

Request for Expression of Interest (REoI)

For

Assessing the Internal Audit Department of the Da Afghanistan Bank

Country: Islamic Emirate of Afghanistan

Name of Project: Assessment of the Internal Audit Department of Da Afghanistan Bank.

Reference No: DAB/1404/NCB/CS01

Implementing Agency: Da Afghanistan Bank

Duty Station: Kabul, Afghanistan

1. Introduction

This Terms of Reference (TOR) aims to outline the goals, scope, and methodology for assessing the Comptroller General Office (CGO) of Da Afghanistan Bank (DAB). The main purpose of this assessment is to check how well the Internal Audit function is working, ensure it operates independently, and evaluate its overall performance. It will also make sure that the department is following required regulations and explore ways to improve its role in supporting the DAB's governance and risk management, and control processes.

2. Legal Basis

The foundation for DAB's operations, including its Internal Audit Department (CGO), is built on a combination of DAB's law, other national laws and international standards. These laws ensure that the DAB operates with transparency, accountability, and in compliance with best practices. Specific articles and regulations set the framework for conducting internal audit assessments, ensuring that the Internal Audit Department (CGO) is effective, independent, and aligned with the DAB's overall goals.

This assessment has been formally approved by the **Executive Board under resolution No. 32 dated 10/05/1403**, in compliance with the governance requirements outlined in the DAB's legal framework.

2.1. Da Afghanistan Bank Law (2003)

Article 21 (Comptroller General of Da Afghanistan Bank): This article establishes the CGO and its tasks related to risk management, compliance audits, and regular financial reporting. The department's assessment ensures it fulfills its duties in alignment with these legal requirements, thereby safeguarding DAB's integrity.

2.2. Global Internal Audit Standards established by Institute of Internal Auditors (IIA) 2025:

While not a national law, these international standards guide DAB's Internal Audit Department (CGO). The standards emphasize the independence of the internal audit function and its role in evaluating and improving the DAB's governance, risk management, and control processes.

2.3. Da Afghanistan Bank's Internal Audit Procedure

This internal document sets out the specific roles, authority, and responsibilities of the CGO. It confirms that the department is independent, has clear reporting lines, and plays an essential part in upholding the DAB's governance standards.

3. Objectives of the Assessment

The key objectives of this assessment are to:

3.1. Evaluate the Effectiveness of the Internal Audit Function

- 3.1.1. Assess how well the department aligns with the DAB's strategic goals and supports its operations.
- 3.1.2. Review the quality and impact of audits in identifying key risks and ensuring controls are in place to manage those risks.
- 3.1.3. Ensure that the Internal Audit function follows international best practices and adheres to professional standards, such as those set by the Institute of Internal Auditors (IIA).

3.2. Assess Independence and Objectivity

- 3.2.1. Examine the department's position within DAB's organizational structure to confirm its independence from day-to-day management.
- 3.2.2. Evaluate whether the Comptroller General (CG) and the audit teams are free to carry out their work without undue influence.

3.3. Assess Resource Adequacy

- 3.3.1. Review staffing levels and competencies to ensure the audit teams have the skills and capacity to meet their responsibilities.
- 3.3.2. Assess whether adequate resources, such as trainings, incentives and technology are available to support the department's work.

3.4. Evaluate Audit Methodology and Practices

- 3.4.1. Review the planning process for audits, including the risk assessment framework, audit scope, and resource allocation.
- 3.4.2. Evaluate the effectiveness of the department's audit procedures and its ability to track and follow up on audit findings and recommendations.

3.5. Evaluate Communication and Reporting

- 3.5.1. Review how the CGO communicates its findings to senior management, the Audit Committee/Supreme Council and other stakeholders.
- 3.5.2. Assess whether audit reports are clear, actionable, and timely.

3.6. Ensure Compliance with Standards and Regulations

- 3.6.1. Confirm that the department is compliant with relevant internal policies and external regulations.
- 3.6.2. Assess how the department contributes to the broader governance and risk management framework of the DAB.

