



## REQUEST FOR EXPRESSION OF INTEREST

**[YEM19EOI05]**

**[02.10.2019]**

### **A. Background**

1. The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. Each year, WFP assists some 80 million people in around 80 countries.
2. WFP seeks to contract with assurance services provider for [Third party Verification & Validation Consultancy Services].
3. [Firms and Agencies as well as relevant service providers that have extensive experience in Humanitarian work, accessibility and coverage across Yemen and to WFP operational areas.]
4. WFP invites eligible service provider to express their interest in providing the [services illustrated in the below part B].

### **B. The purpose of this EOI**

5. The purpose of this request for EOI is to identify service provider with verified technical and financial capacity to [perform validation, verification, checking facts, conducting interviews, and collecting evidences]. Eligible service provider will be invited to participate in the bidding process for the proposed tender.
6. Eligibility to participate in the proposed tender will be determined on the basis of [technical capacity and financial cost-efficiency].
7. After the deadline for submission of responses has passed, WFP will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

### **C. How to prepare and submit your Expression of Interest**

8. In order to participate in the pre-qualification exercise, companies are required to provide the following:
  - EOI Response Form;
  - Supplier Background Check Form (Annex 1);
  - Supplier audited financial statements for the last two years (Annex 2);
  - Past Experience Form (Annex 3) along with the latest performance evaluation from previous contracted agencies;
  - [The suppliers most updated organigram as well as the data management system in place];
  - Signatory.
9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and [sent by email to [yemen.expressionofinterest@wfp.org] as applicable]. The deadline for response to this request for EOI:

**[31 October 2019], 16:00 hrs CET**

10. WFP will not consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.



## REQUEST FOR EXPRESSION OF INTEREST

11. This request for EOI does not constitute a solicitation. WFP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.
12. Should you have any questions please do not hesitate to contact us at [yemen.expressionofinterest@wfp.org](mailto:yemen.expressionofinterest@wfp.org).

Sincerely,

*RGS*  
Laurent Bukera  
Representative & Country Director

*SA*  
World Food Programme





**REQUEST FOR EXPRESSION OF INTEREST**

EOI Response Form No. [YEM19EOI05]

<b>A. Company / Organization's competencies/ capacities</b>			
	<b>List of WFP requirements/evaluation criteria</b>	<b>Yes</b>	<b>Comments</b>
1	[coverage and access capacity]	<input type="checkbox"/>	
2	[Service Provider's experiance,field presence and/or ability to deploy at short notice,organizational structure,staffing and personal qualification.]	<input type="checkbox"/>	
3	[Gender sensitivity"Famale field staff" ]	<input type="checkbox"/>	
4	[Data collection,management,and technologies i.e. "tablets,android devices to csapture GPS, Cameras,and database"]	<input type="checkbox"/>	
5	Field staff are well trained to undertake to data collection and deal with beneficiaries, partners and authorities in a mutually respectful manner as well as reinforcing each other with understanding of context and relevance of reported cases		



## REQUEST FOR EXPRESSION OF INTEREST

### ANNEX 1. SUPPLIER INFORMATION FORM.

<b>A. Company / Organization's Background Information</b>			
1	Legal Name of Company/Organization:		
2	Full address:		
3	E-mail address:	Website address:	
4	Telephone:	Fax:	
5	Contact person, title:	Tel./E-mail of contact person:	
6	Registration with UNGM	Yes <input type="checkbox"/> No <input type="checkbox"/>	UNGM No.
7	Type of Business	Corporate/Limited	Partnership Other (specify)
8	Goods / Services:		
9	Company/Organization Business Registration Number:	6	Date of Registration:
10	Additional company/organization background information: [If applicable, insert not more than 100 words]		





## REQUEST FOR EXPRESSION OF INTEREST

### ANNEX 2. SUPPLIER FINANCIAL STATUS

<b>B. Company / Organization's Financial Status</b>	
<b>Item</b>	<b>Value USD</b>
Gross Turnover [Insert year]	
Gross Turnover [Insert year]	
Gross Turnover [Insert year]	
<i>Maximum contract value in relation to which your Company can be engaged:</i>	
USD 0 – 30,000	<input type="checkbox"/>
USD 30,000 – 100,000	<input type="checkbox"/>
USD 100,000 – 500,000	<input type="checkbox"/>
above USD 500,000	<input type="checkbox"/>
Maximum "Bank Guarantee" amount available to the Company/Organization	
Last two years audited accounts or alternative assessed within WFP's discretion are attached to prove the information stated above	<input type="checkbox"/>



## REQUEST FOR EXPRESSION OF INTEREST

### ANNEX 3. SUPPLIER RELEVANT EXPERIENCE

List at least 4 contracts in the last two years relevant to the supply of [Third party Verification & Validation Consultancy Services. ].

<b>C. Company / Organization's Financial Status</b>				
<b>Commenced (Month / Year)</b>	<b>Completed (Month / Year)</b>	<b>Type of Contract</b>	<b>Total Value (USD)</b>	<b>Client</b>

<b>D. Signatory</b>	
Name of Company/Organization:	
Name:	Title:
Signature:	Date:

Provide CVs of senior staff (no more than three) [if applicable].

Company/Organization Stamp