**Please read the instructions below carefully**

INSTRUCTIONS

1. You may not in any other way than as instructed below add information to this document, or otherwise alter or modify this document.
2. Fill only out the fields indicated in blue.
3. Please note that this is an administrative form. All information referred to in this declaration by you must be found in the technical proposal submitted as part of your tender.

The tenderer must meet the following criteria:

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| --- | --- |
| **Minimum criteria M.I.** | **Demonstrated experience in at least 3 projects in Colombia and Ecuador during the last 5 years.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.II.** | **Experience from last three (3) years of implementing one or several contracts with similar or related services and analyses with an overall budget of at least EUR 100,000.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.III.** | **Experience in developing and supporting approach and/or implementing systems for monitoring forest-risk commodity trade, traceability and supply chain transparency for zero deforestation sustainable cocoa production.** |
| ***Description of fulfilment of this criteria*** |  |

The team leader and international expert(s) should fulfil the following criteria:

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| **Minimum criteria M.IV.** | **Eight (8) years’ demonstrated experience in agriculture, forestry, natural resource management, commodity trade, or trade research, in tropical countries.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.V.** | **Advanced university degree (Master’s degree or equivalent) in natural resource management, forestry, agriculture, or a relevant, directly related discipline.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.VI.** | **Experience in the analysis of agricultural markets and forest-risk commodities supply chains, traceability and supply-chain transparency systems.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.VII.** | **Excellent understanding of the agricultural commodities’ and deforestation context in Latin America, in particular related to cocoa.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M. VIII.** | **Understanding, speaking and writing Spanish and English as demanded with respect to all tasks covered by the Terms of Reference in this Tender.** |
| ***Description of fulfilment of these criteria*** |  |

The expert(s) in Cocoa sector nominated must meet the following criteria:

|  |  |
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| **Minimum criteria M.IX.** | **Advanced university degree (Master’s degree or equivalent) in natural resources management, forestry, environmental policy or a relevant, directly related discipline.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.X.** | **At least five (5) years of field work experience in cocoa sector or other forest-risk commodity trade in Latin America, including at least one experience with private sector.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.XI.** | **Experience in supporting multi-stakeholder approaches in Latin America balancing the interests of international, national and local stakeholders representing civil society, private sector and government.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M.XII.** | **Good understanding of REDD+ national processes and forest-risk commodity / deforestation challenges in Ecuador and Colombia.** |
| ***Description of fulfilment of these criteria*** |  |

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| **Minimum criteria M. XIII.** | **Understanding, speaking and writing Spanish as demanded with respect to all tasks covered by the Terms of Reference in this Tender.** |
| ***Description of fulfilment of these criteria*** |  |

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**Signature**

Representative authorized to sign on behalf of the Tenderer/Consortium leader, as stated in the identification form