3.7. Identify Opportunities for Improvement

- 3.7.1. Identify areas where the department can strengthen its processes or enhance its effectiveness.
- 3.7.2. Provide practical recommendations to improve efficiency and impact.

4. Scope of the Assessment

This assessment will cover several key areas to ensure a thorough evaluation of the CGO's operations:

4.1. Organizational Structure and Governance

Review the department's structure, its independence from management, and its relationship with the Audit Committee/Supreme Council and senior management.

4.2. Audit Planning and Risk Assessment

Evaluate how the department plans its audits and assesses the risks within the DAB, ensuring that audits focus on the most critical areas.

4.3. Audit Execution

Review the audit methodology, including how audits are conducted, the tools and techniques used, and the effectiveness of the audit team in detecting risks.

4.4. Quality Assurance and Improvement

Assess the department's internal and external quality assurance processes to ensure audits are conducted to high standards and improve over time.

4.5. Communication and Reporting

Evaluate the clarity, timeliness, and effectiveness of audit reports and the communication between auditors and senior management.

4.6. Compliance and Regulatory Adherence

Ensure the department adheres to relevant national regulations and global internal audit standards, other international standards as well as internal policies and procedures.

4.7. Staffing and Development

Assess the department's staffing levels and the training and professional development programs provided to internal auditors.

4.8. Audit Follow-up

Evaluate the department's processes for tracking audit findings and ensuring that management implements corrective actions.

4.9. IT and Emerging Risks Assessment

4.9.1. Cybersecurity

4.9.1.1. Assess the internal audit's department role in identifying, monitoring, and mitigating cybersecurity threats.

4.9.1.2. Evaluate controls over data protection, network security, and incident response mechanisms.

4.9.1.3. Ensure alignment with cybersecurity standards such as ISO 27001, NIST, or other relevant frameworks.

4.9.2. Climate Finance

4.9.2.1. Analyze the organization's preparedness to address risks and opportunities associated with climate finance.

4.9.2.2. Review audit processes related to environmental, social, and governance (ESG) factors.

4.9.2.3. Evaluate the internal audit's department role in monitoring compliance with climate-related financial disclosures (e.g., TCFD, EU Taxonomy).

4.9.2.4. Assess controls over climate risk assessment, carbon reporting, and sustainability-linked financing activities.

4.10. Integration with Broader Risk Management

4.9.3. Examine how cybersecurity and climate finance risks are integrated into the organization's overall risk management framework.

4.9.4. Assess CGO collaboration with other departments to address these emerging risks effectively.

5. Methodology

To conduct a comprehensive and objective assessment, the following methods will be used:

5.1. Document Review

Shall review internal audit policies, annual audit plans, audit reports, and records of meetings with the Audit Committee/Supreme Council and senior management.

5.2. Interviews and Discussions

Shall engage with key stakeholders, including the Comptroller General, audit team members, senior management, and members of the Audit Committee, to gather insights on the department's operations and performance.

5.3. Surveys and Questionnaires

Shall distribute surveys to a select group of stakeholders (e.g., department heads, senior managers) to gather their perspectives on the effectiveness of the CGO.

5.4. Benchmarking

Shall compare the CGO's practices with those of other central banks and financial institutions to identify opportunities for improvement and align with industry best practices.

5.5. Site Visits

Shall conduct visits to audit teams and relevant departments to observe the work in action and assess operational effectiveness.

5.6. Data Analysis

Shall analyze audit reports, follow-up data, and performance metrics to assess the quality and impact of audit work.

5.7. Advanced Data Analytics: Utilize advanced tools such as predictive analytics, machine learning algorithms, and data visualization to uncover trends, identify anomalies, and forecast potential risks. These tools enhance precision, streamline the assessment process, and provide deeper insights into audit processes.

5.8. Audit Automation Tools: Leverage audit management software to review workflows and ensure efficiency in audit planning and execution.

5.9. Key Performance Indicators (KPIs): Define and measure KPIs such as audit coverage, findings resolution rate, and stakeholder satisfaction to evaluate the effectiveness of the audit function.

