STANDARD PROCUREMENT DOCUMENT

**Selection of Consultants**

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**Request for Expressions of Interest**

**Agence Française de Développement**



**AUGUST 2025**

**Request for Expressions of Interest**

**The Request for Expressions of Interest is not a Request for Proposals**, and the requested information should not involve a large amount of work from the Applicants. In particular, the drafting of a methodology or the identification and submission of CVs of experts for the Services should not be required at this stage.

**The shortlist must be homogeneous. AFD does not recommend the scoring of applications, and its Request for Expressions of Interest template does not provide for this. However, if the Client wishes to proceed with a scoring, the criteria and their respective weighting in the scoring will have to be specified in the Request for Expressions of Interest for transparency purposes.**

*The text shown in Italics and highlighted in yellow* constitutes "Notes to the Client". It provides guidance to the entity in charge of preparing a specific Request for Expressions of Interest. "Notes to the Client" should be deleted from the final Request for Expressions of Interest sent to the Applicants. Similarly, this section "User's Guide" should not be part of the final Request for Expressions of Interest sent to the Applicants.

AFD welcomes any feedback from users on this template Request for Expressions of Interest. Those wishing to submit comments or questions on this document should do so by writing to the following address:

Email: [\_Passation\_Marche@afd.fr](mailto:_Passation_Marche@afd.fr)

<http://www.afd.fr>

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| --- |
| **Revision dated August 2025 :**  This revision dated August 2025 replaces the previous one (February 2024) by introducing the following:   * In case of co-financing or delegated financing, it is required to indicate the name and logo of the co-financier(s)/delegating party(ies), and to check for any specific publication requirements they may have, in addition to those of AFD, and to ensure their implementation; * It is possible to specify, as an option, whether the Client received technical assistance for the project; * the number of experiences an Applicant may provide in its Application must now be limited; * for contracts implemented in a high-security risk area, the lead firm in a Joint Venture (if applicable) shall comply with the security requirements, regardless of its country of incorporation; * it is now also possible to cater for electronic submission of Expressions of Interest; * modalities for applicants to request clarifications, and for the Client to provide such information, have been detailed; * indications on the version of the AFD Statement of Integrity to include in the Request for Expressions of Interest are available, based on the version of the AFD Procurement Guidelines referred to in the corresponding Financing Agreement. |

**Matrix template for evaluating Expressions of Interest**

The table below may be used to establish the shortlist of Applicants. One table must be completed for each Applicant. For each experience submitted by the Applicant, the evaluator shall check the boxes of the criteria which are met by the experience (e.g.: « √ »).

Name of the Applicant:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***[Criterion 1][[1]](#footnote-1)*** | ***[Criterion 2]*** | ***[Criterion 3]*** | ***[Criterion 4]*** | ***[Criterion 5]*** | ***[Etc.]*** |
| ***[Experience A][[2]](#footnote-2)*** | √ |  |  |  | - |  |
| ***[Experience B]*** |  | √ |  |  | - |  |
| ***[Experience C]*** |  |  |  | √ | - |  |
| ***[Etc.]*** | √ |  | √ |  | - |  |
| **Total[[3]](#footnote-3)** |  |  |  |  |  |  |

The selection of Applicants to be shortlisted shall follow the rules as defined herebelow:

* The Applicant must have at least one experience in each criterion; otherwise the application will be disqualifed.
* The ranking of Applicants is based on the greatest number of relevant experiences for each criterion.
* For a Joint Venture, the experiences of all members will be added together for a combined total.

***[COUNTRY NAME]***

***[PROJECT NAME][[4]](#footnote-4)***

**CONSULTING SERVICES**

**Expressions of Interest**

The *[insert name of Client]* *[has received/ has applied for]* a financing from *Agence Française de Développement* ("**AFD**")[[5]](#footnote-5), and intends to use part of the funds thereof for payments under the following project *[insert name of the project/ Services]*.

*[Delete if not applicable]* The Client benefits from the following services in the context of this Request for Expressions of Interest, *[specify as appropriate: "*external technical assistance*" or "*AFD’s technical assistance free of charge*"].*

The Services of the consultant shall consist of *[brief description of the Services entrusted to the Applicant][[6]](#footnote-6).*

The *[insert Client’s name]* hereby invites Applicants to show their interest in delivering the Services described above.

This Request for Expressions of Interest is open to: *[check only one box]*

|  |  |
| --- | --- |
| * Consulting firms | * Individual consultants |
|  |  |
| * NGOs | * Joint Venture between NGO(s) and consulting firm(s) |

Eligibility criteria to AFD financing are specified in sub-clause 1.3 of the "Procurement Guidelines for AFD‑Financed Contracts in Foreign Countries", available online on AFD’s website: <http://www.afd.fr>.

