**expression of interest forM**

**IMPORTANT: Use of this form to respond to the consultation referred to in Section II is mandatory. Failure to submit this form will result in the rejection of the application.**

**Applicants are hereby informed that all of the documents listed below must be included in the application file.**

**It is essential not to omit the proof of registration with a professional registry, as well as proof of compliance with tax and social security obligations.**

**Incomplete applications will not be accepted and will therefore be rejected.**

**In the event of an incomplete submission, the applicant will have the opportunity to resubmit their application. In such a case, all of the documents listed below must be provided again.**

**I – Identification of the contracting authority**

**Expertise France SAS 40 boulevard de Port Royal Paris75005 France**

**II – Purpose of the call for tenders**

The purpose of this consultation is to establish a Dynamic Purchasing System (DPS) for the contracting of intellectual service assignments aimed at supporting the implementation of shared resource organizations between projects implemented by Expertise France and located within the same geographical area.

This Dynamic Purchasing System, entitled the “Decentralisation Task Force Expertise Network”, enables the creation of a network of service providers specialised in change management and the establishment of decentralised structures, in the countries where Expertise France implements its activities, and in accordance with the defined target organisational models.

**III – Identification of the applicant**

The applicant stands by himself:

[Specify the status, the trade name and the company name of the applicant, , the addresses of its establishment and its registered office (if it is different from that of the establishment, its e-mail address, telephone and fax numbers and SIRET number; otherwise, a European or international identification number or an ID specific to the country of origin of the applicant.]

The candidate is a consortium, and:

the consortium is jointly and severally liable

 the consortium is jointly liable, and the lead company is liable for each of the consortium member

**Leader :**

[Specify the status, the trade name and the company name of the applicant, , the addresses of its establishment and its registered office (if it is different from that of the establishment, its e-mail address, telephone and fax numbers and SIRET number; otherwise, a European or international identification number or an ID specific to the country of origin of the applicant.]

**Other members of the consortium :**

[Specify the status, the trade name and the company name of the applicant, , the addresses of its establishment and its registered office (if it is different from that of the establishment, its e-mail address, telephone and fax numbers and SIRET number; otherwise, a European or international identification number or an ID specific to the country of origin of the applicant.]

The applicant submits one or more subcontractors

The completed and signed DC-4 Subcontracting Declaration must be attached to the application form.

**IV – Purpose of the expression of interest**

The application is submitted for admission to the Dynamic Purchasing System and listing therein.

**V – Information on registration with a professional register**

The applicant must provide proof that it is registered with a professional register (e.g.: ‘extrait Kbis’ for company established in France or an equivalent document).

**VI – Information on the economic and financial capacity of the applicant**

The applicant must provide:

- The amounts of the last three (3) turnover figures according to available financial years;

- A civil and/or professional liability insurance certificate.

**VII – Information on the applicant’s references**

References and expert CVs are both expected.

The applicant must complete one of the reference and CVs templates attached to the “Decentralisation Task Force Expertise Network” DPS application form (annex 2 & 3)

*NOTA: In case of a group of operators (consortium) applying, please note that the application documents must be submitted for each member of the consortium.*

Annex 2 is reserved for the references that the applicant wishes to present as part of its application. The references relate to services previously performed of a similar or identical nature to the services covered by this DPS. The applicant's references should enable an assessment of its experience in the performance of services related to the purpose of the DPS. The applicant chooses those that seem most appropriate; the buyer verifies their authenticity, in compliance with business confidentiality requirements. In that regard, in Annex 2, the 'Competencies/profile of the experts used' for the provision of services during the performance of previous contracts (i.e. the references), are provided for the purpose of informing the contracting authority.

*NOTA: The absence of references does not justify the elimination of an applicant and does not exempt the purchaser from examining the applicant’s professional, technical and financial capacities. Therefore, newly established operators who have not yet performed services of a similar or identical nature to those covered by the purpose of the DPS will not be penalised by their lack of references.*

Annex 3 is the response framework drawn up by Expertise France in order to harmonise the applicants' presentations of the operators they will propose in their bids for future specific contracts.