5.10. Stakeholder Feedback Mechanisms: Implement structured surveys and interviews to capture stakeholder perceptions, identify gaps, and ensure alignment with organizational expectations.

5.11. Analysis and Reporting: Compile findings and recommendations in a detailed report, supported by data-driven insights and visualizations.

5.12. Anticipated Challenges

5.12.1. Delays in Stakeholder Responses: Difficulty in obtaining timely feedback from key stakeholders.

5.12.2. Data Access Limitations: Restricted or incomplete access to necessary documents or systems.

5.12.3. Resource Constraints: Insufficient availability of personnel or tools to support the assessment.

5.12.4. Emerging Risks: Difficulty in assessing evolving areas such as cybersecurity and climate finance with limited benchmarks or historical data.

5.13. Mitigation Strategies

5.13.1. Timely Communication: Establish clear timelines and regular reminders to stakeholders to ensure timely responses.

5.13.2. Data Access Agreements: Secure pre-approval for access to necessary documents and systems before the commencement of assessments.

5.13.3. Resource Allocation: Collaborate with the Audit Committee/Supreme Council to ensure adequate resources, including temporary personnel or external expertise, if required.

6. Qualifications of Assessors

The assessment team shall consist of experienced professionals with a deep understanding of internal auditing, governance, risk management, and regulatory compliance. Specifically, the team members shall have the following qualifications and expertise:

6.1. Professional Experience

6.1.1. A minimum of **10 years** of experience in internal auditing, with at least **5 years** in senior roles such as Chief Audit Executive, Deputy Head of Internal Audit department, or Audit Manager.

6.1.2. In-depth knowledge of audit practices within central banks or financial institutions, ideally having worked in or closely with similar institutions.

6.1.3. Experience with leading audit assessments, especially in regulatory environments similar to that of Da Afghanistan Bank.

6.2. Certifications

6.2.1. As per standard 8.4 of global internal audit standards, at least one member must hold an active Certified Internal Auditor (CIA) Designation.

6.2.2. Additional certifications or qualifications in governance, risk management, or compliance (e.g., Certified in Risk Management Assurance (CRMA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor CISA).

6.3. Knowledge of Standards and Best Practices

6.3.1. Expertise in global internal audit standards and best practices such as those set by the Institute of Internal Auditors (IIA), and other relevant regulatory frameworks.

6.3.2. Familiarity with relevant local regulations and global standards impacting the operation of Da Afghanistan Bank, including financial regulations, governance practices, and risk management frameworks.

6.4. Independence and Objectivity

6.4.1. Assessors will maintain independence and objectivity throughout the assessment process, ensuring their findings and recommendations are impartial and unbiased.

6.4.2. In accordance with Standard 8.4 of the Global Internal Audit Standards (IIA, 2025), potential impairments to independence and objectivity are recognized and appropriately managed. These may include, but are not limited to, external audits, advisory engagements, personal relationships, and prior participation in quality assessments.

6.5. Experience in Organizational Reviews

Demonstrated experience in assessing the organizational structure, resource allocation, and operational effectiveness of internal audit departments or similar functions.

6.6. Communication and Reporting Skills

6.6.1. Strong skills in communicating complex findings clearly and effectively to senior management and boards.

6.6.2. Experience in preparing comprehensive reports with actionable recommendations for improvement, as well as presenting findings to key stakeholders.

7. Key Deliverables

At the conclusion of the assessment, the following deliverables will be provided:

7.1. Assessment Report

A detailed report that outlines the assessors' findings, highlights strengths and areas for improvement, and includes specific recommendations for enhancing the Internal Audit function.

7.2. Executive Summary

A concise summary of key findings and actionable recommendations that senior management and the Audit Committee/Supreme Council can quickly review.

7.3. Action Plan

A clear action plan, with suggested timelines, for addressing identified gaps and implementing improvements.

7.4. Presentation

A presentation of the findings and recommendations to the Audit Committee/Supreme Council and senior management, followed by a discussion and feedback session.