The Applicant shall submit only one application, either in its own name or as a member of a Joint Venture (JV). If an Applicant (including any of the JV members) submits or participates in more than one application, those applications shall be all rejected. However, the same Subconsultant may participate in several applications.

If the Applicant is a JV, the expression of interest shall include:

* a copy of the JV Agreement entered into by all members,

or

* a letter of intent to execute a JV Agreement, signed by all members together with a copy of the Agreement proposal,

In the absence of this document, the other members will be considered as Subconsultants.

Experiences and qualifications of Subconsultants are not taken into account in the evaluation of the applications.

Interested Applicants must provide information evidencing that they are qualified and experienced to perform those Services. For that purpose, documented evidence of recent and similar services shall be submitted. A maximum of [insert the maximum, which shall be a figure no lower than 15] past experiences shall be presented by Applicants. Determination of the similarity of the experiences will be based on their respective relevance relative to the services to be performed, as described above.

In particular, it is expected that Applicants present past experience for contracts whose characteristics are similar to one or more of the following criteria:

* [Specify the duration, volume of services (expert-days), and size of the project];
* [Specify the nature of the Services, such as: *"feasibility studies", "detailed technical studies", “work supervision", "audit" or other – one or several items may be specified]*;
* [Specify the technical area and expertise*]*;
* [Specify the geographical area where it is expected that the Applicant have experience, for instance: *"in the region", "in the Client’s country", "with the Client", "in the Client’s language" or other]*.

The *[insert name of Client] shall not analyse CVs of experts’ profiles at this stage.*

*[If relevant to the Services, insert any or all of the items below. Otherwise, delete.]*

The Client will also take into account for the evaluation of the applications the following items:

* *[Skills and availability of in-house technical back-up experts provided to the on-site experts]*;
* *[Local representatives/partners]*;
* *[Quality assurance procedures and certifications of the Applicant – specify the type or the label of the certification: for example, ISO 9001 or environmental and social certification]*.

*[If the Services are to be performed in an area exposed to security risk[[7]](#footnote-7), add the language in brackets below; otherwise delete]*

[Due to the security risk in the areas where the Services are to be performed, the evaluation of Expressions of Interest will verify that the applications meet the following criteria:

* The Applicant has at least one experience providing services in an area with a similar security risk, for which it shall provide proof of implementation of security measures (invoice or contract with a security service provider, proof of security awareness training before departure on-site, etc.).
* The Applicant has set up internal security management procedures: it shall provide a description of its monitoring system and crisis management system.
* For services provided abroad, the Applicant has entered into an assistance and repatriation contract for its employees: it shall provide the certificate evidencing such contract.
* The Applicant shall describe its standard preparation process for departure on assignment in sensitive areas, and shall attach documents proving its implementation (service orders with related instructions, certificates of awareness-raising or training actions, etc.).

For a JV, its leader (regardless of its country of incorporation) and any other member that has its registered office outside the Client's country shall fulfil each of these criteria.

An application that does not meet any of these requirements will be rejected.]

Among the submitted applications, *[insert Client’s name]* will shortlist a maximum of six (6) Applicants, to whom the Request for Proposals to carry out the Services shall be sent.

The Expressions of Interest must be submitted to the address below no later than   
*[insert date]*[[8]](#footnote-8).

*[Insert the name of the office desk]*

*[Insert the name of the agent]*

*[Insert the P.O box number and/or the address]*

*[indicate the email address for requests of information]*

*[If an electronic submission of Expressions of Interest is accepted, and depending on whether it is accepted in addition to, or instead of, a paper submission, include:]*

Expressions of Interest may *[select the appropriate option: “also”, or if the submission is electronic only: delete the above option for submission to the Client’s offices]* be sent by email to the following address: *[insert email address for receipt of Expressions of Interest]*. Expressions of Interest submitted electronically should be in the form of non-editable files (PDF type) *[the acceptable format and the maximum size in Mega-bytes (MN) of the Expressions of Interest files must be indicated]*.

The Client shall confirm within 24 hours the recept of each Expression of Interest file received at the aforementioned email address. In the absence of such confirmation received from the Client within 24 jours after sending its Expression of Interest file, the Applicant is invited to request receipt confirmation of its Expression of Interest file from the Client.

Interested Applicants may obtain clarifications by writing to the email address below, no later than 5 working days before the deadline for receipt of Expressions of Interest.

