

## Expression of Interest - TRANSFORM

Please read the guidance before submitting your expression of interest.

Reference No: (for office use only)

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**Part 1: Contact details**

<b>Contact details</b>	
<b>Name of organisation:</b>	
<b>Legal form of your organisation:</b>	
<b>Registration Number:</b>	
<b>Number of years in operation</b>	
<b>Address:</b>	
<b>Head of organisation (name and title):</b>	
<b>E-mail address:</b>	
<b>Contact Telephone number:</b>	
<b>Another senior member: (name and title)</b>	
<b>E-mail address:</b>	
<b>Contact Telephone number:</b>	

**Part 2: Your understanding of the assignment and proposed approach**

<b>Work package(s) your organisation is proposing with your approach for each work package. If proposing packages from both Set 1 and Set 2, also indicate how you will work across both Sets.</b>

## Part 3: Your organisation

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### 3.1 Governance

### 3.2 Availability of appropriate skills among staff

### 3.3 Capacity to handle this assignment (including resources, relationships, networks and similar)

**3.4 Experiences in similar tasks**

**3.4.4 In South Asia including Sri Lanka**

**3.4.5 Globally**

**3.5 Availability of support services**

#### Part 4: Track record

Applicants can refer either to projects completed within the last 5 years' period (although started earlier) or to projects not yet completed.

<b>(Ref. No.1) Assignment name</b>		
<b>Country</b>		
<b>Location in country</b>	<b>Duration of assignment (months)</b>	
<b>Name of client</b>	<b>Total No of staff months of the assignment</b>	
<b>Address</b>	<b>Approx. value of the services provided by your firm under the contract (in current GBP)</b>	
<b>Start date (Month/year)</b>	<b>Completion date</b>	<b>No of professional staff months provided by associated consultants</b>
<b>Name of associated consultants, if any</b>		<b>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Co-ordinator/Team Leader)</b>
<b>Narrative description of project:</b>		
<b>Description of actual services provided by your staff within the assignment</b>		

<b>(Ref. No.2) Assignment name</b>		
<b>Country</b>		
<b>Location in country</b>	<b>Duration of assignment (months)</b>	
<b>Name of client</b>	<b>Total No of staff months of the assignment</b>	
<b>Address</b>	<b>Approx. value of the services provided by your firm under the contract (in current GBP)</b>	
<b>Start date (Month/year)</b>	<b>Completion date</b>	<b>No of professional staff months provided by associated consultants</b>
<b>Name of associated consultants, if any</b>		<b>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Co-ordinator/Team Leader)</b>
<b>Narrative description of project:</b>		
<b>Description of actual services provided by your staff within the assignment</b>		

<b>(Ref. No.3) Assignment name</b>		
<b>Country</b>		
<b>Location in country</b>	<b>Duration of assignment (months)</b>	
<b>Name of client</b>	<b>Total No of staff months of the assignment</b>	
<b>Address</b>	<b>Approx. value of the services provided by your firm under the contract (in current GBP)</b>	
<b>Start date (Month/year)</b>	<b>Completion date</b>	<b>No of professional staff months provided by associated consultants</b>
<b>Name of associated consultants, if any</b>		<b>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Co-ordinator/Team Leader)</b>
<b>Narrative description of project:</b>		
<b>Description of actual services provided by your staff within the assignment</b>		

<b>(Ref. No.4) Assignment name</b>		
<b>Country</b>		
<b>Location in country</b>	<b>Duration of assignment (months)</b>	
<b>Name of client</b>	<b>Total No of staff months of the assignment</b>	
<b>Address</b>	<b>Approx. value of the services provided by your firm under the contract (in current GBP)</b>	
<b>Start date (Month/year)</b>	<b>Completion date</b>	<b>No of professional staff months provided by associated consultants</b>
<b>Name of associated consultants, if any</b>		<b>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Co-ordinator/Team Leader)</b>
<b>Narrative description of project:</b>		
<b>Description of actual services provided by your staff within the assignment</b>		



<b>(Ref. No.5) Assignment name</b>		
<b>Country</b>		
<b>Location in country</b>		<b>Duration of assignment (months)</b>
<b>Name of client</b>		<b>Total No of staff months of the assignment</b>
<b>Address</b>		<b>Approx. value of the services provided by your firm under the contract (in current GBP)</b>
<b>Start date (Month/year)</b>	<b>Completion date</b>	<b>No of professional staff months provided by associated consultants</b>
<b>Name of associated consultants, if any</b>		<b>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Co-ordinator/Team Leader)</b>
<b>Narrative description of project:</b>		
<b>Description of actual services provided by your staff within the assignment</b>		

**Part 5: Further information**

Please use this space for any further information you would like to add in support of your application.

**Part 6: Signatures**

<b>Signatures</b>	
<b>Head of organisation</b>	
Name	
Signature	
Date	
<b>Other senior member</b>	
Name	
Signature	
Date	

**Part 7: Checklist of enclosures**

<b>Please send the following documents with your application, and tick the boxes to show you have done so.</b>	
<b>An organogram of your organisation (organisational chart showing all staff and lines of responsibility)</b>	<input type="checkbox"/>
<b>Certificate of Organisation Registration</b>	<input type="checkbox"/>
<b>Existing policies of the organisation (Child protection, Equality, Anti-corruption etc.)</b>	<input type="checkbox"/>
<b>Evaluation reports of previous projects (if appropriate)</b>	<input type="checkbox"/>
<b>Letter(s) of Association (if appropriate) * See <i>template</i></b>	<input type="checkbox"/>