*NOTA: Annex 3 must be duly completed and submitted for all applications. Applicants for inclusion in the DPS are required to use the profiles provided in Annex 3 when drawing up bids for future specific contracts.*

The references provided by the entity applying, in relation to experience relevant to the scope of the present Dynamic Purchasing System (DPS), must not exceed five and must pertain to assignments carried out within the past ten years.

Proficiency in either French or English is a mandatory requirement. Proficiency in one or several of the following languages - Spanish, Portuguese, or Arabic - may be considered an asset in the frame of awarding specific contracts. Likewise, knowledge with the structure and organisation of European and international cooperation agencies (procedures, workflows, target operating model, etc.) and with the geographical contexts in which Expertise France aims to establish decentralised offices (institutional landscape, economic environment, contextual factors, and associated challenges) will be considered an asset.

The candidate’s technical and professional capacity shall be assessed based on their education and background, knowledge, and professional experience in the design and implementation of international cooperation projects, preferably in collaboration with Expertise France or similar European organisation. The candidate must demonstrate technical expertise, and knowledge particularly in the following areas: administrative and financial management; logistics and procurement; assessment of organizational structures and procedures; office establishment and management (including security, layout, ergonomics, and safety); human resources organization; and the development of management and monitoring tools.

The candidate must also demonstrate relevant expertise in one or more of the following areas:

* Support in the development of strategies and action plans;
* Support in the design of detailed office layouts;
* Support in the drafting of procedures, framework notes, workflows, and organizational charts;
* Conducting studies and diagnostic assessments;
* Organization and delivery of training sessions;
* Organization of exchange and/or consultation workshops;
* Support in drafting documentation (reports, terms of reference, job descriptions, briefing notes, listings, dashboards);
* Support for the design, the development and implementation of awareness-raising campaigns;
* Support in the design and implementation of financial and monitoring tools.

Specific contracts may require a combination of complementary skill sets; therefore, combined skills are highly encouraged. In some cases, contracts may include minor components relating to construction works (for small-scale infrastructure), procurement of equipment and/or materials; hence, relevant experience in these areas is also encouraged.

By way of illustration and without limitation, assignments that may be undertaken within the framework of the " Decentralisation Task Force Expertise network" could include:

* Providing support to teams in identifying and scoping issues related to the establishment of overseas offices (e.g. establishment agreements, VAT, mobility and migration procedures, employment matters, office layout, etc.) in specific countries or regions;
* Supporting the training of shared office teams and relevant project managers on office management tools and fostering collaboration between project teams and headquarters in a shared services environment;
* Assisting in the design and implementation of an HR structure aligned with project needs and the shared services objective;
* Supporting the opening and structuring of bank accounts and the definition of financial management procedures for projects;
* Assisting in the development of office management, logistics, and contract monitoring tools, and in the definition of associated procedures;
* Supporting the training of shared office teams and project managers in the use of management tools;
* Assisting in defining and formalizing procurement procedures in accordance with Expertise France's procurement regulations, and delivering training to office staff accordingly.

**VIII – Proof of fulfilment of tax and social security obligations**

The applicant shall prove that it has fulfilled their tax and social security obligations, by providing appropriate means of verification (e.g.: latest URSSAF certificate or available equivalent for non-French candidates, last tax certificate or available equivalent for non-French candidates, etc.)

**IX – Sworn statement**

The applicant fills in, dates and signs the sworn statement relating to the exclusion criteria and the absence of conflict of interest provided in the Appendix 1 to this form.

**X - Applicant identification sheet and Bank account details**

The applicant fills in, dates and signs the “third party identification sheet” provided in the Appendix 4 and must include bank account details. Some countries or banks do not issue bank account details. In this case, the applicant also gets the “Third party identification sheet” signed from the banking establishment.

**SIGNATURE**

|  |  |
| --- | --- |
| Signature of the person authorised to engage and represent the applicant | |
| Last name:  First name:  Role: | I declare that I am applying as part of the call for tenders referred to in point II above*.*  Date:  Signature: |