Key Performance Indicators (KPIs)

8.1. Audit Effectiveness

8.1.1. Percentage of audit plan completed within the scheduled timeframe.

8.1.2. Resolution rate of audit findings within the agreed timelines.

8.1.3. Number of repeat findings in successive audits.

8.1.4. Percentage of high-risk areas audited annually.

8.2. Stakeholder Satisfaction

8.2.1. Feedback scores from structured stakeholder surveys.

8.2.2. Perception gap analysis based on interviews and surveys.

8.3. Process Efficiency

8.3.1. Average cycle time for completing audits.

8.3.2. Percentage of audits utilizing advanced analytics and automation.

8.4. Compliance and Standards

8.4.1. Adherence to International Professional Practices Framework (IPPF).

8.4.2. Rate of compliance with regulatory requirements.

8.5. Value Addition

8.5.1. Number of actionable recommendations provided.

8.5.2. Stakeholder perception of audit's contribution to risk mitigation and governance improvement.

8.6. Capacity Building

8.6.1. Average training hours completed per auditor annually.

8.6.2. Adoption rate of advanced technology tools within audit processes.

9. Timeline

The assessment will take approximately **4-7 weeks**, broken down as follows:

9.1. Phase 1: Initial Review and Data Collection – [1-2 weeks]

Document review, stakeholder interviews, and surveys.

9.2. Phase 2: Fieldwork and Analysis – [1-3 weeks]

On-site assessments, benchmarking, and data analysis.

9.3.Phase 3: Reporting and Recommendations – [1 week]

Preparation of draft reports, executive summary, and action plan.

9.4.Phase 4: Presentation and Finalization – [1 week]

Presentation of findings to the Audit Committee/Supreme Council and senior management, followed by final report submission.

10. Resources and Budget

The estimated budget for the assessment will cover:

- Fees and professional charges for external assessors or consultants.
- Any Travel, accommodation, and administrative expenses incurred during the assessment;
- Survey tools and materials.

11. Confidentiality and Reporting

All findings from the assessment will be treated as confidential and shared only with authorized personnel. The team conducting the review is committed to maintaining the highest level of professionalism and confidentiality throughout the process.

Confidentiality Provisions

11.1. Scope of Confidentiality

11.1.1. All information, documents, and data obtained or reviewed during the assessment are considered confidential and proprietary to the organization.

11.1.2. This includes, but is not limited to, audit reports, financial records, risk assessments, compliance documents, internal policies, and personnel data.

11.2. Obligations of Assessors

11.2.1. The assessor(s), whether internal or external, must sign a Non-Disclosure Agreement (NDA) before commencing the assessment.

11.2.2. The assessor(s) must ensure that all information is used solely for the purpose of conducting the internal audit department assessment and not for any other purpose.

11.3. Access Control

11.3.1. The organization will grant access to necessary information on a **need-to-know basis** to maintain confidentiality.

11.3.2. Sensitive documents will only be shared under secure and controlled conditions, such as through encrypted file sharing or in a secure physical location.

11.4. Handling and Storage of Information

11.4.1. All physical documents and digital files related to the assessment must be stored securely.

11.4.2. Digital files should be encrypted, and access to them should require strong passwords or multi-factor authentication.

11.4.3. Physical documents must be kept in a locked and secure location.

11.5. Return or Destruction of Information

11.5.1. Upon completion of the assessment, the assessor(s) must return all physical documents and delete or securely destroy all digital copies, unless retention is specifically authorized in writing by the organization.

11.5.2. A certificate of destruction may be required for compliance purposes.

11.6. Disclosure of Findings

11.6.1. The findings and recommendations from the assessment will only be shared with designated stakeholders (e.g., Audit Committee, Supreme Council, Board of Directors, Senior Management).

11.6.2. Any external disclosure of the findings requires prior written approval from the organization.

11.7. Breach of Confidentiality

11.7.1. Any breach of confidentiality will result in legal and/or contractual penalties as outlined in the NDA or engagement contract.

