**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.** | **Demonstrated experience in land-use and/or development planning at sub-national level in Republic of Congo and/or Congo Basin.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | **Demonstrated experience in supporting civil society organisations in Republic of Congo.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.III.** | **Experience from last three (3) years of implementing one or several contracts with an overall budget of at least EUR 50,000.** |
| ***Description of fulfilment of this criteria*** |  |

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

|  |  |
| --- | --- |
| **Minimum criteria M.IV.** | **Master’s degree or engineer either in international cooperation and development or governance or social and environmental policies or agronomy or forestry or a relevant, directly related discipline.** |
| ***Description of fulfilment of this criteria*** |  |

|  |  |
| --- | --- |
| **Minimum criteria M.V.** | **Ten (10) years’ demonstrated experience leading and coordinating projects and teams on local development and/or governance and/or land-use planning and/or agriculture and/or forestry.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VI.** | **Demonstrated experience in land-use and/or development planning and/or support to civil society in Republic of Congo and/or Congo Basin.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VII.** | **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 **Coordinator** must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.VIII.** | **University or post graduate degree either in geography or sociology or agronomy or forestry or ecology or a relevant, directly related discipline.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IX.** | **Five (5) years’ demonstrated experience in the field of rural development and/or, agronomy, and/or forestry and/or land-use planning, and/or natural resource management and/or civil society support.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.X.** | **Demonstrated experience in land-use and/or development planning.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XI.** | **Understanding, speaking, and writing French as demanded with respect to all tasks covered by the Terms of Reference in this Tender.** |
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**Signature**

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