**Expression of Interest: Response Form**

**Project name: EOI25-051- Pre-qualification Research Firms**

*All potential consulting firms are required to respond to the request of interest using the response form below. In total, this response form should not exceed eight pages.*

1. **Applicant’s details**

Please provide the following details:

|  |  |
| --- | --- |
| Full legal and trade names of company/organisation/ institution |  |
| Business office address (google map link if available) |  |
| Country of registration [[1]](#footnote-2) |  |
| Certificate of Incorporation registration number with MOC and Certificate of Tax Registration number with General Department of Taxation if registered in Cambodia. If registered outside Cambodia equivalent business registration documents |  |
| VAT (TIN) Number or Tax File number |  |
| Postal and email address; and website (if applicable) |  |
| Contact details of the Respondent’s contract person |  |
| Full name |  |
| Position title |  |
| Email address |  |
| Phone number |  |

1. **Technical capability (max 2 pages)**

**B1 Relevant technical experience**

B1.1 **Please summarise your organisation’s experience** in conducting research in Cambodia or similar contexts, especially for development programs. Provide **two examples** of past assignments relevant to CAPRED’s areas (agriculture, trade, investment, water/energy, GEDSI, climate, policy, etc.), and include:

* Title and scope of your work
* Client name and/or geographic coverage
* Methodology used
* Key outputs delivered

B1.2 **Describe your organisation’s approach** to:

* Designing research: what approach do you take? How do you integrate qualitative and quantitative components? What is your approach in ensuring rigour and ethical standards?
1. **Team experience and organisational strength (max 2 pages)**

**C1 Relevant personnel**

Provide names, position, gender, qualifications and experience of relevant team members who will undertake this project using the table format below. Attach CV/resumes with referees of key personnel who will carry out the work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | NAME | POSITION/ROLE | GENDER | QUALIFICATIONS & EXPERIENCE | ROLE & RESPONSIBILITY FOR THIS ASSIGNMENT |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

*You may illustrate the team members as per each workstream that corresponds to Section 3 of the EOI.*

1. **Responsiveness and communication (max 2 pages)**

**D1 Communication style**

Briefly describe your systems and capacity to:

* Recruit, train, and manage field teams
* Handle logistics and coordination in rural and urban areas
* Ensure data quality and data security
* Produce clear and actionable reports, or provide examples of your previous reports as attachment
1. **Financial proposal (max 1 page)**

**E1** Please outline your financial proposal for the services required to complete the key tasks and deliverables listed in the EOI. Ensure that your costing is itemised and presented using the table below. Refer to the EOI for detailed descriptions of each activity and the assumptions your pricing should reflect. You may add additional cost items if necessary to accurately capture your proposed approach.

| **Category of service**  | **Daily rate USD** **List region:**  | **Daily rate USD** **List region:** | **Daily rate USD** **List region:** | **Daily rate USD** **List region:** |
| --- | --- | --- | --- | --- |
| Team leader |  |  |  |  |
| Field supervisor |  |  |  |  |
| Enumerator |  |  |  |  |
| Data analyst |  |  |  |  |
| Translator/Transcription  |  |  |  |  |
| Others (specify) |  |  |  |  |
| **Other costs**  |  |  |  |  |
| Transport cost |  |  |  |  |
| Accommodation cost  |  |  |  |  |
| Administrative cost |  |  |  |  |
| Others (specify) |  |  |  |  |
| **Total budget** |  |  |  |  |

*Note:*

* *Daily rate should be a NET rate.*
* *All proposed fees must be exclusive of tax. CAPRED is a registered tax-exempt entity, and the Cambodian General Department of Taxation has granted an exemption from the 10% VAT under the State Charge. Therefore, your proposed fees should not include any VAT charges.*
1. CAPRED welcomes applications from firms registered outside Cambodia, provided they have demonstrable experience working in Cambodia and maintain a local presence. However, applicants should be aware that all assignments will take place within Cambodia. CAPRED is not seeking foreign-based team leaders offering only remote support. Instead, we require senior personnel who are based in-country and can provide hands-on oversight, including field supervision and quality assurance through spot-checks and other in-person activities. [↑](#footnote-ref-2)