**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 nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.I.** | Experience in facilitating multi stakeholder process and in supporting information management system project in forest and/or environment and /or agri commodities sectors and/or other domains in relation to transparency initiatives |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | Experience in contributing to the development of technical specification and tender documentation in information management system. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.III.** | Experience from last three (3) years of implementing one or several contracts with similar services with an overall budget of at least EUR 150,000. |
| ***Description of fulfilment of this criteria*** |  |

The Expert nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.I.V** | Master degree with specialization in forestry and/or natural resources management and/or certification or equivalent relevant professional experience |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.V.** | At least 5 years of working experience in forest sector in central and/or western Africa in forest/environmental management certification/project and/or chain of custody and/or other domains in relation to transparency initiatives |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VI.** | Knowledge of forest sector legal framework and administrative processes in Gabon |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VII.** | Understanding of information management system project in forest and/or environment and /or agri-commodities sectors; |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VIII.** | Understanding, speaking, and writing English and French as demanded with respect to all tasks covered by the Terms of Reference. |
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**Signature**

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