**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.

**MINIMUM CRITERIA FOR THE TENDERER:**

|  |  |
| --- | --- |
| **Minimum criteria M.I.** | **Experience from last three (3) years of implementing one or several contracts with similar services with an overall budget of at least EUR 500,000.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | **Demonstrated ability to establish an official presence in ROC for the team leader.** |
| ***Description of fulfilment of this criteria*** |  |

**MINIMUM CRITERIA FOR THE TEAM LEADER**

|  |  |
| --- | --- |
| **Minimum criteria M.III.** | **Master’s degree or PhD in management, law, social science or a relevant, directly related discipline, or equivalent relevant professional experience.** |
| ***Description of fulfilment of this criteria*** |  |

|  |  |
| --- | --- |
| **Minimum criteria M.IV.** | **At least eight (8) years of professional experience in supporting and/or implementing organizational change and/or reorganization and/or restructuring of institutions, and/or strengthening capacities in the management of private or public entities and/or on human resources** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.V.** | **Experience in natural resource management sector and/or in agricultural sector and/or in the field of certification, in the Congo Basin and/or other timber producing and exporting country.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VI.** | **Understanding, speaking, and writing French and ability to report as demanded with respect to all tasks covered by the Terms of Reference in this Tender with a basic command of English.** |
| ***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