**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.** | **The tenderer must not have at the time of submission and until EFI has awarded the contract under this procurement process (if the Tenderer is awarded the Contract, until entry into force of the Contract) ongoing contractual arrangement in place with any member of GEPEX related to the collection and management of cocoa farmers’ data and geolocation.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | **Experience in the last five years in collaborating with the coffee-cocoa supply chain in Côte d’Ivoire.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.III.** | **Accreditation by ARTCI for the access and management of personal data.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IV.** | **Experience in the last five years in setting-up non disclosure agreement with clients for the access of competitive information.** |
| ***Description of fulfilment of this criteria*** |  |

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

|  |  |
| --- | --- |
| **Minimum criteria M.V.** | **Ten (10) years’ experience leading and coordinating advisory in sustainable development and/or agriculture and/o economics and/or finance and/or audit in Côte d’Ivoire and/or West Africa.** |
| ***Description of fulfilment of this criteria*** |  |

The **experts** nominated must collectively meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.VI.** | **At least 2 assignments in the last 5 years in in the cocoa-coffee supply chain in Côte d’Ivoire such as among other study and/or assessment, approach design and/or development, project design and/or implementation.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VII.** | **At least 3 assignments related to data management and data security such as among other study and/or assessment, approach design and/or development, project design and/or implementation.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VIII.** | **At least 2 assignments requiring the use of geographical information systems such as among other study and/or assessment, approach design and/or development, project design and/or implementation.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IX.** | **Certification in relevant audit schemes.** |
| ***Description of fulfilment of this criteria*** |  |

The **experts** nominated must individually meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.X.** | **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