11.7.2. The organization reserves the right to pursue damages or other remedies as permitted by law.

11.8. Regulatory and Legal Compliance

The assessor(s) must ensure all activities align with applicable laws and regulations governing data privacy and confidentiality within the jurisdiction.

11.9. Third-Party Involvement

11.9.1. If third-party support is required (e.g., consultants, translators), they must also sign an NDA and adhere to these confidentiality provisions.

11.9.2. The assessor(s) must seek written approval before engaging any third party.

11.10. Periodic Review and Monitoring

11.10.1. The organization reserves the right to audit the assessor(s)' adherence to confidentiality provisions during and after the assessment.

11.10.2. Regular updates on data handling practices may be required throughout the assessment process.

5. Qualification Requirements/Short listing Criteria

Interested consulting firms ("Consultants") should demonstrate the following:

1. **Legal Status:** Must be a registered with the Islamic Emirate of Afghanistan, provide certificate of incorporation or business license.
2. **Financial Capacity** The consultant shall have at a minimum of **AFN 412,915** (Four Hundred Twelve Thousand Nine Hundred Fifteen) in liquid asset to ensure the financial capacity for carrying out the project operations.
3. **Experience: Proven execution of at least one contract of similar nature and complexity, submit contract copies and client completion certificates.**
4. **JV / Sub-Consultancy:** If applicable, clearly identify the lead partner and roles; other members must have executed at least 1 similar contract in last 5 years.
5. **Declarations:**
 - a. Not black-listed by any government agency in Afghanistan.
 - b. No conflict of interest regarding previous involvement in the project or procurement process.
 - c. Information in EOI is accurate; misrepresentation will be subject to legal action.

6. The short-listing criteria are:

[The short-listing criteria shall be set out objectively and measureable so that a transparent and justifiable selection can be made. The commonly used short listing criteria are defined below. However, the Client can modify/add any other criteria if deemed necessary]

- i. The Consultant should be registered legal entity and should have been in existence for the last (5) years in providing Consultancy Services of similar or related assignments. The consultant should provide a copy of the certification of incorporation/ business license with its EOI.

The consultant shall have at a minimum of AFN 412,915 (Four Hundred Twelve Thousand Nine Hundred Fifteen) in liquid asset to ensure the financial capacity for carrying out the project operations.

- ii. The consultant shall also provide proven experiences of having executed at least one contracts of similar nature and complexity during last 5 years. The consultants are required to provide copies of the contract along with clients' certificate towards completion of such assignments with their EOI.

The Consultant while describing the assignment(s) should furnish the following details:

- Consultant should explain in what way the executed assignment(s) was/were similar in nature to the current assignment and also indicating the input of key experts provided for the same
- The Consultant should explain the exact role played by the Consultant in the assignment if the assignment was carried out in association with other firms as JV or in sub-consultancy for carrying out the assignment.

- iii. Requirements for Consultants participating as Joint Venture, Consortium or Association:

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. If consultants intend to associate with other firms, they are advised to clearly identify the lead partner and state the composition and nature of their association (JV/ sub-consultant) in their EOI.

In case associations between the firms are in the form of JV, the following requirements will also apply:

- Only the firm meeting the shortlisting criteria substantially shall act as the Lead Partner of the JV. In case, more than one firm meets the shortlisting criteria substantially, any of the firms may act as the Lead Partner. However, the lead partner needs to be identified in JV agreement or intention of forming JV to be submitted with the EOI.
- Other member(s) of JV also need to have proven experiences of having executed at least one contract of the nature of this assignment during last (5) years, however, the variance in similarity and complexity could be acceptable.

- iv. Consultant having some regional experience is desirable

- v. Declaration by the Consultant that the Consultant is not black-listed by any Government agencies in Afghanistan

- vi. Declaration by the Consultant that the consultant does not have any conflict of interest in terms of taking any assistance / support from individual / firm / consultants who have been part of the Project Assessing the Internal Audit Department of the Da Afghanistan Bank consultancy or the procurement process.