*[Insert here the contact details (email address) where clarifications can be requested.]*

The Client will respond to requests for clarification in writing, publishing the responses on the same media as the initial publication of the Request for Expressions of Interest, without identifying the entity which made the request for clarifications.

Appendix to The Request for Expressions of Interest   
(To be sumitted with the application, signed and unaltered)

Statement of Integrity, Eligibility and Environmental and Social Responsibility

*[The content of the Statement if Integrity, Eligibility and Environmental and Social Responsibility depends on the signing date of the AFD Financing Agreement that covers all or part of the financing of this Contract.*

* *For all contracts financed by AFD through a Financing Agreement referring to the AFD Procurement Guidelines in their version of 2019 or before, the Contracting Authority will select the content of OPTION A and remove OPTION B;*
* *For all contracts financed by AFD through a Financing Agreement referring to the AFD Procurement Guidelines in their version of 2024 or later, the Contracting Authority will select the content of OPTION B and remove OPTION A. ]*

*[****OPTION A – Version of the Statement of Integrity to be included for any Contract financed with an AFD Financing Agreement referring to the AFD Procurement Guidelines in their version******of 2019 or before.***

*(Otherwise, delete this section and keep only the OPTION B below)*

Reference of the bid or proposal (the "**Contract**")

To: (the "**Contracting Authority**")

1. We recognise and accept that *Agence Française de Développement* ("**AFD**") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

2.2 Having been:

1. convicted, within the past five years by a court decision, which has the force of *res judicata i*n the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
2. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
3. convicted, within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

1. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5 In the case of procurement of goods, works or plants:

1. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
2. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
3. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
4. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
5. In the context of the procurement process and performance of the corresponding contract:

6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State‑owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority’s country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti‑competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

1. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: In the capacity of:

Duly empowered to sign in the name and on behalf of[[9]](#footnote-9):

Signature:

Dated:

*End of OPTION A]*

*[****OPTION B – Version of the Statement of Integrity to be included for any Contract financed with an AFD Financing Agreement referring to the AFD Procurement Guidelines in their version of 2024 or later.***

*(Otherwise, delete this section and keep only the OPTION A above)*

Reference name of the Bid/Proposal/Contract signed[[10]](#footnote-10) (the **“Contract”**)

To: (the **“Contracting Authority”**)

1. We recognize and accept that Agence Française de Développement (“**AFD**”) only finances the projects of the Contracting Authority subject to its own conditions, as set out in the Financing Agreement that directly or indirectly binds it to the Contracting Authority. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the Contract. Consequently, no legal exists between AFD and our company, our joint venture, and our subcontractors. The Contracting Authority may also mean the Client, Employer or Purchaser, as the case may be, for the procurement of works, goods, plants, equipment, consulting services , or non-consulting services.
2. We hereby certify that neither we, nor any person acting on our behalf,[[11]](#footnote-11) nor any of the members of our joint venture, nor any of our subcontractors, are in any of the following situations:

2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, or being in any analogous situation arising from any similar procedure;

2.2 Having been, within the past five years, subject to a final administrative sanction, a final conviction issued by a competent authority, or any other non-court resolution[[12]](#footnote-12) having notably an extinctive effect on public action, either (i) in the country where we are constituted, (ii) in the country of performance of the Contract, (iii) in the context of the procurement or performance of an AFD-financed Contract, (iv) pronounced by a European Union institution, or (v) pronounced by a competent authority in France, for:

1. Prohibited Practices, as defined in Article 6.1 below, or for any other offence committed in the context of the procurement or performance of a Contract (in the event of such sanction, conviction or non-court resolution, we may attach additional information to this Statement of Integrity, such as a compliance program, showing that we (or the person acting on our behalf, the member of our joint venture, or our subcontractor) consider that this sanction, judgement or non-court resolution is not relevant in the context of the Contract, where applicable);
2. Participation in a criminal organization, terrorist offences or offences related to terrorist activities, child labor, or other offences related to human trafficking;
3. Having created an entity in a different jurisdiction (i) with the the intention of avoiding tax or social obligations, or any other legal obligation applicable in the jurisdiction of its registered office, central administration or principal place of business, or (ii) for being an entity created with the intention of avoiding such obligations;

2.3 Having been subject within the past five years to a Contract termination fully settled against us for significant or persistent breach of our contractual obligations during the performance of the Contract, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.4 Having been declared ineligible by one of the multilateral development banks signatories to the Mutual Recognition Agreement of 9 April 2010[[13]](#footnote-13) (in the event of such ineligibility, we may attach additional information to this Statement of Integrity showing that we consider that such ineligibility is not relevant in the context of the Contract, where applicable);

2.5 Not having fulfilled our fiscal obligations relating to the payments of our taxes or social contributions in accordance with the legal provisions of our country of incorporation or of the country of the Contracting Authority;

2.6 Having created falsified documents or committed misrepresentation when providing the information requested by the Contracting Authority in the context of the procurement and award process for this Contract.

