**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:**

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| --- | --- |
| **Minimum criteria M.I.** | **Experience from last three (3) years of implementing one or several contracts for similar services with an overall budget of at least EUR 100,000.** |
| ***Description of fulfilment of this criteria*** |  |

**MINIMUM CRITERIA FOR THE TEAM LEADER/SENIOR EXPERT**

|  |  |
| --- | --- |
| **Minimum criteria M.II.** | **Master degree or PhD in social sciences (eg sociology of organizations and / or human resources) and / or in a relevant discipline and directly associated with the organizational development (OD) in institutional environment.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.III.** | **Ten (10) years’ demonstrated experience in organizational development (OD).** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IV.** | **Minimum Three (3) relevant experiences of carrying out organizational diagnostics and/or organizational development support with institutions and state administrations in Africa.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.V.** | **Knowledge of natural resources management sector in Africa including in Congo Basin.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VI.** | **Knowledge of the APV-FLEGT process in the Republic of Congo, in particular SIVL implementation.** |
|  |  |
| **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.** |
|  |  |

**MINIMUM CRITERIA FOR THE EXPERT IN ORGANISATIONAL CHANGE**

|  |  |
| --- | --- |
| **Minimum criteria M.VIII.** | **Advanced university degree (Master’s degree or equivalent) in social sciences (eg sociology of organizations and / or human resources) and / or in a relevant discipline and directly associated with the organizational development (OD) in institutional environment.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IX.** | **Three (3) years’ demonstrated experience in implementing organizational development (OD) support to public institutions and/or contributing to analysis of policies/strategies in relation to natural resources management by public institutions.** |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.X.** | **Knowledge of the APV-FLEGT process in the Republic of Congo, in particular SIVL implementation.** |
| ***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.** |
| ***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