- vii. Declaration by the Consultant that the information furnished in EOI is correct and for any misrepresentation detected at any stage of selection process or during execution of the resultant contract if successful, the Consultant to be taken up under the Law of the Land.

- viii. The EOI with all details should, preferably, not exceed 40 pages in total.

[The above short-listing criteria are indicative. The PE must ensure defining the criteria that meet their requirements best and appropriately]

Legal References

The attention of interested Consultants is drawn to ‘Chapter 4 - Process of Request for Proposal’ of ‘Rule of Procurement Procedure’ issued by Government of Islamic Emirate of Afghanistan. The consultants are also required to maintain high standard ethics throughout the procurement process. The Consultants’ attention is also drawn to Article 16 of Afghanistan Public Procurement Law for compliance. The consultants can download the Public Procurement Law and Procedure from:

www.npa.gov.af

6. The Da Afghanistan Bank hereby invites competent and eligible firms to express their interest in providing the above services. Interested firms must provide information and documentation demonstrating that they are qualified to perform the above-mentioned services.
7. Consultants will be short listed in accordance with Quality and cost Based Selection (QCBS) procedures set out in the Public Procurement Law (17th September 2016) of the Government of Islamic Emirate of Afghanistan. Interested consultants may obtain further information and collect the Terms of Reference at the address below from 8:30 am to 3:30 pm Kabul local time, Saturday to Wednesday.

Submission of Request for the Expression of Interest (REOI)

Request for Expression of interest (REOI) must be delivered on or before the **10.00 AM (Kabul local time), Sunday, 07 December 2025 (16/09/1404)** to the address specified below.

3rd Floor, Procurement Directorate
Da Afghanistan Bank (Central Bank).
Ibni-Sina watt, Kabul, Afghanistan.

The REOI submissions shall be made as: One “Original” REOI is not signed will not be accepted. For any inquiries or clarifications, interested applicants may contact:

Attention:

Mr. Rahmanullah “Zarin” Procurement Manager- Services

Mr. Sayed Anas” Khalili” Procurement Officer – Services

Ibni-Sina watt, Kabul, Afghanistan

Tel: +93(0)794 151 919 // +93(0)202103940

E-mail: rahman.zarin@dab.gov.af and anas.khalili@dab.gov.af

Copy to:

ihsanullah.ihsan@dab.gov.af

latif.fahim@dab.gov.af

ezatullah.ezat@dab.gov.af

ANNEXURE 1: FORMAT FOR EXPRESSION OF INTEREST

The expression of interest in English language must be submitted as per the following format:

{Note: In case documents submitted are in any language other than English, the consultant should submit a self-certified copy of the translated document in English (along with originals).}

SECTION 1: Organization Details (In case the EOI is being submitted as a Joint Venture/Sub-Consultant, the information has to be submitted for the Lead Partner as well as other members of the Joint Venture separately/Sub-Consultant.)

Part 1: Organisation Detail		
I.	Name of the Organization	
II.	Details of the Organization	• Address of the Registered Office: • Telephone: • Facsimile: • Website:
III.	Information about Organization	• Year of Establishment: • Status of the Organization: (Public Ltd./Private Ltd./LLP etc.)

IV.	Name and designation of the person authorized	• Name • Designation • E-mail • Contact Number	
V.	Annual Turnover for the last [3/4/5] Financial Years	Financial Year	Annual Turnover (Million USD)
		<i>Average for three years (Specify Years)</i>	
VI.	Number of Personnel	• Total employee strengths on the payroll of the company as on (specify the date) • Number of qualified technical personnel on its payroll or panel working in the area of (specify the area)	
Part 2 EOI Respondent firm needs to mention its core business areas and any other relevant details / experience in a descriptive format. EOI Respondent firm needs to mention its Technical and managerial capability for executing the scope of services.			
Please provide a response with details in not more than 3 pages			

