect to all tasks covered by the Terms of Reference in this Tender |
| ***Description of fulfilment of this criteria*** |  |

The **Developer** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.VI.** | Master’s degree or engineer in IT development and/or business development and/or economy development and/or a relevant, directly related discipline |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VII.** | Five (5) years’ experience in traceability systems from farm to export and/or in land use mapping and/or spatial modeling in relation to rural development (agronomy, forestry) in Africa and/or Latin America and/or Asia |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VIII.** | Understanding, speaking, and writing French as demanded with respect to all tasks covered by the Terms of Reference in this Tender |
| ***Description of fulfilment of this criteria*** |  |

The **Facilitator** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.VI.** | Master’s degree or engineer in agronomy and/or forestry and/or natural resources management and/or in a relevant and directly related discipline |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VII.** | Five (5) years’ experience in the cocoa sector and/or rural development activities (agronomy, forestry) in Cameroon |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VIII.** | Understanding, speaking, and writing French as demanded with respect to all tasks covered by the Terms of Reference in this Tender |
| ***Description of fulfilment of this criteria*** |  |

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**Signature**

Representative authorized to sign on behalf of the Tenderer/Consortium leader, as stated in the identification form