1. We hereby certify that neither we, nor any party acting on our behalf[[14]](#footnote-14), nor any members of our joint venture, , , nor any of our subcontractors, nor any of our direct or indirect shareholders, nor any of our subsidiaries acting with our knowledge or consent:
   1. Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **individual sanctions** **measures** adopted by the United Nations, the European Union and/or France;
   2. Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **sectoral sanctions** **measures** adopted by the United Nations, the European Union and/or France;
   3. Are ineligible for the implementation of the Project owing to any other international sanctions measures pronounced by the United Nations, the European Union or France.
2. We hereby certify that neither we, nor any party acting on our behalf,2 nor any of the members of our joint venture, nor any of our subcontractors, are [nor have been *(in the case of refinancing for a Contract already awarded)*] in any of the following situations of conflict of interest:

4.1 Being a shareholder controlling the Contracting Authority or a subsidiary controlled by the Contracting Authority, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction.

4.2 Having business or family relations with a member of the Contracting Authority’s services involved in the procurement process or the supervision of the resulting Contract, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

4.3 Controlling or being controlled by another applicant, bidder or consultant, or being under common with another applicant, bidder or consultant, receiving subsidies from another applicant, bidder or consultant, or granting subsidies to another applicant, bidder or consultant, directly or indirectly, having the same legal representative as another applicant, bidder or consultant, maintaining direct or indirect contacts with another applicant, bidder or consultant allowing us to (i) have given and/or give access to information contained in our respective applications, bids or proposals likely to distort competition (ii) influence them, or (iii) influence the decisions of the Contracting Authority;

4.4 Being engaged for a consulting services mission which, by its nature, is or may be in conflict with the mission envisaged for the Contracting Authority;

4.5 Having prepared ourselves, being or having been associated with a natural or legal person who has prepared, specifications, terms of reference or other documents that have been used for the procurement process in question, and that contain provisions likely to favor an application, bid or proposal;

4.6 Having or having had access to, having prepared ourselves, being or having been associated with a natural or legal person who has or has had access to or prepared, specifications, plans, calculations, studies, or other documents that have not been communicated to all the applicants, bidders or consultants in the context of the present procurement procedure, and which thereby confer us an unfair competitive advantage;

4.7 In the case of a procurement procedure for works, plants, equipment or goods, having been selected ourselves or proposed to be selected (or any of our subsidiary companies having been or being proposed to be selected) to carry out supervision or inspection of the services in the context of this Contract.

1. If we are a state-owned entity or a public enterprise, to participate in a competitive procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
2. In the context of the procurement and performance of the Contract:

6.1 Neither we, nor any party acting on our behalf,2 nor any members of our joint venture, nor any of our subcontractors, have committed or shall commit a Prohibited Practice as defined in the document entitled “AFD Group’s Policy to Prevent and Combat Prohibited Practices” available on AFD’s Website.[[15]](#footnote-15)

6.2 Neither we, nor or any party acting on our behalf,2 nor any members of our joint venture, nor any of our subcontractors, shall acquire or provide [have acquired or provided *(in the case of refinancing for a Contract already awarded)*] in sectors subject to an embargo by the United Nations, the European Union or France.

1. We hereby undertake to, and we undertake to ensure that any party acting on our behalf,2 any members of our joint venture, and any of our subcontractors undertake to:

7.1 Comply with the environmental standards recognized by the international community, including the international conventions for the protection of the environment and, in particular, take all reasonable steps to avoid or limit negative effects on vegetation, biodiversity, soils, groundwater and surface water, and on persons and property resulting from pollution, noise, vibration, traffic and other effects resulting from our activities, in accordance with the laws and regulations applicable in the country of performance of the Contract.

7.2 Implement measures to mitigate environmental and social risks when they are indicated in the environmental and social management plan provided by the Contracting Authority, and ensure that the emissions, surface discharge and effluents produced by our activities respect the limits, specifications or requirements applicable to the Contract.

7.3 Respect the rights of workers related to wages, working hours, rest periods and vacations, overtime, minimum age, regular payments, compensation and benefits, in accordance with the standards recognized by the international community, including the fundamental conventions of the International Labour Organization (ILO), in accordance with the laws and regulations applicable in the country of performance of the Contract; indicate these elements in a document annexed to the employment contracts of our employees and made available to the Contracting Authority; and respect and facilitate the rights of workers to organize themselves and set up a complaints management mechanism for direct or indirect workers.