SECTION 2: Documents to be submitted

Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
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	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
1	Firm must be registered legal entity and should have been in existence for the last [3/4/5/8/10] years. Information on their status as a legal entity and submit relevant supporting documents. (In case of JV, it should be met by the lead Partner but need to be submitted for other JV Members/Sub-consultant also)	Copy Certificate of Incorporation issued by relevant authority in country of establishment	
2	Average annual turnover during the last three years should not be less than equivalent to USD In case of Joint Venture, the turnover criteria should be met by the lead Partner. However, the information need to be submitted for other JV Members/Sub-consultant also)	Statutory Auditor's certificate (i.e. FY xxx, FY xxx, FY xxx) that provides the information explicitly as per the specific requirement of the criterion. OR Financials statements duly certified by the Chartered Accountant OR Self-certification by the authorized signatory of the EOI mentioning the Annual Turnover for the last [3/4/5] years supported by financial statements or Annual Auditor Reports (for. . FY 2014, FY 2015, FY 2016) clearly indicating the annual turnover. Please note: The annual turnover quoted must be the annual turnover of the EOI Respondent firm/Lead Partner and not its parent/child company	
3	The Consultant shall provide proven experiences to a minimum..... maximum of best (xxx) such contracts having executed (by EOI Respondent firm or Lead Partner and not its parent/child	<i>Details of the experience should be submitted as per format in Section 3 along with the following documents:</i> For completed projects: 1. Copy of Contract(s) 2. Copy of the Completion Certificate from the client.	

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
	company) during last [3/4/5] years of similar assignment (comprising of completed or on-going projects) which should showcase the expertise/ strength of the consultant for undertaking such assignments. The information in regard to the experience also need to be submitted for other JV Members/Sub-consultant as separate statements)	OR Copy of the letter from authorised client representative / Self-Certified declaration by authorized Signatory of the EOI Respondent Entity with explicit information about the completion of the assignment. For On-Going projects : 1. Copy of Contract 2. Copy of the letter from authorised client representative / Self-Certified declaration by authorized Signatory of the EOI Respondent Entity stating that scope of services completed till date along with payment realised for the project. Please note: <i>The credentials cited under this must have been executed by the EOI Respondent or the JV partner and not its parent/ child company</i>	
4	The details of the Consultant's regional experience if any.	List the Contracts executed with details such as contract number, the client detail, period of the contract, value of the contract, brief about the assignment etc.	
5	Other relevant documents	i. Declaration that the firm is not black-listed by any Government agencies in Afghanistan ii. Declaration that the consultant does not have any conflict of interest in terms of taking any assistance / support from individual / firm / consultants who have been part of the Project... consultancy or the bid publication process. iii. Declaration by the Consultant that the information furnished in EOI is correct and for any misrepresentation detected at any stage of selection process or during execution of the resultant contract if successful, the Consultant to be taken up under the Law of the Land.	

SECTION 3: Format for furnishing details of Credentials / Past Experiences for projects as at Sl. No. 3 of Section 2. The information need to be furnished as per the Format below for each credential.

The project citation should be a maximum of 2 pages per credential/project along with documents as mentioned under Sl. No. 3 of Section 2 (above). The citation need to be furnished for each credential.

Assignment name:	Country: Location within the country
Name of Client:	Address:
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of man month of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in USD):	Approx. value of the services provided by your firm under the contract (in USD):
Name of associated organizations, if any:	Role of Consortium member:
Narrative description of the Project:	
Detailed Scope of services, coverage of the project: Consultant should explain in what way the executed assignment(s) was/were similar in nature to the current assignment and also indicating key experts input for the assignment(s) including their qualifications and experience (CVs)	

<i>of such key staff are not required to be attached)</i> <i>The Consultant should explain the exact role played by the Consultant in the assignment if the assignment was carried out in association with other firms as JV or in sub-consultancy for carrying out the assignment.</i>	
Relevance of Project to the current scope (i.e. relevant project components in detail)	
Details of the impact of the project for the client:	
Copy of Contract(s)?	YES / NO
Copy of certificate from the client with explicit information to meet the specific requirement of the criteria attached?	YES / NO
Copy of self-certificate with explicit information to meet the specific requirement of the criteria attached?	YES / NO