**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 criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.I.** | Previous experience and track record in successfully engaging with federal and state governments in Malaysia and other stakeholders in forest and land use sector. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | One (1) or more projects implemented in Malaysia on sustainable commodity production, forest and land use governance or similar areas |
| ***Description of fulfilment of this criteria*** |  |

The Team Leader nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.III.** | Advanced university degree (Master’s degree or equivalent) in natural resources management, forestry, environmental policy, or a relevant directly related discipline. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IV.** | At least five (5) years’ demonstrated experience leading and coordinating projects in Malaysia on sustainable commodity production, forest and land use governance or similar areas. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.V.** | Experience supporting multi-stakeholder approaches balancing the interests of international, national and local stakeholders representing civil society, private sector and government. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VI.** | Understanding, speaking and writing English and Malaysian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The Stakeholder Engagement Expert nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.VII.** | University degree in natural resource management, forestry, agriculture, environmental science, economics, or a relevant, directly related discipline. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VIII.** | At least four (4) years’ demonstrated experience of land-use governance processes and networking skills to work on complex and sensitive issues with and forge consensus among governments, private sector, international actors, NGOs, and civil society. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IX.** | Experience working with the Ministry of Plantation Industries and Commodities (MPIC), the Ministry of Energy and Natural Resources (KeTSA) and/or other ministries in Malaysia relevant and its agencies with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.X.** | Experience in organising and facilitating Advisory Committee and Working Group meetings, consultations, stakeholder mapping and engagement planning. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XI.** | Understanding, speaking and writing English and Malaysian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The Data/Policy Analyst nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.XII.** | University degree in data and policy analysis applied to forest and land use planning and management or a relevant directly related discipline |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XIII.** | Four (4) years’ demonstrated experience in data and policy analysis as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XIV.** | Understanding, speaking and writing English and Malaysian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***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