7.4 Implement practices for non-discrimination and equal opportunities, and ensure the prohibition of child labor and forced labor.

7.5 Keep a record for each member of the local staff recording the hours worked by each person, the type of work, the wages paid and the training undertaken, and ensure that these records are available at all times to be inspected by the Contracting Authority and the authorized representatives of the government, in accordance with the laws and regulations applicable to the protection of personal data in the country of performance of the Contract.

1. We, any party acting on our behalf,2 the members of our joint venture, our subcontractors, our direct or indirect shareholders, and our subsidiaries, authorize AFD to conduct investigations and, in particular, inspect the documents and accounting records relating to the procurement and performance of the Contract, including, but not limited to, our internal processes and rules related to the respect of international sanctions pronounced by the United Nations, the European Union and/or France, and to have them verified auditors appointed by AFD.
2. We declare that we have paid, or that we shall pay, the commissions, benefits, fees, gratuities or charges relating to the procurement procedure or the performance of the Contract to the following third party/parties (for example, an intermediary/agent)(\*):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of beneficiary** | **Contact details** | **Purpose** | **Amount (indicate the currency)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(\*): If no amount has been paid or is to be paid, indicate “None”.

1. We undertake to promptly inform the Contracting Authority, which shall inform AFD, of any change of circumstance regarding the sections above, including in case of any sanctions or embargo measures adopted by the United Nations, the European Union and/or France, after we have signed the present Statement.

Name: In the capacity of:

Duly empowered to sign in the name and on behalf of:[[16]](#footnote-16)

Signature:

Dated:

*End of OPTION B]*

1. Each criterion column should reflect the list of similar experiences provided in the Request for Expressions of Interest, such as (i) Nature of services, (ii) Technical expertise and (iii) Location. [↑](#footnote-ref-1)
2. Each row will be a separate experience which is listed in the application. [↑](#footnote-ref-2)
3. The "total" for each column indicates the number of experiences which meet the criterion. [↑](#footnote-ref-3)
4. If the project is specified. Otherwise, the identified specific Services shall be named. [↑](#footnote-ref-4)
5. In the case of co-financing or delegated financing (e.g., EU funds), indicate the name(s) of the co-financier(s)/delegating entity(ies) here, and insert their logo(s) alongside those of AFD and the Client. In such cases, check whether there are any specific publication requirements set by the co-financiers/delegating entities, in addition to those of AFD, and ensure their implementation. [↑](#footnote-ref-5)
6. The information provided should allow the interested Applicants to decide whether they will submit an expression of interest or not. It is recommended that the description should not take more than 2 pages. In particular, an estimate of the contract size should be indicated (number of experts‑months or budget available, but not both). No Terms of Reference must be included at this stage. [↑](#footnote-ref-6)
7. In accordance with *Article 1.5.2* – *Security* of the Procurement Guidelines for AFD-Financed Contracts in Foreign Countries, if the Services to be performed are located in an area labelled as orange or red by the French Ministry of European and Foreign Affairs (or any other French Ministry responsible for the ranking of foreign countries' security conditions, if applicable), the Client shall include in the Requests for Expressions of Interest requirements relating to security. [↑](#footnote-ref-7)
8. The date specified must be later than three weeks from the date of publication of the notice. [↑](#footnote-ref-8)
9. In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant. [↑](#footnote-ref-9)
10. In the case of a Contract already signed to be refinanced. [↑](#footnote-ref-10)
11. Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees, or agents (be them declared or not). [↑](#footnote-ref-11)
12. Including the Judicial Public Interest Agreement (CJIP), a decision following an Appearance on Prior Recognition of Guilt (CPRC), a negotiated resolution agreement, or any other similar form of transaction terminating criminal proceedings. [↑](#footnote-ref-12)
13. World Bank, Inter-American Development Bank, African Development Bank, Asian Development Bank, and European Bank for Reconstruction and Development. [↑](#footnote-ref-13)
14. Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees or agents (be them declared or not). [↑](#footnote-ref-14)
15. For informational purposes, this policy can be accessed *via* the following link: <https://www.afd.fr/en/combating-corruption>. [↑](#footnote-ref-15)
16. In the case of a joint venture, insert the name of the joint venture. The person signing the bid, proposal or application on behalf of the bidder, consultant or applicant, shall attach a power of attorney from such bidder, consultant or applicant. [↑](#footnote-ref-16)